



FULL COUNCIL MEETING - FINAL MINUTES

A meeting held in the Hub on Thursday 3rd February 2022, 6.30pm

Parish Councillors Present:

Cllr Elaine Allsop, Cllr. Malcolm Allsop (Chair), Cllr Philip Everett, Cllr Sylvia Holyoake, Cllr Angela Ireland, Cllr Ian Joynson, Cllr Peter Mantle.

Also present: Cllr Martin Murrell (Broadland District Council (BDC)), Wroxham Beat Officer PC Al Jennings & PC Graham Gill and 3 members of the public.

Clerk: Clare Male

1. **ATTENDANCE** – apologies were received from Cllr Barry Fiske & Cllr Fran Whymark (Norfolk County Council (NCC) & (BDC)).
2. **DECLARATION OF INTEREST** Members are invited to declare a previously undisclosed interest relating to any item on the agenda and to ask for a dispensation to vote on matters in which they have a disclosable pecuniary interest or other non-financial interests.
Item 7.5 – Cllrs E & M Allsop declared this as their application.
3. **MINUTES OF PREVIOUS MEETING** - agreed the accuracy of the final minutes of the Parish Council meeting of the **2nd December 2021**.
4. **PUBLIC SPEAKING**
 - 4.1. Received a report from Cllr Martin Murrell for BDC:
 - 4.1.1. Taylor Wimpey are consulting on the Rackheath North settlement on the 14th & 15th February. It is open to the public but spaces must be booked online first. Cllr Murrell & Cllr Whymark are on the steering group for the development of the medical practice on the site. Estimated to be ready in 2024.
 - 4.1.2. Update on changes to the structure of Clinical Commissioning Groups. This will now be District based.
 - 4.1.3. Food waste collections – vehicles are being purchased by BDC and will be converted to HVO fuel (vegetable oil), with a CO2 reduction of 98%. Collections will then be rolled out to the whole District.
 - 4.1.4. Council Tax assistance scheme – will be realigned with the Universal Credit system and make it much fairer.
 - 4.2. Received a written report from Cllr Fran Whymark for NCC:
 - 4.2.1. NCC has been allocated funding for those experiencing hardship. This will be distributed through the BDC Help Hub. Details to be published on FB.
 - 4.2.2. Throughout February Digifest will be running at Norfolk Libraries for 4- to 14-year-olds providing free sessions on Digital skills.
 - 4.2.3. Norfolk has been invited as one of nine areas to negotiate with the government on a Levelling Up deal for Norfolk.

- 4.2.4. Thursday 3rd February is Time to Talk day, a day of discussion about mental health, run by Mind.
- 4.3. A review of crime figures and any update from **Norfolk Police** - Crime figures are very low; Wroxham has only had 2 cases of theft from motor vehicles (fuel theft from business vehicles). Recent FB reports on women being followed/intimidated resulted in one report from the doctor's surgery area in Hoveton.
- 4.4. Public speaking - to allow the public to speak on any Parish matter up to 5 minutes each and not exceeding 15 minutes in total:
 - 4.4.1. Question to the police about the abstraction rate to support other initiatives across the County. (Abstraction - "Removal of officers from their neighbourhood. or removal from their role of addressing priorities within their assigned. neighbourhood."). PC Jennings said that it was only when there was a major incident. Other campaigns, such as drink driving, are undertaken locally.

5. MATTERS ARISING FOR INFORMATION ONLY:

- 5.1. Thanks to resident Tony Adams for mending the broken street name sign at the junction of The Avenue and Staitheway Road. Clerk to cancel order with BDC. **ACTION CLERK**
- 5.2. Query from a resident about the location of Defibrillators across Wroxham & Hoveton. No central log or map. Agreed to investigate further with The Circuit & First Responders. Once the information is collated then these can be made into posters and distributed. **ACTION CLERK**
- 5.3. Grants for trees from BDC have been extended. Cllr Joynson to note for the tree project.
- 5.4. After complaints from residents in March 2021, the ditch is finally being cleared on the Salhouse Road adjacent to Wherry Gardens.
- 5.5. New planning app Skinners Lane – Bure Meden, 31 Skinners Lane, NR12 8SJ. Erection of first floor and rear extension. Installation of two dormers windows to the front. Broadland District Council application no 20220071. Deadline for comments 25th February 2022. **Object** to the application on the grounds of Wroxham Neighbourhood Plan – policy HBE1 – harmful to the character and appearance of a Conservation Area; HBE2 – reduces the number of properties available for older people and HBE3 – does not respect the scale and character of existing and surrounding buildings, reinforcing local development patterns, form, scale, massing and character of adjacent properties.

