

Wroxham Parish Council

Clerk: Mrs. D. Wyatt, 19a, Stonehill, Rackheath, NR13 6LX

Tel: 01603 721474 e-mail wroxham_pc@btinternet.com.

Website: www.wroxham-pc.org. Facebook: www.facebook.com/ourwroxham

Minutes of Parish Council meeting held at the Church Hall, Norwich Road, Wroxham on Thursday 5th January 2017 at 7.30pm.

PRESENT: Cllr B.Fiske (Chairman),

Cllr. I. Joynson -Finance

Cllrs: Mrs.S.Holyoake, Mrs K.Claxton, P.Mantle, P.Hadingham, C.Hall and M. Allsop

Clerk Mrs. D.R.Wyatt, and one resident.

2017/

713. DECLARATIONS OF INTEREST

Members are invited to declare interests as required by Wroxham Parish Council Code of Conduct, adopted July 2012

There were no declarations.

714. APOLOGIES/ RESIGNATIONS/CO-OPTIONS

To confirm resignations received from Cllr. Halford 17/11/2016 and Cllr. Bugden 21/11/2016

Resignation of Tree Warden Mrs. Ann Bugden received on 5/12/2016.

"Councillor Fiske confirmed the resignations Cllr Halford, Cllr Bugden and Mrs Bugden as Tree Warden adding:-

The council wishes to record its appreciation of their collective efforts on behalf of the council and the community during their time with the council.

Their hard work and wise counsel has been very much respected."

This leaves the Council without a Tree Warden and the position must be advertised.

Clerk confirmed that this position was a Broadland District Council initiative which initially asked for Parish Councils to forward the names of two willing residents. It is a voluntary position and details will be posted with the adverts on the Website, Facebook and Notice boards.

TO ELECT A VICE CHAIRMAN.

Cllr. Allsop was proposed by Cllr. Mantle and seconded by Cllr. Claxton. Unanimous voting with exception of Chairman (abstained)

715. MINUTES OF THE LAST MEETING (Previously circulated)

To confirm minutes of 17th November, 2016 – Proposed by Cllr. Hadingham and seconded by Cllr. Hall.

1st December 2016 – Proposed by Cllr. Holyoake and seconded by Cllr. Allsop.

8th December 2016 – Proposed by Cllr. Hadingham and seconded by Cllr. Holyoake. All unanimously agreed and confirmed as true reports.

716. CHAIRMANS REPORT –supplied by Chairman.

Councillor colleagues, Our Clerk, Ladies and Gentlemen, **Happy New Year**

I am delighted to be addressing you as the Chairman of your Parish Council meetings as this New Year begins.

We have an ambitious agenda for this year that includes our Neighbourhood Plan, the integration of Wherry Gardens and ensuring safe pedestrian access to and from Wherry Garden. We have car parking issues to address in Keys Drive and Park Road. We have plans to brighten our village and increase its appeal. We shall strive to ensure that the best interests of our beautiful village and its parishioners are served at all times.

I believe our council is up to the task, we have a wide range of skills and experience at our disposal, as well as a willingness to achieve our goals.
The New Vision Paper is our road map at the outset of 2017.

Our endeavours can be seen not only in The Bridge Magazine month by month but in real time on Our Wroxham Face Book page and the council's web-site.
Throughout our program we shall, from time to time, require the assistance of some or all of our Parishioners we hope they will feel inclined to lend a hand when needed..
Indeed we presently have vacancies on our council so should anyone feel that they may well also wish to play a part in the council's endeavours then please contact our Clerk, Daphne Wyatt.

717. PUBLIC PARTICIPATION, including Police, County & District Councillors and Comments on Planning Applications and other issues by residents and guests.

Standing Orders to be adjourned for up to 15 minutes.

Report from County Cllr. Thomas Garrod - None

Report from District Councillor Fran Whymark/Vincent Tapp

Apologies received from Cllr. Whymark who was otherwise detained.

Report from Norfolk Constabulary. – None received.

Comments from residents as requested.

Clerk read out communication on behalf of Mr & Mrs. J. Shurley

Resume Standing Orders.

718. COUNCILLORS REPORTS.

- **Amenities** – Cllr.C.Hall – Separate report attached.

