



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

**held in the Hub on Thursday 6<sup>th</sup> July 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 Patrick Hadingham
Cllr. Mrs Sylvia Holyoake	Cllr. Mr Ian Joynson	Cllr. Mr Peter Mantle

**Clerk:** Mrs Clare Male

**Cllr Vincent Tapp (BDC) and 4 members of the public were present at the meeting.**

### **1. ATTENDANCE**

Noted those present and noted apologies for absence from Cllr. Mr Christopher Hall.

### **2. DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS - none.**

### **3. MINUTES OF PREVIOUS MEETING**

On a PROPOSAL by Cllr Claxton it was AGREED that the minutes of the Parish Council meeting of the **8th June 2017** were a true and accurate representation.

### **4. REPORT FROM THE CHAIR - the Chair gave a report to Council.**

### **5. PUBLIC SPEAKING**

#### **5.1. Received a report from **District Councillor, Vincent Tapp.****

5.1.1. Reported that Broadland District Council (BDC) have expanded the Broadland handyman service which is now available to more residents than before. Details available on the BDC website and the Our Wroxham facebook page.

5.1.2. BDC call for sites. Two sites are proposed - the Football Ground and land to the east of Salhouse Road. Urged the Council to respond to BDC on these proposed developments. On a PROPOSAL from Cllr Fiske it was AGREED for the Planning group to draft a suitable letter with concerns. Cllr Fiske to coordinate.

**ACTION CLLR FISKE**

5.1.3. Heritage ranger - a proposal by BDC asking individuals to act as the local point of contact on heritage and conservation. To contact local historian from WPC website.

**ACTION CLERK**

5.2. No report from **County Councillor, Tom Garrod.**

5.3. No report from the **PCSO.**

5.4. **Questions from the public** relating to local issues.

The public asked if the Parish Council had been in contact with Waldon and Broadland Funeral Service as per the previous minutes (item 12.1). The Clerk has been in contact with

Waldon who confirmed that there is a technical need for the mast to be situated in that direct area and other sites further afield were simply not suitable. The Chair met with Broadland Funeral Service but was unable to ascertain what the legal reasons are for the lease for the existing mast not being renewed.

**6. MATTERS ARISING FOR INFORMATION ONLY**

- 6.1. Noted m
- 6.2. matters arising since the agenda was issued.
  - 6.2.1. BDC - the proposal to include historical information on street signs - no comments.
  - 6.2.2. Temporary traffic order - road closure 31st July to 13th August, 8pm to 6am where the Wroxham Road meets the NDR, diversion will be via the Salhouse Road.
- 6.3. Other matters not covered on the agenda:
  - 6.3.1. Planning application for change of use from a B&B to residential property - 142 Norwich Road, Wroxham, NR12 8SA - 20171071 - no comment.
  - 6.3.2. Jonsey's barbers, Norwich Road. Received complaints about the signage along the dividing fence. Change of use in place but for replacement not additional signage. Been reported to BDC for investigation.

**7. CIL PROJECT** - On a PROPOSAL from Cllr Fiske it was AGREED that further investigation/feasibility studies be undertaken to be on the following 3 projects for funding by the CIL monies:

- 7.1. Funding the Neighbourhood Plan - ongoing with Cllr Allsop.
- 7.2. Extending the cemetery - have an agreement in place over the land with Trafford Estates.
- 7.3. Developing the field to the south of St Mary's church into a public recreation space - Church Meadow.  
Cllr Mantle to set up a four person working group to progress items 2 and 3.

