



## **FINAL MINUTES OF WROXHAM PARISH COUNCIL MEETING**

**held in the Hub on Thursday 6<sup>th</sup> April 2017,  
following the Annual Parish Meeting, at 7.45pm.**

### **Parish Councillors Present:**

Cllr. Mr Tony Adams                      Cllr. Mr Malcolm Allsop (Vice Chair)  
Cllr. Mrs Kim Claxton                      Cllr. Mr Philip Everett                      Cllr Mr Barry Fiske (Chair)  
Cllr. Mr Christopher Hall Cllr. Mrs Sylvia Holyoake                      Cllr. Mr Ian Joynson  
Cllr. Mr Peter Mantle

**Clerk:** Mrs Clare Male

**1 member of the public was present for the meeting.**

### **754. DECLARATIONS OF INTEREST**

None

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

Apologies - Mrs Daphne Wyatt (retiring Clerk), Cllr. Mr Patrick Hadingham, Angus Turville (Tree warden).

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

Minutes of the Parish Council meeting of the 2nd March 2017 were considered. It was AGREED to make the following amendment:

Remove - 752. Clerk's retirement "Council agreed that there would then be two auditors verifying the Clerks work." on the basis that this had not been agreed.

The minutes were then agreed as a true and accurate record. Proposed by Cllr Claxton, seconded by Cllr Everett, all in favour.

### **757. CHAIRMAN'S REPORT**

New Vision and actions to be undertaken need to be incorporated into an annual Action Plan which will include persons responsible and dates for action. Clerk to contact Councillors to discuss.

#### **ACTION CLERK**

Noted that that a Grievance Policy and a Disciplinary Policy were to be adopted at the next meeting (item 766). These had already been prepared and circulated to Councillors for approval. It was AGREED that these would be adopted by the Council immediately. Proposed by Cllr Claxton, seconded by Cllr Everett, all in favour.

### **758. PUBLIC PARTICIPATION**

None

### **759. COUNCILLORS REPORTS.**

#### **Amenities – Cllr Hall**

Referred to updated list of outstanding issues to be resolved. Will meet with the Clerk and Cllr

Mantle to address these issues and give them target dates for resolution. This report will be added to the minutes and available to be viewed on the website and noticeboards. Clerk to arrange meeting.

**ACTION CLERK**

New ideas proposed following meeting with Cllr Mantle:

- Closer working relationship with the Information centre/Canoe man, including a Wroxham street map. Could be tied in with a street map for Wherry Gardens post adoption.
- Creation of a Council storage area.
- Wroxham in Bloom - sailing boat planter on the corner of Norwich Road/the Avenue or Salhouse Road.
- Tidy up entrance to the village from Norwich, including a barrier type entrance welcoming visitors to the village and saying "traffic calming zone."

#### **Liaison with Hoveton Council - Cllr Fiske**

Councillor meeting scheduled for 25th April and Clerk has made contact with Hoveton Clerk and they will be meeting in May.

#### **Parish Council surgeries - Cllr Adams**

- Complaint made about Highways - been reported to Norfolk County Council. Awaiting response.
- Suggestion of a petition from residents re traffic and the need for a crossing. This will be addressed by the Neighbourhood Plan.

#### **Hopkins homes, Wherry Park Development. – Cllr Hadingham.**

Copy of report forwarded to all councillors. Noted.

Street lighting - Cllr Hall and Cllr Mantle attended a general meeting about street lighting. Noted that it is not a requirement for the Parish Council to take over street lighting.

Children's playground - meeting required with Hopkins Homes.

**ACTION CLERK**

#### **Route Hierarchy for HGV's - Cllr Everett**

Meeting cancelled. Meeting rescheduled for 27th April.

#### **Planning – Cllr Fiske**

Broadland District Council and Broads Authority applications received for consideration at this meeting:

- Heronby, Beech Road - BA/2017/0104/TPOA - T.1. Cedar – crown reduction to 12m. **Tree warden unable to comment.**
- Campbell Cottage, Beech Road - BA/2017/0105/TPOA. T.1. alder – fell. T2. Lime fell. **Tree warden unable to comment.**
- Ennerdale II, Beech Road - BA/2017/0100/NONMAT & BA/2015/0342/HOUSEH - Alterations to footpath & non material amendment to permission. **No objections.**
- Ennerdale II. Beech Road - BA/2017/0091/HOUSEH - To erect a rectangular timber shed. **No objections.**

#### **Neighbourhood Plan Group Report - Cllr Allsop**

Report noted and to be published with the minutes.