Recommends Safety Inspection of Memorials Stones (previously carried out by Councillors)

This was discussed with the Council and a figure of £800 was proposed for acceptance. (See Finance Para 5.)

Although the group decided to request the new **Notice board complete with header** be ordered for Beech Road, as it could not be installed by suppliers, further discussion would be required at the next meeting. It was also agreed that “**header boards**” be fitted to the remaining boards and a figure was agreed at £845.00 complete. Clerk to enquire regarding fitting of all the above from our usual Handyman Mr. Mitchell. Proposed Cllr. Holyoake and Cllr. Mantle.

Referring to Tikspac (Dog Station).

After further discussion and viewing of the advertising (placed on front by others) it was agreed that we request two be added to the list. 1 – Caen Meadow and 2 – Keys Hill Wood.

Cllr. Hall clarified that these are £300pa each if WPC header without advertising, otherwise free with CSR advertising (sold by Tikspac) subject to group order of 10. Action Cllr Hall to further with Tikspac/BDC.

This was Proposed by Cllr. Hall and seconded by Cllr. Holyoake.

Advertising. – Group requests FB boost to target area of Wroxham residents. £4. Per boost, agreed 5 posts. Also approval requested to spend £250 to draw up and deliver mail shot referring to Amenities and a page for our Website.

Clerk suggested that this letter could contain other news at the time and be a loose page delivered with the Bridge Magazine. Alternatively it was suggested by Cllr. Allsop that we ask the Sea Scouts if they would be willing to deliver for a small donation. Provisional agreement to be confirmed when details firmed up.

Council approved 2 financial requests from Amenities Convenor to kickstart promotion of a prospective “Wroxham in Bloom” to parishioners. 1) to boost a specific post (CH to supply with help of MA) to Wroxham FB users at circa £4 a time - maximum spend £20 and 2) to design, print and deliver an A5

leaflet all inclusive to a maximum of £250. The rear side maybe used for Amenities to get across a message informing Amenities Vision inviting/promoting community spirit. CH will produce drafts by/for the next WPC meeting

- **Surgeries – Cllr.K. Claxton**

Our first Saturday surgery at the Library, held by Cllr Joynson and myself, brought one parishioner who had concerns about the bad footpaths along her road and car parking spoiling the grass verges. The bad smell coming from the lorries emptying the tanks at Wherry Gardens was also mentioned and we updated her on the latest details.

She had heard about the potential crossing from Wherry Gardens and also expressed her concerns regarding this. She was assured that nothing would be done without consultation with the residents. Interest was shown in future housing developments, particularly local affordable housing. We explained about the **Neighbourhood Plan** and she agreed to join the committee.

Our next meeting has been arranged for January 7th 10am to 11.30am with further meetings on February 4th and March 4th.

Cllr. Allsop formally requested that the Clerk registers on line for highways complaints as it is his understanding that the requests go straight to the gangs working and are immediately attended to. Clerk agreed to do this.

Hopkins homes, Wherry Park Development. – Cllr. Hadingham. 1/ Sewage Disposal

The tanker seems to be on a daily empty again, I spoke to Trevor Crane at Hopkins HO and again it seems to be AW dragging their heels with not upgrading he believed a pumping station further along the network.

Had an update from AW, it seems that the problem lies in a pumping station further along the system, AW is waiting for Hopkins to pay for the work to be done and are actively chasing payment. If the money is received in the next 7 days, the work can be programmed but it is unlikely to be completed before March.

Spoke to Trevor at Hopkins and relayed this information and he will look into why the payment has not been made.

He also understands that Hopkins is looking into lower capacity pumps for the short term to enable the sump to be kept at a level where tankers are not required so frequently. The person looking into this is still on Christmas holiday.

2/ Grassed Area and play ground

Again Trevor seemed to know the answer, he was surprised that the grass had not taken and that it continued to flood. I suggested that he visits site to see the issue and meet me and other council representatives.

He is attending site today, but would not give a specific time so I gave him my mobile number and I will go and meet with him though he did not want to meet.

His take was that they could not seed till later in the year though it will be more difficult as they have planted 20 trees in the last month around the play area. As far as opening the play equipment to the public he has no idea.

