



FINAL MINUTES OF WROXHAM PARISH COUNCIL MEETING

**held in the Hub on Thursday 8th June 2017, at
6.30pm.**

Parish Councillors Present:

Cllr. Mr Tony Adams
Cllr. Mrs Kim Claxton
Cllr Mr Barry Fiske (Chair) - joined the meeting later, as indicated
Cllr. Mr Christopher Hall
Cllr. Mr Ian Joynson

Cllr. Mr Malcolm Allsop (Vice Chair) - chaired the meeting
Cllr. Mr Philip Everett
Cllr Patrick Hadingham
Cllr. Mr Peter Mantle

Clerk: Mrs Clare Male

32 members of the public were present for the meeting.

1. ATTENDANCE

Noted those present noted apologies for absence from Cllr. Holyoake.

2. DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS - Cllr Hall declared that he lived near to the proposed base station (item 12.1).

3. MINUTES OF PREVIOUS MEETING

Agreed the accuracy of the minutes of the Parish Council meeting of the **4th May 2017**.

4. REPORT FROM THE CHAIR - none.

5. PUBLIC SPEAKING

- 5.1. Received a report from **District Councillor, Vincent Tapp**. Reported that the Bridge Restaurant will have an alcohol licence. Spoke about the proposed phone mast. Advised that as it is a National Infrastructure Project it will go ahead anyway but the public could potentially influence the location.
- 5.2. The Clerk read a report **County Councillor, Tom Garrod** - updated on ongoing works to Charles Close and issue with footpaths in Preston Close.
- 5.3. Received a report from the **PCSO** on recent crimes in the area. Reminder that the non-emergency number to ring is 101 if there are any incidents or concerns to report.
- 5.4. **Questions from the public** relating to local issues.
 - 5.4.1. Thanks to Cllr Joynson for his work tidying up the wreaths at the war memorial.
 - 5.4.2. Proposed base station mast (item 12.1). A third of the audience spoke on the matter. Concerns are location in the centre of the village, especially as it is a conservation area, health concerns over radiation omitted, ruining panoramic views and setting a precedent to similar development in a conservation area. Applicant is expected to make an application in about two weeks time, which will be available on the Broadland District website. Parishioners were encouraged to respond directly.

6. MATTERS ARISING FOR INFORMATION ONLY

- 6.1. To note matters arising since the agenda was issued.

- 6.1.1. Notification from NCC Highways department regarding the closure of the Norwich Road for 9 days whilst the NDR is completed. Two options: Option 1: Closure from Saturday 7 October to Sunday 15 October (inclusive) or Option 2: Closure over school Half Term - Saturday 21 October to Sunday 29 October (inclusive). Four Councillors voted for option 1 and three for option 2. Clerk to report to NCC.
- 6.1.2. Norfolk Police - Priority setting meeting re social media - Thursday 13th July, 11am at Roxley Hall, Yarmouth Road, Norwich - Cllr Allsopp to follow up.

ACTION - CLLR ALLSOP

- 6.2. To receive a report on any other matter not covered on the agenda - none.

7. FINANCIAL MATTERS

7.1. Finance committee.

- 7.1.1. Presented and approved the minutes of the Finance Committee meeting of the 25th May 2017.
- 7.1.2. Agreed that the Terms of Reference be updated so that the Committee is a decision making body, with delegated powers to commit funds, rather than just an advisory body.

7.2. To review this period's financial position

- 7.2.1. Noted bank balances of £31,869.47 and £117,358.35 as at 1st June 2017.
- 7.2.2. Receipts - noted receipts in the period of £2,868.44
- 7.2.3. Payments - approved payments £3,744.09 as recorded in the payment schedule. To note 3 additional payments added since the agenda was issued: Di Dann (internal audit fee) £112.50; Norfolk Parish Training & Support (Cllr Claxton training) £35.00; Infigo IT (3 months web support) £126.00.

7.3. To agree and adopt the Accounts and Annual Return for year 2016/2017

- 7.3.1. Agreed and signed off the accounts for financial year ending 31 March 2017.
- 7.3.2. Discussed the actions regarding the report from the internal auditor. These are numerous and will be reviewed in detail at the Finance committee. The internal audit report will be available shortly on the website.
- 7.3.3. Agreed and signed off the Audit Commission Annual Return for year ending 31 March 2017.
- 7.3.4. Noted the audit posting dates - 19th June to 28th July, when the public has the right to inspect the accounts.