6. ACTION PLAN:

- 6.1. Cemetery – **Cllr Mantle** - noted that the noticeboard has now been installed. Final element of the project is the fitting of the name plates to the gate pillars, which will happen in the next few weeks. Discussed plans for the consecration ceremony on the 23rd March. Working group to meet and finalise plans for next meeting. **ACTION CLLR MANTLE**
- 6.2. War memorial – **Cllr Ireland** - discussed the project to remodel the war memorial and have a permanent Christmas tree. Issue is the amount of work/cost that would be required to remodel the area, including reducing the height of the wall, to make a suitable space for the permanent tree. Agreed this is not an appropriate use of funds in the current economic climate and that the project be postponed. Clerk to update action plan. Discussed a proposal to replace the chippings with something easier to maintain. Agreed to postpone this until next year. **ACTION CLERK**
- 6.3. Wherry Gardens public open space adoption – **Cllr Fiske**. Received an update from the Clerk. Land registry transfer documentation will be submitted in the next few weeks. Discussed taking out chancel repair liability insurance. Agreed that the risk was low and not to go ahead. Waiting for further legal clarification on liabilities over retained land. Hopkins Homes will not complete the s106 transfer until the s38 Highways transfer is complete. Hoping that the s106 will be completed around May/June time. Agreed that it would be a good to mark the transfer with some kind of event.
- 6.4. Agnes Gardner Playground improvements - **Cllr Joynson**. Noted that the order has been placed for the fencing, matting and associated works. Works are expected to begin in April. When a commencement date has been agreed then a date for an opening ceremony can be set.

- 6.5. Village trees – **Cllr Joynson** – received an update on recent planting in the playground and Caen Meadow and to thank the Tree Warden and Cllr Joynson thus far. Noted that permission has been sought to plant additional trees in St Marys churchyard but the Benefice thinks permission needs to be sought from the Diocese. This is being progressed by the Clerk. Discussed correspondence with Norfolk County Council on FP2 (Park Road to Charles Close public footpath) on removing the dead trees and planting additional trees. They are checking the boundaries before they will proceed. Noted the poor condition of the path and discussed a possible TROD in this area. To continue to work with NCC on this.
- 6.6. Platinum Jubilee (2nd June) – **Cllrs E Allsop & Ireland** – received an update on the meeting with the Football Club and confirmed that the event will be held there. Noted the formation of a working party to organise the event. The Taverham band and a piper have been booked. A gas beacon has been ordered. More details will be worked on over the coming months.

7. PLANNING – Cllr M Allsop

- 7.1. **Appeal** - Land at 11 Skinners Lane, NR12 8SJ. Erection of a single dwelling. Broadland District Council application no 20210606. Appeal no APP/K2610/W/ 3283176. Deadline for comments is the 22nd February. Agreed to continue to object as per the Council's original response.
- 7.2. Barnes Brinkcraft, Staitheway Road. Replace 274m of quay heading. Deadline for comments 29th December. Broads Authority application no - BA/2021/0476/FUL. **No objection.**
- 7.3. Broad House Barns, The Avenue, NR12 8TS. Replacement commercial building. Broadland District Council application no 20212178. Deadline for comments 31st December 2021. **No objection.**
- 7.4. Bridge Broad Marina, Norwich Road. Use plastic piling rather than timber, variation of condition 2 of permission from BA/2019/0070/FUL. Broads Authority application no - BA/2021/0497/COND. Deadline for comments 16th January 2022. **No objection.**
- 7.5. The Crew House, 7 Staitheway Road, NR12 8TH. Erection of wooden painting studio in garden. Broadland District Council application no – 20212285. Deadline for comments 3rd February. **No objection.**
- 7.6. Campbell Cottage, Beech Road. Install 171 metres of timber quay heading within the grounds of Campbell Cottage and replace 34 metres of timber quay heading with galvanised steel adjacent to the River Bure. BA application number: BA/2021/0502/HOUSEH. Closing date for comments 4th February. **No objection.**
- 7.7. New tree works application:
- 7.7.1. Yeoman House, Beech Road. Broads Authority Application Number: BA/2021/0512/TCAA. Proposal: T1: Lime - remove deadwood. T2: Sycamore - remove 3 lowest branches growing toward the house. T3: Sycamore - reduce branches over the garden from 6m to 3.5m. T4: Lime - remove deadwood and reduce the branches over the garden from 6m to 4m. T5: Sycamore - reduce branches over the garden from 7m to 4m, remove deadwood, install non-invasive brace. T6: Sycamore - reduce branches over the garden from 6m to 3m, remove deadwood. Deadline for comments 12th January. **No objection.**
- 7.7.2. 34 Church Lane, Wroxham, Broads Authority Application Number: BA/2021/0498/TPOA. Proposal: T1: Chestnut (18m) - Crown raise to 4.0m and crown reduction of 3.0-3.5m. T2&3: Lime (16m) - Crown raise to 4.0m and crown reduction of 3.0-3.5m. Deadline for comments the 10th January. **No objection.**