I understand from a comment made by Daphne that the council has to choose 2 further pieces of equipment to be added to the area? Could this be holding up the opening.

3/ Crossing

Still no positive news.

4/ Speed Awareness

Is there a mount for the flashing signs on the Salhouse Road if not can one be provided between The Avenues turning and Stevenson Road I would be happy to install the unit and swap batteries when in place as this would slow traffic coming into Wroxham.

5/ Gap in Hedge Salhouse Road

As reported to the Council by a resident there is a gap in the hedge along Salhouse Road which had been covered by metal site fencing now removed, having checked Google Earth and

original site plans the gap appears to be long standing and not caused by Hopkins but according to the site manager they are planting trees and hedging to match the existing hedge.

Highways – Road Safety Crossing. B1140/A1151- Report Cllr. Fiske (Chairman)
"Having received a letter from Justin Le-May NCC's Highways Engineer, Cllr Fiske cautioned the council that any pedestrian crossing style adopted in order for pedestrians to cross the B1140 Salhouse Road in relative safety would probably have to be at the Parish Councils expense. The Highways Engineers are presently reviewing what type of crossing and/or centre of the road refuge that could be installed and have promised to provide its findings to the Parish Council by the end of January 2017. A further discussion in council shall take place once this information is received."

Discussed the possibility of an app being placed on computers to download information from the speed sign and publish this so residents are informed.

- **Planning** – Cllr. Fiske (Chairman)

Broadland District Council applications received for consideration at this meeting.

PA20162035 – 15, Church Lane, Wroxham, NR12 8SH

Single storey rear extension with covered BBQ area and Garage Conversion.

PA20161930 – 171, Norwich Road, Wroxham NR12 8RZ

Erection of a single storey timber car port to the side elevation of existing garages.

Mr. Anthony Bateman.

Reply required by 14th December 2016.

Parish Council had no objections.

Mr. Jay Dunham.

- **Neighbourhood Plan Group- Dec: 15 2016** Cllr. M.Allsop Copied by Clerk.

The Neighbourhood Plan Group met with officials from Broadland District Council to discuss our intentions. The team from BDC were extremely helpful and supportive and in a two hour meeting laid out the options before us. We need to form a NP working group which should be made up of both parish councillors and others living in our village. We need to demonstrate that it contains people representing different interests - such as local businesses, voluntary groups etc. After some publicity in The Bridge magazine a small number of people have already come forward. We need to build on this.

The BDC team estimate that the NP could be formally adopted in 18 months to two years. The last five months is taken up with it being scrutinised by BDC and the Broads Authority. The cost will depend on how much work we do ourselves and how much is done by an outside consultancy.

We need to involve the village at large in the decision making process and be able to demonstrate that we have consulted widely. When approved by BDC it will then go to a referendum in the village which BDC will conduct and pay for.

There are two levels of grant available - one from central government and one from BDC. These could add up to around £15,000. We need to apply in the next window which begins in the new financial year.

Of nearby parishes in BDC area Blofield already has a NP adopted along with Acle, Great and Little Plumstead, Brundall, Drayton, Old Catton, Strumpshaw and Sprowston. The following are already working on one: Salhouse, Rackheath, Hellesdon, Horstead, Aylsham, and Horsford.

It would be most helpful if we could all spread the work and try to attract some good people to add to the working group.

I was approached by a resident who was a member of the Broads Authority who would like to get involved and this will be very helpful.

Broads Authority Local Plan Chairman asked if there would have any implications to the Neighbourhood Plan, as the Clerk had reminded us that a reply would be preferable.

Summary – Cllr. Mantle. Having read through the report in some depths and in relationship to the Parish of Wroxham it appears that overall the attention of the Authority is to focus on the Northern side of the river Bure in and around the Parish of Hoveton

Although they have highlighted Beech Road and made no direct statement other than any possible future development should come under close scrutiny especially where it is felt flood issues could become a serious problem in the future

In addition they recognised Caen Meadow, the public Staithe, Traffords land which they also briefly mention, but with no recommendations from the Authorities with any future plans, other than making reference to development boundaries of WPC falling outside of the Authorities boundaries

Their focus as previously stated relates to where Hoveton boundaries on the river Bure, as this is where they see any future development, refurbish, rebuilding current derelict sites each being easily identifiable without the need to mention the sites by name.

