

Wroxham Parish Council

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Minutes of Parish Council meeting held at The Wroxham Hub, Norwich Road, Wroxham on Thursday 2nd March 2017 at 6.30pm.

PRESENT: Cllr B.Fiske (Chairman),

Cllr. M. Allsop (Vice Chairman)

Cllr. I .Joynson -Finance

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

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

2017/

739. DECLARATIONS OF INTEREST

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

Members also reminded that any changes to the Declarations of Interest have to be confirmed.

Cllrs. Hall and Hadingham declared their interests as residing in areas under discussion.

No members wished to make any changes to their Declarations.

740. APOLOGIES / RESIGNATIONS/ CO-OPTIONS

Apologies were received from District Councillor Fran Whymark.

Council considered co-option application from Mr. Everett and agreed that he would be an asset to the Parish Council. The position was offered and Mr. Everett accepted, completed his notification of Office and took his seat.

There were no resignations.

The Council then considered Tree Wardens appointment, which culminated with a decision to engage Mr. Angus Turvill as the Parish Tree Warden. Proposed by Cllr. Adams and seconded by Cllr. Mantle. Mr. Turvill was unable to attend this meeting and will be notified by the Clerk.

741. MINUTES OF THE LAST MEETINGS (Previously circulated)

Minutes of 2nd February 2017 as true report were proposed by Cllr. Kim Claxton and seconded by Cllr. Sylvia Holyoake and AGREED a true report by all.

742. CHAIRMANS REPORT

“ **Retirement** – During the month I received a letter from our Parish Clerk and RFO, Daphne Wyatt, informing me that she is retiring.

Daphne has been in post with Wroxham Parish Council since 2002 and throughout this time has seen many changes and has always strived to ensure that the best interests of the people of Wroxham are served at all times.

Daphne will stay with us for a short while to ensure all records and information can be transferred to a fulltime or temporary Clerk who will take over the day to day activities of the post. We all wish Daphne a long and happy retirement. We also wish her a very Happy Birthday for last Tuesday. The Clerk thanked all present for their kind words and refreshments.

To be reviewed today.

The New Vision – Since our meeting in February we have reviewed our progress on some of our New Vision initiatives. It is apparent that we shall have to dissipate some of the workload of the Amenities and Recreation Group, some tasks into a new Highways function and others being

re-prioritised.

Capital Projects – CIL Contribution. We need to revisit our projects list to give priority to at least one for greater discussion and planning. The project chosen has to be “tested” by BDC to determine that it is appropriate for CIL and any additional funding that BDC or others may wish to contribute.

Despite a few distractions since the end of November, new Chairman, Budget, Malthouse Lane, backlog of Amenities Tasks and now the search for a new Clerk, we are determined to get back on track and work steadfastly through our New Vision initiatives”.

741. 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- None.

Report from Norfolk Constabulary.

PCSO 8384 - Mick Olesen, attended the meeting and reported that Wroxham had six items listed for the previous month. All of which were being investigated.

4/2 – Sec: 5 verbal abuse – Loynes Drive

2 x sexual assaults –Norwich Road, Wroxham

15/2 – theft – Broadland Motor Company.

21/2 – C/DM/V and assault Police – Loynes Drive.

The Parking on Norwich Road, issue is being led by PCSO Paul McAllister, who has made us aware of the coffee morning, which will be attended when possible. The next SNAP meeting is to be held at the Morse Pavilion at Thorpe on Thursday 9th March

Comments from residents as requested and Paul will be attending the Neighbourhood Watch meeting, with P.C.Mason on the 16th March, being held in The Wroxham Hub.

Resident –Mrs. Shurley commented that communications are not really sufficient and should be addressed.

The Parish Plan survey showed that most residents preferred The Bridge Magazine or personal mail drops and this has not been happening of late, for example, reports from the SNAP meetings that used to be attended and reported upon by ex-councillor Mrs. Margaret Flatman. On behalf of the Speedwatch Group I am now reporting that the next date for the group is to be March 9th.

The Chairman replied to this by appointing our new councillor Cllr. Everett to this responsibility. Proposed by Cllr. Fiske (Chairman) and seconded by Cllr. Holyoake.

Resume Standing Orders.

PCSO 8384 - Mick Olesen – left the meeting.

742. COUNCILLORS REPORTS.

- **Amenities** – Cllr.C.Hall – Copy forward to all councillors.
Copy attached to minutes available from Clerk if requested.

- **Clerks report** – for information only. Copy attached.
Copy available from Clerk if requested.

- **Planning** – Cllr.B. Fiske
Broadland District Council and Broads Authority applications received for consideration at this meeting.