**ACTION CLLR MANTLE**

**8. FINANCIAL MATTERS**

- 8.1. Three year budget** - discussed the draft budget prepared by the Clerk for 2017-2021, in response to the internal auditors actions. Agreed the approach was correct and the Clerk is to continue populating the budget.
- 8.2. Finance committee** - presented minutes of the Finance Committee meeting of the 22nd June 2017. No queries.
- 8.3. To review this period's financial position**
  - 8.3.1. Noted bank balances of £28,772.88 and £117,358.35 as at 23rd June 2017.
  - 8.3.2. Receipts - noted receipts in the period of £212.00 of cemetery fees.
  - 8.3.3. Payments - to approve payments £1518.88 as recorded in the payment schedule. With an additional payment added to the schedule of £91.20 to Getmapping PLC and £18 added to the Clerk's expenses for office costs. Payments agreed as follows:

Barclays	Bank charges - secure bag retrieval	£1.00
Staff salaries	June salary	£779.76
Clare Male	June expenses	£28.65
Clare Male	June mileage	£56.48
Staff tax and NI	June tax and NI	£117.75
Norfolk Pension Fund	June pension payment	£234.70
Anglian Water Business Ltd (National)	Cemetery water fees - quarterly	£17.00
Arthur Thaine	Repair to Cain Meadow gate latch	£18.34
Infigo IT	Replacement invoice - July support only	£42.00

G Garfoot	Cleaning street furniture June	£90.00
Wensum Print	Good Citizens Certificates	£42.00
Getmapping PLC	Subscription to Parish Online for NP	£91.20

## 9. NEIGHBOURHOOD PLAN - Cllr Aillsop

- 9.1. Report from Neighbourhood Plan Steering Group, advising of a new FB page for the Neighbourhood Plan. Feedback so far is that people want a swimming pool and there is widespread unhappiness about the volume and congestion of traffic in the Parish. The group will be attending a number of community events to meet people and spread the word.
- 9.2. Signed off a subscription to Parish Online website which allows access to Ordnance Survey.

## 10. ADMINISTRATION AND GOVERNANCE

- 10.1. It was PROPOSED by Cllr Claxton and AGREED to accept the proposal from Norfolk Parish Training and Support for a review of policies and procedures in response. Clerk to make appointment. **ACTION CLERK**
- 10.2. Return of register of members interest forms - all updated and Clerk to forward to BDC. **ACTION CLERK**
- 10.3. On a PROPOSAL by Cllr Everett it was AGREED to approve the Pension Policy. To be submitted to Norfolk Pension Fund. **ACTION CLERK**
- 10.4. Holiday cover for clerk - Cllr Everett. Agreed to cancel the August meeting, but to call an extraordinary meeting if the mast planning application comes in. Cllr Claxton agreed to monitor the emails whilst the Clerk is on holiday.

## 11. COMMUNICATIONS

- 11.1. Website - it was PROPOSED by Cllr Aillsop and AGREED to redact the decision to go with Wix as it does not include a domain name and instead set up a contract with GoDaddy. Agreed to use [www.wroxhamparishcouncil.org](http://www.wroxhamparishcouncil.org) only. **ACTION CLLR CLAXTON**
- 11.2. Parish Council Surgery was held 1st July at the library with Hoveton. No members of the public attended. Cllr Claxton PROPOSED and it was AGREED that if the surgeries continue to be held with Hoveton then only one Councillor from each Council needs to attend. To be discussed with Hoveton and then rota to be reorganised accordingly. **ACTION CLERK**
- Clerk updated on the two issues reported at the last surgery - both in Charles Close. Has been reported to Norfolk County Council who have responded that the matter has been resolved. Clerk seeking clarification. **ACTION CLERK**
- 11.3. Discussed the Public Spirit recognition award - ongoing.