The land from the railway track, Hoveton viaduct, Hoveton station, via the car park to the village centre is seen as an import area to retain due to foot fall and the increase in visitors during the summer months. A brownfield site has been identified towards the station for further possible development

From the Wroxham point of view there is nothing in this current Broads plan that requires a formal reply to the Broads Authority from the WPC.

Council AGREED with above.

WROXHAM CEMETERY

- After discussion Council agreed a 10% increase in all fee charges.
- They agreed not to allow three depth grave plots.
- After discussion agreement confirmed to full burial charges being made when re-opening to allow a casket to be placed inside.
- Also agreed that from now, 5/1/2017 pre-paid burials have the proviso of paid charges being updated to current fee at time of use.

Above proposals AGREED Proposed by Cllr. Claxton and seconded by Cllr Hall.

FINANCE – Cllr. I.Joynson.

- Clerk distributed current cheque list, including income and balances at bank which were AGREED.

102381	Infigo it - Web charges to March 2017	126.00
102382	Norfolk Parish Training Support	115.00
102383	Wroxham Church Hall - 17/11/2016	15.50
102384	Mr. Garfoot - 16/0021 Viking	90.00
102385	payments Society of Local Council	173.08
102386	Clerks - Fee Hunstanton	139.00
102387	Norfolk ac 10/11/2016	50.00
102388	Clerks Salary + underpayments	1726.09
102389	Clerks Re-imburements Dec:	96.90
102390	H.M.R.C -	231.63

	Emplys	2763.20
	Direct Debit B.T. November	53.92
		2817.12
Income	Purchase-single cremation plot M.C.Daines	400.00
	Abbey Memorial request Kirkham memorial	140.00
	BFS. Re-open Grieve plot	100.00
	Clerk - Stamp purchase Inv:44	27.50
		667.50
Balances	Community a/c 3543 - 14.12.2016	30751.50
	Business a/c 2515 - 3.10.2016	112844.28
		143595.78

- Quotation for new notice board complete with header and posts at Beech Road, in the sum of £720 + VAT accepted. Proposed by Cllr. Holyoake and seconded by Cllr. Mantle Fitting same will cost approximately £100.00 Clerk to place order.
- Council agreed to security light being supplied for Church Hall, in the sum of: £165 + VAT. Proposed Cllr. Joynson and seconded by Cllr. Claxton. Clerk to arrange.
- **TiksPac** – Free Dog Waste Stations. Providing clean public spaces through corporate social responsibility (CSR) – Proposed Cllr. Hall and seconded by Cllr. Holyoake. Council AGREED to request two of these, one for Caen Meadow (subject to permission) and one for Keys Hill Wood. These are free if advertising bought by others.
- **Council** confirmed agreement to Memorial Safety Inspections at Church and Cemetery .Quotation of £2.00 + VAT per memorial accepted. Clerk to carry out the required advertising and notification of this to public and memorial owners, where known. The inspection (by Abbey Memorials) will take place on Friday 31st March.

Minute for item 718 Budget Completion and Precept:

The Finance meeting minutes of the 1st Dec were agreed, however following on from that finance meeting the Parish Clerk noted that some budget items on the agenda were omitted from the discussion. These extra items (listed below) were consequently discussed at the WPC meeting of 5th Jan 2017. It was agreed to add these to the 2017/18 budget.

- 1) New WPC tops for 4 notice boards are required – Estimated additional cost £520.
- 2) Wi-Fi installation for meeting venue (including rental) – Estimated additional cost £675.
- 3) Memorial seat Mr. C. Spelman plus base – Estimated additional cost £500.
- 4) Brick Piers to be built at Cemetery (permission required from Mr Trafford with 2 years notice). This will be set for 2018/19 budget - (Estimated £2000).
- 5) Letters requiring painting on War Memorial - Estimated additional cost £200.
- 6) By-laws for Caen meadow, Agnes Gardener Children's Play Area required- Estimated additional cost £500.
- 7) Fencing off of Caen Meadow (area leased by WPC) – Quote required

Other items were discussed but were considered as falling within current budget estimates and therefore are not listed.