8. ADMINISTRATION AND GOVERNANCE

- 8.1. Noted that Philip Everett is taking over responsibility for Administration & Governance.
- 8.2. Noted that Norfolk Parish Training & Support are now providing support for 17-18 and are offering new training courses.
- 8.3. Noted that a number of Councillors attended the funeral of John Halford, former Chair and approved a donation of £50.00 to the RNLI in lieu of flowers.
- 8.4. Return of register of members interest forms - Cllr Hall & Cllr Holyoake remain outstanding
ACTION CLLR HALL & HOLYOAKE
- 8.5. Clerk Daphne Wyatt
 - 8.5.1. Employment ceased 7th May 2017 - P45 been generated and will be issued with a final payslip. P60 will have to be generated manually.
 - 8.5.2. Updated on phone line and email address.
- 8.6. To discuss the current workload priorities for the Clerk - not discussed.
- 8.7. Agreed the Clerk's recommendation for a Vodafone contract at £17 pm. Clerk will need to go into store to make the application as the Council has no debit card.

9. NEIGHBOURHOOD PLAN

- 9.1. Report from Neighbourhood Plan Steering Group, plus report of the meeting of 31st May 2017, including draft terms of reference and election of Chair and Vice Chair. Compiled a list of stakeholders, asked for additional contributions. Agreed to accept a quote (£108.00) from Signs Express for designing a logo for the Parish Council which is required for the Neighbourhood Plan.
- 9.2. Signed the agreement between Rachel Leggett and Wroxham Parish Council for consultancy support for the Neighbourhood Plan.

- 9.3. Noted approval has been received from BDC for the adoption of the "Neighbourhood area".
- 9.4. Sign off training for two members of the steering group "Consulting your Community in engaging ways" - 13th June 2017 @ £60 pp.

(Cllr Fiske & Cllr Tapp joined the meeting).

10. COMMUNICATIONS

- 10.1. Website - agreed to go ahead with a Wix self build website for 12 months at £93.12 (currently £420 p.a). Cllr Allsop to build and Clerk to maintain. Current website dies on the 26th July. **ACTION CLERK**
- 10.2. Wordpress website now confirmed as cancelled.
- 10.3. Received a report on the Parish Council Surgery on 6th May. A number of actions to follow up. **ACTION CLERK**
- 10.4. Discussed the proposal for a Public Spirit recognition award - 2 adults and 3 children cleaned up Caen Meadow after the end of school celebrations. In recognition of their public spirited actions it was agreed to start an award scheme and make these the first recipients. Agreed to have certificates designed and printed by Wensum Print (£25). **ACTION CLLR ALLSOP**
- 10.5. The Bridge - May report and change of clerks details - completed.

11. LIAISON WITH OTHER COUNCILS

Update from the Hoveton & Wroxham Action Group. Have identified issues that can be worked on collaboratively - traffic, parking, litter etc. Further meeting and actions to follow.

12. PLANNING

3 applications in the period:

- 12.1. CTIL_236551 - Proposed base station installation at Wroxham Church Hall, Norwich Road, Wroxham, Norfolk, NR12 8SD. Noted that planning permission is in place for the existing site but the telecoms company have been unable to agree terms with the owner of the existing site at Broadland Funeral Services, therefore a new site is required. No formal application has yet been made to Broadland District Council for planning permission. Parish Council have been in contact with Waldon telecom and discussed how each alternative site was assessed. Clerk to contact the agent and ask by what percentage alternative sites were less suitable. Cllr Fiske to contact Broadland Funeral Services and investigate why the mast is being relocated. **ACTION CLERK & CLLR FISKE**
- 12.2. BA/2017/0124/TCAA - Still Waters, Beech Road, Wroxham, Norwich - works to trees, deadline 13th June 2017 - tree warden has some queries on this application and is in discussion with the Broads Authority.
- 12.3. BDC 20170818 - 139A Norwich Road, Wroxham, NR12 8RY - part demolition & rebuild of existing outbuilding including side extension and conversion to provide a 2 bedroom self-contained annexe - deadline 12th June 2017 - no comments.