A proposal will be made at the May meeting for membership of the steering group. Clerk to add to agenda.

**ACTION**

**CLERK**

#### **Agnes Gardner-King Children's playground - Cllr Joynson**

Report received – copied to all councillors.

#### **760 FINANCE - Cllr Joynson.**

Necessary to have two payment schedules one for March 2017 to cover the end of the financial year and one for the new financial year. **AGREED** to hold 5nr cheques from March sheet pending further information, all other payments to be made as follows:

Mr.Rodney Mitchell, Builder	Fit new notice board	80.00
Norwich Electrical	Install light in Church hall porch for defibrillator	198.00
Norfolk Parish Training and Support	Seminar	35.00
Shred Station	Recycling	13.82
Norse Eastern Ltd	Caen Meadow - clear brambles	570.00
Target Trees	Clear tree post Storm Doris	160.00
The Wroxham Hub	Hall rental 11th March	7.00
Mr. Garfoot	Clean bus shelters, playgrounds & noticeboards	90.00
Clerk Mrs Male	Mileage	9.27
Staff salaries		331.26
Mr. G.Dunn	Litter picking	424.80
B.T. (direct debit)	Line rental	55.21
Wroxham Computer Services	IT for new Clerk	593.00
Infigo IT	Website support	
126.00		
The Wroxham Hub	Hall rental 6th April	14.00
Royal Mail Group Ltd	Post redirection	185.00

Receipts of £3,391.38 - as recorded in the March cheque list.

Interim meeting to be held to resolve outstanding payments and resolve in the next two weeks.

Previous Clerk working to an income/expenditure system. New Clerk will change to a more straightforward receipts/payments system.

Proposed by Cllr Claxton, seconded by Cllr Holyoake, all in favour.

**761 WROXHAM CEMETERY & CHURCHYARD - Cllr Mantle**

Safety inspection of headstones has been completed. Nine stones were identified as unsafe. Clerk Wyatt is contacting families for permission to lay the stones flat.

Complaint about the state of the grass - Cllr Hall has instructed Shaun Hearn to cut the grass.

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

Further letter received from Land Registry requesting a reply. Copied to Cllrs. Agreed Clerk would respond **NO OBJECTIONS.** **ACTION CLERK**

**763 BUS SHELTERS – SALHOUSE ROAD - Cllr. Fiske.**

To be carried over to next meeting.

**764 CORRESPONDENCE Information only.**

- Thanks have been received from Magpas Air Ambulance, Norfolk Age UK, Revitalise and Cruse Bereavement Care, for Council's donations.
- Letter received from Houses of Parliament Speaker Rt.Hon.John Bercow MP, informing of new initiative U.K. Parliament Week13 - 19 November. Copied to all Cllrs.
- Broadland District Council – Simon Faraday – information required. Copied to Cllrs.
- Norfolk Family Medication – Funding request. Copied to Cllrs.
- Anglian Water Business – Confirming joining forces with NWG Business to create Wave.Copied to Cllrs.
- Norfolk Association of Local Councils – Invitation to “Sustainability” Spring Conference May 24<sup>th</sup> 2017.
- Mazars Annual Return for 2016-2017.

All noted and **AGREED** that no further grants or donations would be made for the moment.

**765 LATE CORRESPONDENCE**

None

**766 ITEMS FOR FUTURE AGENDA AND ANY OTHER BUSINESS**

Blocked drains - to be reported online. Clerk has Norfolk Council account and all day to day Highways problems to be reported to Clerk who will report online.

**767 PUBLIC PARTICIPATION (5 MINS)**

None

**768 NEXT PARISH COUNCIL MEETING**

4th May 2017 at 6.30pm. Apologies from Cllr Mantle.

**The meeting closed at 8.20pm.**

Published 12th April 2017

Clare Male, Clerk & RFO to the Parish Council

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[wroxhamparishcouncil@gmail.com](mailto:wroxhamparishcouncil@gmail.com)

Agreed as a true and accurate record of the meeting:

Signed: .....  
Chair, Wroxham Parish Council

Date:.....  
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