8. **COMMUNICATIONS STRATEGY – Cllr M Allsop** – a “New Bridge” magazine has been started by volunteers from Hoveton. The Parish Council will provide updates for this. Discussed how to best reach residents who don't use Facebook. Agreed that most people use email and that a free Mailchimp service could be used to send out news updates at the same time as Facebook and Tumblr. Discussed who could subscribe, agreed to restrict the reach to Wroxham in order to stop the subscriber numbers going over the FOC limit for Mailchimp. Cllr M Allsop to set up account and arrange publicising of the service. **ACTION CLLR M ALLSOP**

9. **SALE OF CHURCH HALL – Cllr M Allsop** - received an update on a meeting with the Wroxham Benefice. The Benefice intend to sell the site and to redevelop St Marys Church to provide a hireable meeting venue using existing internal space. Parking is an issue. To maintain a watching brief.

10. FINANCIAL MATTERS – Cllr Fiske

10.1. Reviewed this period's financial position:

10.1.1. Noted total bank balances for period of £75,149.54.

10.1.2. Receipts - noted receipts in the period of £3,650.

10.1.3. Payments - agreed payments of £20,565.94, as detailed below:

Deposit for AGKP project	NGF play	£9,384.38
Street spaces grass cutting for 2021 season	Garden Guardian	£4,923.85
Staff salary, tax, NI & Pension	Clare Male	£1,588.12
Litter and dog bin emptying 2021 - 22	Broadland District Council	£1,275.20
Tree work to AGKP in prep for fencing works	Target Trees	£720.00
Staff salary, tax, NI & Pension	Norfolk Pension Fund	£612.78
Staff salary, tax, NI & Pension	HMRC	£501.84
Settlement payment for roll top bin contact	Biffa bin	£317.71
2 new grit bins - Charles Close & Park Road	Salt Merchant	£208.80
Memorial plaque	Brunel Engraving	£127.56
Street furniture cleaning	Garfoots	£120.00
Power for footway lighting	Npower business	£59.94
Printer cartridges	Cartridge Save	£58.65
Replacement pads for Defib	Defibshop	£57.00
Grit for 2 new grit bins	Cllr Peter Mantle	£55.68
Christmas tree	Manor Farm Partners	£50.40
Wood for Xmas tree structure	Cllr Ian Joynson	£45.94
Stickers asking public to use grit bins	CIM Signs	£42.04
Costs for xmas tree erection	Cllr Peter Mantle	£37.24
Roll top bin final November collections	Biffa bin	£37.07
Clerk's travel Dec & Jan	Clare Male	£35.55
Members Allowance	The Bridge Restaurant	£33.16
Delivery fee for trees (FOC from BDC)	Cllr Ian Joynson	£30.00
Clerks mobile phone bill Dec	Vodafone	£28.09
Clerks mobile phone bill Jan	Vodafone	£28.09
Hall hire - Jan	Wroxham Hub	£26.00
Clerk's expenses Dec	Clare Male	£26.00
Clerk's expenses Jan	Clare Male	£26.00
Members Allowance	The Old Mill café	£21.35
Hall hire - Dec	Wroxham Hub	£20.00
High vis vests for stewarding	Cllr Malcolm Allsop	£19.50
Street light maintenance for first quarter 2022	TT Jones Electrical	£13.70
Members Allowance	Cllr Barry Fiske	£10.85
Refreshments for Betts bench unveiling	Cllr Elaine Allsop	£10.05
Additional meeting	Wroxham Hub	£8.00
Members Allowance	Cllr Peter Mantle	£5.40

