

# Wroxham Parish Council

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

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## **Minutes of Parish Council meeting held at the The Wroxham Hub, Norwich Road, Wroxham on Thursday 2<sup>ND</sup> February 2017 at 6.30pm.**

PRESENT: Cllr B.Fiske (Chairman),

Cllr. I .Joynson -Finance

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

Clerk Mrs. D.R.Wyatt, and 23 residents.

Meeting started before Clerk was in place. Cllr.Allsop was selected to take minutes.

**2017/**

### **726. DECLARATIONS OF INTEREST**

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

Declarations were declared from Cllr. Hall- living near Caen Meadow and Cllr. Hadingham – living on Wherry Gardens.(Both are Convenors for their respective areas)

### **727. APOLOGIES/ RESIGNATIONS/CO-OPTIONS**

Apologies received from Cllr. Adams and Cllr. Mantle.

### **728. MINUTES OF THE LAST MEETINGS (Previously circulated)**

To confirm minutes of 5<sup>th</sup> January 2017 as true reports.

To confirm minutes of the EGM on 19<sup>th</sup> January 2017.

Minutes were unanimously agreed as true records.

### **729. CHAIRMANS REPORT**

We have a busy year ahead of us with several initiatives that require us to set critical paths to ensure the initiatives reach maturity in good time.

Our costs and financial forecast for the balance of this financial year must be continually monitored.

Our budget and Precept for 2017/18 must be presented and adopted.

Our financial integrity has to remain robust as we strive to introduce initiatives that will absorb cash along the way. To assist in this process we need to have our present financial performance checked and tested both to ensure that its processes are compliant and good governance prevails.

Our Neighbourhood Plan, Future Capital Projects and Wroxham in Bloom initiatives require target dates in the calendar to ensure we drive these forward.

#### **Housekeeping**

In an attempt to try and speed up the preparation of minutes I asked various councillors at the January 5th meeting to provide minutes to the Clerk for the more complex issues.

The process appears to have unravelled along the way therefore I suggest we revert to the original system whereby the Clerk records all the decisions made by the Council and that it is she who contacts the appropriate councillor in the days after the meeting to expand on the more complex issues to ensure that the details in the minutes are correct.

It should remain our goal to have the minutes issued 10 working days from the date of the meeting and it would be appreciated if all could work towards this deadline.

### **730. 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 received –see Blogs.

Report from District Councillor Fran Whymark/Vincent Tapp- unable to attend.

**Report from Norfolk Constabulary.**

PC.Sean Phillips, gave his report that covered the whole of Wroxham Parish, 7 various problems related to Wroxham in all which were:-

3 - Criminal Damage , Norwich road, Trafford Walk and Charles Close.

3 - Thefts which were:- Park Road, Staitheaway Road and Fuel from Roys Petrol Station,

1 - Drugs – Keys Drive.

Residents (17) reported parking offences, mainly Norwich Road and Nobel Crescent.

P.C.Sean Phillips took all details and will report back later.

Resident asked about distribution of the flyer with the Bridge.

Resident mentioned that he would like the gate to stay at Malthouse Lane.

Resume Standing Orders.

**731 COUNCILLORS REPORTS.**

- **Amenities** – Cllr.C.Hall – Copy report will be available upon request to the Clerk, which contains:-Grass cutting and Road and Street signage.
- Update - on Parking Issues, Norwich Road, Keyes Drive, Preston Close and Castle Street. Hoping to meet with Norfolk County Council, Broadland District Council and the Wherry Housing Community Management.
- Arranging for leaf clearing and dog fouling in areas required.
- Fencing at Caen Meadow and bracken clearance. Trimming trees at water edge and removal of loose tree branches.
- Update - Tikspac Dog Station.  
We have to get 10 associates to have a free asset otherwise they cost £300 each.
- Update - Prospective “Wroxham in Bloom”.  
Flyers are being prepared to explain this project and we hope that residents will all get involved in whatever way they can.
- St. Mary’s Church and Wroxham Cemetery are to have a Memorial Safety Check on 31<sup>st</sup> March 2017.
- New notice boards and Wroxham Parish Council names fixed to top of all existing boards.
- Additional dog and litter bins.
- **Surgeries** – Cllr.K. Claxton- Copy report will be available upon request from the Clerk. Surgeries are being held on fixed Saturdays at the Wroxham Library for residents to explain their problems with the councillors in private. We have only had three at present but attendance is increasing as publicity is seen..
  
- **Hopkins homes, Wherry Park Development.** – Cllr. Hadingham. Copy will be available upon request from the Clerk. Cllr. Hadingham reported that the tankers were being reduced to one a week and by March 27<sup>th</sup> 2017 the site would be all connected. Trees appear to be planted as arranged and the balance of the play equipment is being selected by the Council for approval at the next meeting. The play area and parts of the Open Space still floods and it is hoped that this problem will be resolved soon.
  
- **Highways – Road Safety Crossing. B1140/A1151-** Cllr. Fiske  
Talks had been taking place about the safety issue crossing from the new development to join the main part of Wroxham. A pelican crossing had been rejected on the grounds of volume. A safety refuge in the centre of the road had been rejected because of blocking accesses of nearby housing. Talks are still taking place seeking an alternative acceptable to Norfolk County Council.
  
- **Clerks report** – for information only. Copy available from Clerk upon request.

- **Planning** – Cllr.B. Fiske

Chairman reported for the record that Cllr. Adams would join the Planning section and be involved with the future projects proposed. Also currently would be involved in finding a Tree Warden for the Council.