It was agreed that Councilor Joynson would adjust the budget spreadsheet accordingly (including the precept requirement) and inform the Chairman and RFO when this is complete.

BUDGET COMPLETION AND PRECEPT ACCEPTANCE.

Suggestions forwarded by RFO to Finance Convenor for consideration by the Council.

- To confirm Bracken and bramble cutting quotation by Norse – Amenities Convenor – Cllr. Hall.
Approved
- To confirm initial quotation for Cremation areas at Cemetery. –Amenities – Cllr Hall
Approved
- To consider increase in price for hedge cutting at Cemetery. After discussion it was agreed that one cut per annum would suffice at present. Increase per cut agreed.
- To consider increase in price for grass cutting at Agnes Gardner-King Children’s Playground, Cemetery and St.Mary’s Churchyard. – After discussion this increase was agreed as acceptable
- To consider the quotation for repair at Cemetery after Clerk and Cllr Hall have inspected this again. Amenities group agreed price acceptable, but Cllr. Hall would like to amend the work when notified that it is about to commence.

To consider cashing War Bond as interest no longer paid. Clerk instructed to do this. Unanimous decision.

Unanimous decision for all above by all present.

719. MALTHOUSE LANE – OWNERSHIP

Awaiting reply.

720. CORRESPONDENCE Information only.

None received by Clerk.

721. AGNES GARDNER-KING CHILDREN’S PLAYGROUND.

Cllr.I.Joynson reported that there was still cosmetic work to be carried out, possibly Spring when area can be seeded.

722. LATE CORRESPONDENCE

None received.

723. ITEMS FOR FUTURE AGENDA AND ANY OTHER BUSINESS.

There have been complaints on Facebook about overgrown bushes and Trees in Charles Close.

Clerk required addresses to forward request for attention to these trees and bushes.

Multiple parking in front of Terrace housing on Norwich Road, assuming opposite Petals, has also been reported to the new Police from Acle.

724. PUBLIC PARTICIPATION (5 MINS)

There was no public participation.

725. NEXT PARISH COUNCIL MEETING agreed as 2nd February 2017

Mrs D.R.Wyatt Clerk & RFO to Wroxham Parish Council

23rd January 2017

D.R.Wyatt

Wherry Gardens report 5th January 5, 2017

1/ Sewage Disposal

The tanker seems to be on a daily empty again, I spoke to Trevor Crane at Hopkins HQ and again it seems to be AW dragging their heels with not upgrading he believed a pumping station further along the network.

Had an update from AW, it seems that the problem lies in a pumping station further along the system, AW is waiting for Hopkins to pay for the work to be done and are actively chasing payment. If the money is received in the next 7 days, the work can be programmed but it is unlikely to be completed before March.

Spoke to Trevor at Hopkins and relayed this information and he will look into why the payment has not been made.

He also understands that Hopkins is looking into lower capacity pumps for the short term to enable the sump to be kept at a level where tankers are not required so frequently. The person looking into this is still on Christmas holiday.

2/ Grassed Area and play ground

Again Trevor seemed to know the answer, he was surprised that the grass had not taken and that it continued to flood. I suggested that he visits site to see the issue and meet me and other council representatives.

He is attending site today, but would not give a specific time so I gave him my mobile number and I will go and meet with him though he did not want to meet.

His take was that they could not seed till later in the year though it will be more difficult as they have planted 20 trees in the last month around the play area. As far as opening the play equipment to the public he has no idea.

I understand from a comment made by Daphne that the council has to choose 2 further pieces of equipment to be added to the area? Could this be holding up the opening.

3/ Crossing

Still no positive news.

4/ Speed Awareness

Is there a mount for the flashing signs on the Salhouse Road if not can one be provided between The Avenues turning and Stevenson Road I would be happy to install the unit and swap batteries when in place as this would slow traffic coming into Wroxham.

5/ Gap in Hedge Salhouse Road

As reported to the Council by a resident there is a gap in the hedge along Salhouse Road which had been covered by metal site fencing now removed, having checked Google Earth and original site plans the gap appears to be long standing and not caused by Hopkins but according to the site manager they are planting trees and hedging to match the existing hedge.