10.2. Noted minutes of the Finance meeting of the 25th January 2022. On the website.

10.3. Following a tender exercise, the Council received a recommendation to appoint a grass cutting contractor for 2022 – 2024 of Garden Guardian of Little Plumstead. Clerk to notify contractors and publish result on Contracts Finder. **ACTION CLERK**

10.4. Ratified the intention from the Finance Committee to extend the street furniture washing contract to include the new Cemetery noticeboard, benches and heron sculpture. Clerk to issue order. **ACTION CLERK**

11. STREET SPACES

11.1. New grit bins on Park Road & Charles Close – thanked Cllr Mantle for installing and filling these and noted that these are available for the general public to use in the event of ice and snow.

11.2. Christmas tree – see item 6.2. Thanked the team of volunteer's that erected and removed the tree.

11.3. Litter picking – discussed issues with Community Payback not providing a regular service. Cllr E Allsop has arranged an interim litter pick using volunteers but this is not a sustainable long-term solution. Ongoing issue is the litter coming from Roy's garage. Clerk has written to the

manager at Roy's twice but they seem unable to maintain the site in a clean and tidy state on an ongoing basis. Agreed to discuss at the next meeting.

12. RECREATIONAL SPACES

12.1. Waste removal in tourist spots – discussed dissatisfaction with the response from BDC on the difference between NNDC and BDC policy in this area. Requested a face-to-face meeting with the Head of Department to discuss issues. Cllr Murrell to arrange.

ACTION CLLR M MURRELL

12.2. Caen Meadow bins – Cllr Ireland – see item 12.1. Clerk emphasised need to provide an adequate service in the interim. Agreed seasonal wheelie bins is one of the few solutions and there is £500 in the budget to support this. Clerk to circulate details and liaise with the Friends of Caen Meadow group.

ACTION CLERK

12.3. Agnes Gardener King playground – thanked Cllr Joynson for his work with Wicksteed (playground equipment supplier) getting the platforms on the climbing towers replaced.

13. HISTORIC & BURIAL SPACES – Cllr Mantle

13.1. St Mary's church grass cutting – Cllr Mantle met with Norfolk Wildlife Trust discussing the importance of having uncut grass areas. Shaun Hearn to present a revised spec for approval by WPC and the Wroxham Benefice. Cllr Mantle to liaise.

ACTION CLLR MANTLE

14. GOVERNANCE AND ADMINISTRATION – Cllr Everett

14.1. Volunteers – reviewed additional notes to accompany policy and to agree procedure for finding and communicating with volunteers. Clerk to publicise.

ACTION CLERK

14.2. Reviewed and approved an updated Operational Risk Register. Removed Brexit and Covid. Updated bins, litter picking, warden for Caen Meadow, Wherry Gardens playground inspection and St Marys churchyard.

ACTION CLERK

14.3. Reviewed and approved Standing Orders. Clerk to publish.

ACTION CLERK

15. LIASON WITH OTHER BODIES – Cllrs M Allsop

15.1. Norfolk Police - priorities set in response to the meeting in November are speeding in Wroxham, particularly on the Norwich Road, Salhouse Road and The Avenue. See item 4.3.

15.2. Discussed Rackheath North development and the need for a cyclepath linking northwards with Wroxham and Salhouse – there will be a public consultation in January/February 2022 with a full planning application in March 2022, Councillors to attend.

16. CORRESPONDENCE – noted:

16.1. Road closure on the Norwich Road 13th to 15th December. Request from a resident to investigate further with NCC Highways the cause of the sink hole and that imposing a weight limit on the A1151 would help reduce future incidences.

16.2. Complaint re condition of railings on the Wroxham Bridge.

16.3. Update on the Greater Norwich Local Plan (GNLP). The Plan will be reviewed via an online hearing from the 1st February for two weeks.

16.4. Update on Norwich Western Link from Norfolk County Council.

16.5. Consultation on Proposed Submission Version North Norfolk Local Plan (Regulation 19 Publication). Closing date for comments 28th February 2022.

16.6. "The Landscape Review" report and associated consultation on the government's response to the Glover report. Deadline for responses 9th April 2022. Cllr M Allsop to respond.

ACTION CLLR M ALLSOP

17. ITEMS FOR NEXT AGENDA – 3rd March 2022 at 6.30pm. Litter. Northerly and southerly wrought iron village signs.

Signed.....

Dated.....