



FINAL MINUTES OF WROXHAM PARISH COUNCIL MEETING

**held in the Hub on Thursday 4th May 2017, at
6.30pm.**

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 Patrick Hadingham	Cllr. Mrs Sylvia Holyoake
Cllr. Mr Ian Joynson		

Clerk: Mrs Clare Male

3 members of the public were present for the meeting.

A minutes silence was held in remembrance of John Halford, previous Chair to the Council who recently passed away.

- 1. ELECTION OF CHAIR** - Cllr Fiske was nominated by Cllr Claxton, seconded by Cllr Holyoake and elected as Chair for the forthcoming year. Acceptance of office form completed.
- 2. ELECTION OF VICE CHAIR** - Cllr Allsop was nominated by Cllr Fiske, seconded by Cllr Claxton and elected as Vice Chair for the forthcoming year. Acceptance of office form completed.
- 3. UPDATING OF REGISTER OF MEMBERS INTEREST FORMS** - Cllr Claxton, Cllr Fiske and Cllr Hall have updates to make. Forms to be returned to the Clerk.

ACTION: CLLRS CLAXTON, FISKE, HALL

- 4. WORKING GROUPS** - confirmed the following groups and nominated convenors:
 - 4.1. Finance - Cllr Ian Joynson
 - 4.2. Planning - Cllr Barry Fiske
 - 4.3. Parish Surgeries - Cllr Kim Claxton
 - 4.4. Liaison with other Councils - Cllr Malcolm Allsop, Cllr Christopher Hall, Cllr Barry Fiske, Cllr Peter Mantle, Philip Everett.
 - 4.5. Communications and PR - Cllr Malcolm Allsop
 - 4.6. Recreation and Amenities - Cllr Peter Mantle
 - 4.7. Highways - Cllr Tony Adams
 - 4.8. Neighbourhood Plan - Cllr Malcolm Allsop
 - 4.9. Community Speedwatch & Road Safety - Cllr Patrick Hadingham & Cllr Sylvia Holyoake
 - 4.10. Administration and Governance - Cllr Kim Claxton
 - 4.11. Future Projects - Cllr Barry Fiske
 - 4.12. Wherry Gardens - Cllr Patrick Hadingham
 - 4.13. Tree Warden - Angus Turville

5. ATTENDANCE

Noted those present and accepted apologies for absence from Cllr. Mr Peter Mantle

(work commitments).

6. DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS - None.

7. MINUTES OF PREVIOUS MEETING

Agreed the accuracy of the minutes of the Parish Council meeting of the **6th April 2017**. Proposed by Cllr Everett, seconded by Cllr Holyoake, all in favour.

8. REPORT FROM THE CHAIR - none, as Annual Parish Council meeting.

9. PUBLIC SPEAKING

9.1. No **District Councillor**, and **County Councillor** present.

9.2. **PCSO** not present.

9.3. No **questions from the public** relating to local issues.

10. MATTERS ARISING FOR INFORMATION ONLY

10.1. To note matters arising since the agenda was issued.

10.1.1. **Cemetery** - two complaints from family members received. Firstly - grass length and general tidiness which Cllr Mantle is addressing the grass cutting with Shaun Hearn. Shaun is also addressing the mole problem. Secondly the spoil piles to the front right and rear left of the cemetery. Confirmed with Diocese that the site is not consecrated and therefore the spoil can be removed. Clerk getting quotes. Cllr Mantle joining the Clerk on the cemetery training course in June.

10.1.2. **Wreaths** at the War Memorial - agreed they are looking tatty and that they should be removed. Cllr Joynson agreed. **ACTION: CLLR**

JOYNSON

10.1.3. **John Halford**, previous Chair to the Parish Council has passed away. Cllr Fiske will distribute details of the funeral when they are available. It was agreed that the Council would send a floral tribute or a donation to charity, depending on the preference of the family. **ACTION: CLLR FISKE**

10.2. To receive a report on any matter not covered on the agenda.

10.2.1. In previous meetings it was agreed that an account would be set up with NS & I. Clerk to action setting up this account. **ACTION: CLERK**

11. FINANCIAL MATTERS

11.1. Finance committee - agreed the creation of a Finance committee. Agreed the draft Terms of Reference and the first meeting date of 25th May 2017. Proposed by Cllr Joynson, seconded by Cllr Everett. All in favour.

11.2. Noted the Clerk now has access to online banking with Barclays. To review options for electronic payments with Barclays with Cllr Claxton. **ACTION: CLERK & CLLR CLAXTON**

11.3. Approved the revisions to the March 2017 payment schedule of Clerk Wyatt salary settlement and Norse grass cutting from 2016. Noted total payments of £5383.93, receipts as before.