- **BA2017/0067/TCAA – Kareela, 16, The Street, Belaugh, Norwich.**
T1. Fir – remove

PA20170123 – 39, Charles Close, Wroxham
Single Storey Side & Rear Extension
Mr & Mrs Steve Edwards.
Parish Council has no objections at this stage.

BA/2017/0039/HOUSEH – South Bank,
Beech Road, Wroxham.
Infill extension below existing balcony.
Mr & Mrs Wiltshire.
Parish Council has no objections.

Applications previously received, awaiting confirmation.

PA20170033 – 22, Charles Close, Wroxham.
Construction of new garage
Mr. A Andrews.
Parish Council had no objections

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 14th December 2016.
Parish Council had no objections.
BDC approval 20.12.2016.

- **Agnes Gardner-King Children’s playground.-** Cllr.I.Joynson
- Snagging items regarding recent drainage works have been reported and passed on to the authorities. Playground condition report received and filed for reference.
- **Neighbourhood Plan Group Report.-** Cllr. M.Allsop.
So far we have had about half a dozen people, outside of the Parish Council, volunteer to serve on the working party including a retired architect, a member of the Broads Authority and a former Metropolitan police officer. We shall be holding the first briefing meeting for those interested in helping on Thursday March 30 at The Hub beginning at 6.30p.m.
Between then and now we expect further publicity to encourage more people to come forward but we are not far off the number we actually need.

743 FINANCE – Cllr. I .Joynson.

- Clerk will distribute current cheque list, including income and balances at bank.

102400	Wroxham Church Hall-Jan: 5th	15.50
102401	Mr. Garfoot - 16/0025	90.00
102402	The Wroxham Hub- 2nd March 2017 Information Commissioners Office -	14.00
102403	Renewal	35.00
102404	Clerks Salary + overtime	1919.45
102405	HMRC .P.A.Y.E	250.60
102405	HMRC - Emprs N.I.	206.18

102406	Clerks Re-imburements Feb: 2017	108.79
102407	Magpas - Donation 2016/17	25.00
102408	Age U.K. Norfolk - donation 2016/17	25.00
102409	Revitalise - Donation 2016/2017	25.00
102410	Cruse Bereavement Care "	25.00
102411	Shaun Hearn Landscapes	335.00
102412	Whitehill Direct Ltd.-Board.Posts & Tops	1728.00
102413	Viking Payments+ Stamps	233.69
		5036.21
	Direct Debit B.T. February 2017	51.96
		5088.17
Receipts.	Dignity Care Funerals - Stamp	338.00
	Thrower - Balance of Burials Pre-paid	176.00
	Thrower - transfer from a/c 2515	500.00
	V.A.T. Balance 13-14	79.72
	V.A.T. 2014-2015	1354.27
		2447.99
Balances	Community a/c 3543 - 22.2.2017	33075.81
	Business a/c 2515 - 3.1.2017	112858.35
		145934.16

- Copy of Share Certificate has been sent to Computer Share for verification as may not be able to be sold.
- New Barclay Bank signatories confirmed on Saturday 18th February 2017.
- Confirming that Clerk can now return Bank Storage Bag to Barclays Bank, Hoveton.
- To consider and suggest Banking establishments for our excess monies.
Cllr. Allsop suggested N.S.& I. Clerk to investigate.

744 WROXHAM CEMETERY

Insurance Company has now agreed that Wroxham Parish Council is covered and will release payment for brick pillar repair.

All letters asking for approval to lift memorial stones for maintenance work have now been forwarded to all known owners and seven owners have replied so far.

745 (Minute 736) MALTHOUSE LANE – OWNERSHIP – B16.1 RECEIVED – NK432543

a) Registration of WPC land and ad medium filum registration over adjoining portion of Malthouse Lane.

b) Right of Way. Request a Modification Order to record additional rights over a way already shown on the definitive map : section 53(3) (D)(ii) to allow for boat trailers and other vehicles other than motor vehicles.

The above items were very clearly described by the Chairman, both past (as known) and present and it was agreed that the **Council would allow this B16.1 to expire** and this meaningless document would come into being very shortly, unless anyone can prove that it was owned by them centuries ago. Proposed by the Chairman and unanimously agreed by all present.

c) This does allow us to challenge NCC to make good the surface condition to the Lane to a level that facilitates the use of the Lane by people with disabilities.

d) Discuss and consider involving NCC to issue an order to remove the gates, this is ongoing work that must be considered very carefully especially as part of the wish list will be to re-enhance the

Centre of the Medieval Village.