**Broadland District Council applications received for consideration at this meeting.**

**PA20170033 – 22, Charles Close, Wroxham.**

**Construction of new garage**

**Mr. A Andrews.**

**Applications previously received, awaiting confirmation.**

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

Single storey rear extension with covered BBQ area and Garage Conversion

Parish Council had no objections.

BDC approval 22.12.2016.

**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 14<sup>th</sup> December 2016.

Parish Council had no objections.

BDC approval 20.12.2016.

- **Neighbourhood Plan-** Cllr. M.Allsop.

No report this month. The Neighbourhood Plan has been widely advertised and a selected Steering Group (Working Party) of approximately 14 residents will do all the work during the next 18 months to produce a Blueprint to shape our community over the next 25 years. Salhouse, Rackheath and Blofield are nearing completion so it can be seen that we are behind and need to forge ahead.

There will be an open meeting on 30<sup>th</sup> March at the Wroxham Hub time 6.30pm for people interested in this project.

**732 FINANCE** – Cllr. I.Joynson.

- The following were approved on the proposal of Cllr. Joynson and seconded by Cllr. Claxton; including income and balances at bank.

**Payments**

- 102391 – Wroxham Church Hall- Dec1st & 8<sup>th</sup> 31.00
- 102392 – The Wroxam Hub -2<sup>nd</sup> Feb: 2017 14.00
- 102393 – Mr. G. Dunn – Nov: & Dec: 2016 252.00
- 102394 – Mr. Garfoot – 16/0023 90.00
- 102395 – Target Trees Inv: 205 & 298 540.00

102396 – Clerks Salary + Overtime 1245.55

102397 – HMRC – P.A.Y.E. 82.40

102398 - HMRC – Employers N.I. 89.97

102399 – Clerks reimbursements Jan: 2017 337.43

Direct Debit – B.T. December 2016 55.37

Direct Debit – B.T. January 2017 50.85

Total payments **2788.57**

**Receipts**

Abbey – Sybil Abslett Memorial 95.00

BFS – Single Grave – Boyce 286.00

Bus/a/c int: 5/9 – 4/12 2016 14.07

**395.07**

**Balances**

Community a/c 3543 – 25.1.2017	31312.78
Business a/c 2515 – 3.1.2017	<u>112858.35</u>
Total receipts	<b>144171.13</b>

- Cashing War Bond not yet carried out.
- Certification of Bank signatures not yet available  
Clerk to keep enquiring.
- To consider and suggest Banking establishments for our excess monies.  
This was discussed and Clerk was offered help if this was required.
- To consider letter from HMRC re non payment of VAT claim 2013-2014.  
This matter referred to Cllr. Joynson to investigate.
- To agree to Cllr. Adams attending two training meetings in May.  
Council were pleased to agree the costs for above. Unanimous decisions for above

**733 BUDGET COMPLETION AND PRECEPT ACCEPTANCE.**

Suggestions forwarded by RFO were taken into account, donations requests for 2016/17 were agreed at £25 each. Clerk to process.  
Council agreed that the Precept would stand at 3% totalling £32360.00  
Unanimous decision by all present.

**734 WROXHAM CEMETERY**

Request received from Broadland Funeral Services for a single plot.  
Request received from Gordon Barber for a double plot.  
Clerk has given permission and carried the process further. ALL AGREED.

**735 ANNUAL PARISH MEETING & ANNUAL MEETING OF THE PARISH COUNCIL.**

To discuss date, time and venue changes. After discussion it was agreed that the Annual Parish meeting would be brought forward to April 6<sup>th</sup> meeting and that the format and type of meeting will not be changed.

**736 MALTHOUSE LANE – OWNERSHIP – B16.1 RECEIVED – NK432543**

Following PC Extraordinary meeting on the 19<sup>th</sup> January , it was agreed to request an extension to the deadline given of 12 noon on 30<sup>TH</sup> January 2017. There followed a meeting with Solicitors where in depth discussion took place and advice was sought resulting in letter requesting more information and an extension along with an objection.

Chairman explained that there was nothing that could be done except ask for permission to take service vehicles down the track for maintenance.

**737 R.O.W. FOOTPATH NO 2. 263, Norwich Road to opposite The Avenue, Salhouse Road.**

Council to discuss and agree chasing this with N.C.C to enable “The Public Path Extinguishing Order “and correct route placed on the map.  
Chairman undertook to walk this and report back to the next meeting.

**738 BUS SHELTERS – SALHOUSE ROAD.**

To discuss and agree to bus shelters.and consider safety of position  
Chairman undertook to look at the position of these shelters and report accordingly.

**739 CORRESPONDENCE Information only.**

Anglian Water. Changes to supplier - **noted**

**740. AGNES GARDNER-KING CHILDREN'S PLAYGROUND.**

Report - Cllr.I.Joyson – Available from Clerk upon request.

**741 LATE CORRESPONDENCE**

Confirmation received from Post Office that the mobile service will go ahead.  
Wroxham church Hall – Wednesday 11.45am – 12.45pm.

U.K. Power Networks – Request to canvas residents to check their requirements during a power cut.

AGEWISE – Free Event for promoting Living Well and Maintaining Independence.

PSMA – Conference Register.

**742 ITEMS FOR FUTURE AGENDA AND ANY OTHER BUSINESS.**

Resident requested Council writes to Yorkshire Bank requesting keeping the Wroxham Branch (formally Nch & Peterborough) open.

This was considered but Council were informed that it was for savings only, not transactions and it was feared that alternative use of premises had already been agreed. Clerk was to enquire.

**743 PUBLIC PARTICIPATION (5 MINS)**

Resident asked about distribution of flyer again Chairman explained that it was all in hand and a decision would be taken on whom we would use for distribution.

**744 NEXT PARISH COUNCIL MEETING** agreed as 2<sup>nd</sup> March 2017