13. HIGHWAYS, SPEEDWATCH & ROAD SAFETY

- 13.1. Pedestrian crossing - discussed a request for a crossing time extension from 15 to 60 seconds. Agreed to talk to NCC Highways about a few seconds increase during non peak times for a test period. **CLLR ADAMS**
- 13.2. Traffic - updates:
 - 13.2.1. SAM2 - report issued with latest data. Included - maximum recorded speed was 85mph on 18th April around 23:00, almost 400,000 vehicles were counted for the 8 week period and in general approximately 15 to 19% of vehicles are over the speed limit depending on the day of the week. SAM2 unit will be moved shortly to Salhouse Road to gather data there. Noted that the 30mph sign is after (village side) of the Wherry Gardens turning. Cllr Adams to investigate having it moved to a more appropriate location. **CLLR ADAMS**

- 13.2.2. Community speedwatch - Cllr Holyoake - no report issued. Discussed the need to change the situation with Community Speedwatch and the lack of link to the Parish Council. Cllr Fiske to review. **CLLR FISKE**

14. RECREATION AND AMENITIES

- 14.1. Caen Meadow - further anti-social behaviour on the 26th May. Police and school informed. Liaison on school for future sensitive dates. Discussed having a park warden. Concerns about the risks associated with such a voluntary role. Call for ideas on how to improve the situation.
- 14.2. Cemetery updates - Cllr Mantle.
- 14.2.1. Meeting to discuss maintenance - ongoing with Shaun Hearn.
- 14.2.2. Consecration issue. Conversation with the diocese that the land is not consecrated. To consider the way forward.
- 14.2.3. Spoil removal - 3 spoil heaps to be removed. Working with 3 contractors on quotes and solutions on how to dispose of the spoil. Need to consider any permissions associated with the Conservation area.
- 14.2.4. Memorial tidy up - have agreed to respecify the project to make it more sustainable in the long term.
- 14.2.5. Churchyard wall - not discussed.
- 14.3. Grass cutting and cutting back around the railway bridge. Agreed to set up a meeting with Norse to review the contract. Areas are being cut too infrequently and those that are being missed, especially footpaths. Network Rail meeting to discuss the rail bridge cancelled. **ACTION CLERK**
- 14.4. Signage - Cllr Everett has reviewed the signage around the village. Once the new Council logo has been agreed the signs will be mocked up for approval. Queried the need for a contact telephone number on the playground sign. Discussed using the new Broads National Park logo on the "welcome to Wroxham" signs. Cllr Everett to the Broads Authority. **ACTION CLLR EVERETT**
- 14.5. Playground - Cllr Joynson
- 14.5.1. Bench repair - Rodney Mitchell instructed to do the work.
- 14.5.2. Sign - as 14.4.
- 14.5.3. ROSPA inspection - awaiting.
- 14.5.4. NCC snagging (padlock, concrete step, latch hold) - agreed concrete step not required. Other items ongoing.
- 14.6. Malthouse Lane - update on the final registration at land Registry by the Trafford Estate and the subsequent meeting with the Trafford Estate on the 6th June. Discussed surface, keyholders and ownership issues. In the long term the Parish Council needs to register the remainder of the land.
- 14.7. Whery gardens - update from Cllr Hadingham. Playground is now open. Insufficient offer for younger children. Ongoing problems contacting Hopkins Homes to discuss all the issues involved with area. **ACTION CLERK**
- 14.8. Litter - report on the meeting with Community Payback co-ordinator. Plan to work with them to clean up certain areas of the village. To review as part of the wider issues with contractors in the village.
- 14.9. Christmas tree update - Cllr Holyoake - no report issued.
- 14.10. War memorial
- 14.10.1. Top of left hand gate pillar smashed off (12/05/17). Trafford Estate responsible and agreed to repair the damage.
- 14.10.2. Wreaths - reinstalled and secured by Cllr Joynson. Need to be kept in place until the week before Armistice Sunday.

15. CORRESPONDENCE

- 15.1. Request for permission to plant a cache for Geocaching at Caen Meadow. No further information received, so no further action.
- 15.2. Broadland District Council - to note the publication of the Overview and Scrutiny annual report.
- 15.3. Norfolk Police - crime figures

16. ITEMS FOR NEXT AGENDA. 10th August 2017 at 6.30pm
The meeting closed at 8.33pm.

Published 23rd June 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.....