- e) Consideration to be given for an additional function, appointment of Convenor and team to oversee Highways, footpaths, footways, signage and street furniture. After discussion, why this has occurred. It was agreed that Cllr. Mantle takes over the Amenities section and Cllr. Adams will be responsible for roads, nameplate, signposts etc, plus trees and contact with residents regarding these matters. Therefore, we now have a further two Convenors to add to our “New Vision” document. Unanimously agreed.

746 (Minute 737) R.O.W. FOOTPATH NO 2. 263, Norwich Road to opposite The Avenue, Salhouse Road. – Cllr. Fiske

“I visited the location and viewed Footpath No2 which dissects the garden of 263 Norwich Road. The footpath does not proceed any further than a 20 feet high impassable hedge. The public footpath is relocated by leaving 263 Norwich Road via its driveway into Salhouse Road, turning right the foot path is on the right having been installed by Hopkins Homes and travels diagonally circumventing the green space arriving on Salhouse Road again almost opposite The Avenue.”

Clerk to comment on procedure to re-route the footpath or close the section going through the garden of 263 Norwich Road. We do not have to do anything other than check occasionally with N.C.C on progress, if any.

747 (Minute 738) BUS SHELTERS – SALHOUSE ROAD.- Cllr. Fiske.

“I visited Bus Shelter sites and viewed locations and slab for mounting shelters, all appears satisfactory. It is important that the shelters chosen must allow for any waiting passengers to be seen at all times therefor the style of shelter would need to be similar to that which stands opposite Roy’s filling station.”

“Proposal to request Hopkins Homes to install shelters in line with this recommendation”

This suggestion from the Chairman was proposed by Cllr. Holyoake and seconded by Cllr. Hadingham. Cllr. Allsop against the vote. The proposal was therefore carried.

Clerk to forward this information to JMS Engineers(East Anglia) Ltd.

748 CORRESPONDENCE Information only.

Invitation to Broadland Youth Advisory Board. Networking evening Monday 6th March 6 – 8 pm at BDC offices. – Chairman will attend.

Invitation to Parish Tree Wardens, or interested parties, Wednesday 1st March, 7 – 9pm at BDC offices. Attended by Cllr. Adams and Mr. Turvill applicant for Tree Warden vacancy.

Invitation to Network Neighbourhood Planning meeting, Thursday March 23rd at BDC offices 7-9pm Cllr Allsop to attend.

Invitation 2nd March - Planning for All – Chairman has advised.

E-mail re bad parking on Hopkins Homes Site – Cllr. Hadingham informed.

Cllr Hadingham covered this in his report.

E-mail Norfolk Association of Local Councils. – New posts available plus re-structuring info. C.C

E-mail Land registry – confirmation of cancellation date will be March 6th 2017. – Noted.

E-mail Plunkett Foundation – Call to action – CC.-Noted.

E-mail updating “Conservation” now called Planning Projects & Landscape section. Noted.

E-mail from BDC notifying us of balance of funding for “Smokefree” notices for Play areas. C.C. Noted.

749 LATE CORRESPONDENCE

Web site registration is nearing expiry date, does the Council wish the Clerk to re-new.

Clerk to renew for one year.

750 ITEMS FOR FUTURE AGENDA AND ANY OTHER BUSINESS.

Cllr. Hall brought to the notice of Council and Parishioners that the Bittern Line Group are celebrating their 20th Anniversary this year and Greater Anglia will be putting on some events,. He has put forward ideas for Wroxham & Hoveton Station and will continually inform of news. Wroxham station is continually being upgraded and latest is clearance all around the area immediately in front of the new Smokehouse restaurant that has recently iopened - a great improvement. GA arrange monthly walks and there is also a Geocache point at the station.

751 PUBLIC PARTICIPATION (5 MINS)

Resident confirmed again the need to contact residents earlier by the Bridge as this was the preferred method as agreed in the Parish Plan and nothing much has changed with the residents since then.

752 RESOLUTION TO EXCLUDE PRESS AND PUBLIC.

In order to discuss matters where publicity would be prejudicial to the public interest by reason of the confidential nature under the provisions of Section 1 of the Public Bodies (Admissions to meetings) Act 1960, that is staff matters.

Personnel.

Council paused whilst public members left.

Clerks Retirement.

Following on a discussion with Goverance Convenor Kim Claxton it was agreed that

- a) Norfolk Parish Training & Support Group, would be paid the sum of £200, to find a replacement or locum Parish Clerk.
- b) Auditor (Di.Dann) would be paid the sum of £120 to audit our accounts.

Clerk pointed out that Pauline James had been appointed at the last Annual meeting by the Council and that this had been arranged for the 20th, to allow for the ledger to be signed off before the retirement of the Clerk.

Council agreed that there would then be two auditors verifying the Clerks work.

There being no further business the Chairman thanked all for coming, wished all goodnight and closed the meeting.