11.4. To review this period's financial position

11.4.1. Noted Barclays bank balances of £14,626.05 and £117,358.35. Bank reconciliation and statements to be approved at Finance meeting.

11.4.2. Receipts - to **note** receipts in period from Broadland District Council - £16,180 first installment of precept and £1,522.75 CIL payment.

11.4.3. Payments - approved payments of £3800.23 as recorded in the payment schedule with additional payments following issue of the schedule of £52.50 to Rodney Mitchell and £13.82 to Shred Station (account now cancelled). Payments agreed as follows:

BT Group PLC	DW phone bill	£56.34
Staff salaries		£1,908.45
HMRC	April tax and NI	£135.56
Norfolk Pension Fund	April pension payment	£234.70

Clare Male	April expenses	£265.41
Clare Male	April mileage	£39.67
Anglian Water	Cemetery - 3 months water	£12.65
Norfolk Parish Training & Support	Recruitment support	£70.00
Norfolk Parish Training & Support	Induction course Tony Adams	£45.00
Norfolk Parish Training & Support	Cemetery course Clare Male	£55.00
Shaun Hearn Landscapes	Churchyard, cemetery and AG playground grass	£400.00
Society of Local Council Clerks	Clerks membership (65% split)	£108.55
The Hub	April meeting	£14.00
G Garfoot	Cleaning street furniture April	£90.00
Abbey Memorials (Stonecraft) Ltd	Inspection of memorials in St Mary's Church	£244.80
Rachel Leggett & Assocs	Intro to neighbourhood planning course x 2	£120.00
Rodney Mitchell	Fit signs to top of noticeboards	£52.50
Shred Station	April collection D Wyatt	£13.82

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

- 11.5. To note that insurance is due for renewal 01/06/2017 and will be approved at the Finance committee meeting -
- 11.6. To note the Section 137 allowance 2017 - 2018 is £7.57 * 1318 electorate = £9,977.26 - carried over to Finance.

12. ADMINISTRATION AND GOVERNANCE

- 12.1. Clerk reported that current workload is very high. Prioritising queries from members of the public, cemetery and finances, including audit. Whilst the backlog of work is cleared there may be issues that have to be put on hold.
- 12.2. Approved the Clerk's Annual leave request - 24th July - 4th August 2017.
- 12.3. Agreed the Clerks overtime claim for April.
- 12.4. Phone arrangements - Clerk receiving quite a high volume of calls from members of the public, particularly outside of office hours and calls for Hoveton Parish Council. Noted that the previous Clerks contact details are still in The Bridge - Cllr Allsop to change. Agreed to research dedicated mobile phone line. **ACTION: CLERK, CLLR ALLSOP**
- 12.5. Agreed need for Lone working policy and Clerk to be accompanied to meetings with members of the public.
- 12.6. Resolved to appoint Norfolk Parish Training Partnership to provide support for 2017-8 and not to renew the Norfolk ALC membership.

13. NEIGHBOURHOOD PLAN

- 13.1. **Report** received and noted - to be published with the minutes. Noted that it is approx of 18 months of Steering Group activity and then 5 months to be signed off by Broadland District Council. Noted that the steering group will meet on a monthly basis.
- 13.2. Noted that the Council needs to send a **letter of designation to Broadland District Council** to formally propose that we have a Neighbourhood Plan and the area that this covers.
- 13.3. Agreed the **appointment of Rachel Leggett & Associates** as the consultant for the Neighbourhood Plan as per letter dated 24th April 2017. Responsibility of Treasurer of the Steering Group, along with the Clerk, to monitor and control spending on the contract.
- 13.4. Agreed the **membership of the steering group**.
- 13.5. Confirm two places booked on **An Introduction to Neighbourhood Planning training** - 9th May.
- All proposed by Cllr Holyoake, seconded by Cllr Everett, all in favour.

14. COMMUNICATIONS

- 14.1. **Website** - noted that the domain name expires on 26th July 2017 and cannot be renewed. Previously agreed to set up a new website with a trainer which the Clerk can then set up and

run directly. Agreed that Clerk will set up an account for a new domain name and website and then Cllr Allsop will set up the website. Once the backlog of work is completed the Clerk will take over operating the website. **ACTION: CLERK**

15. LIAISON WITH OTHER COUNCILS

- 15.1. Working group met with Chair and a Councillor from Hoveton Parish Council. Discussions were wide ranging. Agreed to put together a small joint working party, named "Wroxham & Hoveton Joint Action Group" to find and address areas that could be worked on together. Surgeries for the public will become joint surgeries, probably held in the library. Unanimous support expressed for this approach.

16. PLANNING

- 16.1. **Discussed correspondence from Broadland District Council (BDC) regarding the move to electronic planning.** Agreed that all future planning applications will be received electronically with immediate effect. Clerk to notify BDC. **ACTION: CLERK**
- 16.2. **3 applications in the period:**
- 16.2.1. BA/2017/0100/NONMAT - Ennerdale II, Beech Road, Alterations to footpath, non-material amendment to permission - no comments.
- 16.2.2. BA/2017/0128/COND - Barnes Brinkcraft, Staitheway Road - Variations of conditions - no comments.
- 16.2.3. BDC 20170636 - 5 The Avenue, Demolition of existing conservatory and porch and replacement with new - no comments.

17. RECREATION AND AMENITIES

- 17.1. Discussed the issues with the **grass cutting contract** and complaints from the members of the public about the state of the grass. Numerous problems with the contract, new management at Norse Grounds (contractor) and new grass cutting machinery are being resolved. Area around the railway bridge is an ongoing problem - Cllr Hall meeting with Network Rail to discuss. Noted that the dog bin on the junction of Church Lane and Norwich Road needs a replacement post. Clerk to get quote. **ACTION: CLERK, CLLR HALL**
- 17.2. **To review issues at Caen Meadow**
- 17.2.1. Anti social behaviour, including litter, reported to Norfolk Police. Noted that Police Community Support Officers had more visible patrols in the area since.
- 17.2.2. Signage - out of date. Agreed that there are numerous signs across the Parish that needs addressing, particularly Caen Meadow and Agnes Gardner Playground. Cllr Everett to review. **ACTION: CLLR EVERETT**
- 17.2.3. Memorial bench and tree - Cllr Fiske met with a member of the public who wish to place a memorial in Caen Meadow. They are fundraising and will come back to the Clerk when they are ready. Issue of the memorial bench for Cllr Spelman was raised. Clerk to get a quote for a bench that matches the other three in Trafford Memorial Park. **ACTION: CLERK**
- 17.3. **Agnes Gardner Playground**
- 17.3.1. Report received and noted - to be published with the minutes. Snagging still outstanding including latch and step. Cllr Hall to advise on the contractor's details. **ACTION: CLLR HALL**
- 17.3.2. Signage - out of date. See 17.2.2.
- 17.3.3. North side bench seat back rest needs repairing. Clerk to action. **ACTION: CLERK**
- 17.3.4. Notification of ROSPA inspection - to happen in June. Clerk to send details to Cllr Joynson. **ACTION: CLERK, CLLR JOYNSON**
- 17.4. Bus shelters - Cllr Hadingham to contact Hopkins Homes for an update. **ACTION: CLLR HADINGHAM**
- 17.5. Litter - to discuss current arrangements and other possible opportunities including the Keep Britain Tidy initiative and Community Payback schemes. Clerk to get a quote for Community Payback. **ACTION: CLERK**
- 17.6. Traffic:
- 17.6.1. SAM2 - to discuss how to utilise the information from SAM2. Cllr Joynson has contacted new Highways engineer, awaiting a response. To report next time. Noted that this was raised at the meeting with Hoveton. They have undertaken a

traffic survey and installed air quality monitoring equipment - more information required. SAM2 information to be published in The Bridge - Cllr Allsop. **ACTION: CLLRS JOYNSON, ALLSOP**

- 17.6.2. Community Speedwatch - Cllr Holyoake reported no action for many months. To chase up and report back. **ACTION: CLLR HOLYOAKE**
- 17.6.3. HGV meeting - 27th April Cllr Hadingham unable to attend.
- 17.7. Malthouse Lane - issues for further investigation and discussion with public are - the quality of the surface (is it safe?), ability to get a boat trailer down the Lane, problem with access due to gates, keyholders of the gates. Problems with anti-social behaviour especially motorbikes and quadbikes. Cllr Fiske asked for opinions of the situation to be reported back at the next meeting. **ACTION: ALL**
- 17.8. Christmas tree - discussed possibility of erecting a tree in the Norfolk Broads Direct car park - to ask Cllr Mantle to pursue. Carol service at the tree would be popular event. Cllr Holyoake to research the supply of a 20ft tree. To note this would be an annual event. **ACTION: CLLRS MANTLE, HOLYOAKE.**

18. CORRESPONDENCE

- 18.1. Noted Norfolk Playing Fields Association invitation to Summer Party - 17th June 2017.

19. ITEMS FOR NEXT AGENDA. 8th June 2017 at 6.30pm - none.

The rest of the meeting is closed to the press and public due to the nature of the business to be discussed (Public Bodies Admission Act 1980).

The meeting closed at 8.30pm.

Published 12th May 2017
Clare Male, Clerk & RFO to the Parish Council
07803 705434

wroxhamparishcouncil@gmail.com

Agreed as a true and accurate record of the meeting:

Signed:
Chair, Wroxham Parish Council

Date.....