## 12. LIAISON WITH OTHER COUNCILS Planned meeting had to be postponed. Rearranged for the 19th July 2017..

## 13. PLANNING

- 13.1. Proposed base station installation at Wroxham Church Hall, Norwich Road, Wroxham, Norfolk, NR12 8SD. Awaiting full application.
- 13.2. BA/2017/0124/TCAA - Still Waters, Beech Road, Wroxham, Norwich - works to trees, deadline 13th June 2017 - queries completed - no comment.
- 13.3. BA/2017/0180/FUL - Raising of land - Goldfinch, Beech Road, Wroxham, Norwich - no comment.
- 13.4. 2017ENF212: 155 Wroxham Road, Wroxham - mobile home in front garden. BDC have advised that the enforcement case has been closed. It was PROPOSED by Cllr Fiske and AGREED to have the case reviewed. **ACTION CLLR FISKE**
- 13.5. Church Field development - Hoveton. It was PROPOSED by Cllr Fiske and AGREED to object to the proposal on the basis of the volume of traffic it will create and the impact on the environment.
- 13.6. The Bridge Restaurant - alcohol licence - deadline 30th June. No comment.
- 13.7. 155 Norwich Road, Wroxham, NR12 8RZ - 20171032 - side extension. Deadline 16th July. No comment.

#### **14. HIGHWAYS, SPEEDWATCH & ROAD SAFETY**

- 14.1. Highways issues - Cllr Adams updated:
- 14.1.1. 30 mph speed limit sign on Salhouse Road - to be relocated.
  - 14.1.2. Damage to the river bridge - reported to NCC.
  - 14.1.3. Flooding on the Avenue - reported to NCC and drains to be cleared.
  - 14.1.4. Pedestrian crossing - June minutes item 13.1 - reported to NCC.
  - 14.1.5. Sign in garden on Norwich Road that needs reinstating - Clerk to pass details to Cllr Adams.
- 14.2. Traffic - updates:
- 14.2.1. SAM2 - information has been passed onto Norfolk Police. Awaiting response.
  - 14.2.2. Community speedwatch - it was PROPOSED by Cllr Fiske and AGREED to meet with the group and discuss that the group needs to be included within the remit of the Parish Council. Cllr Everett to pursue. **ACTION CLLR EVERETT**

#### **15. RECREATION AND AMENITIES**

- 15.1. Grass cutting contract - Cllr Mantle has been in contact with Norse. Insufficient information supplied. It was PROPOSED by Cllr Mantle and AGREED that the Clerk would arrange a meeting with Norse and that the Council would draw up a specification of what is required. **ACTION CLERK**
- 15.2. Railway bridge improvement - Cllr Hall - no report. Discussed that the verges and hedges in the area could be cut during the forthcoming periods of road closure. Need to be aware of cutting times. Cllr Mantle to contact Trafford Estates to discuss options. **ACTION CLLR MANTLE**
- 15.3. Cemetery updates. It was PROPOSED by Cllr Mantle and AGREED the costs for the spoil removal, works to memorial area and painting of the gates/staining noticeboard of £2,500. Works to be ordered. **ACTION CLLR MANTLE**
- 15.4. Signage - discussed the drafts for the new logo. Agreed that they were not what the Council was looking for and that the design company would be asked to make amendments including the bridge and reeds. **ACTION CLLR EVERETT**
- 15.5. Playground update - telephone cable hanging down, dead but needs terminating. Cllr Joynson to report. **ACTION CLLR JOYNSON**
- 15.6. Whery gardens - meeting scheduled with Hopkins Homes for the 7th July. To report at next meeting. Will be discussing play equipment, dog bins and bus shelters.
- 15.7. Christmas tree update - Cllr Holyoake unable to source a suitable tree. Cllr Fiske proposed contacting Norfolk Broads Direct about locating the tree in the car park. Also to contact church leaders and discuss. Need to find suitable tree. Clerk & Cllr Fiske to discuss. **ACTION CLLR FISKE & CLERK**

16. **CORRESPONDENCE** - Complaint about parking on the verges in Charles Close. Cllr Claxton and Clerk to discuss. **ACTION CLLR CLAXTON & CLERK**

17. **ITEMS FOR NEXT AGENDA. 7th September 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) - staffing.**

**The meeting closed to the public at 8.25pm.**

Published 18th July 2017

Clare Male, Clerk & RFO to the Parish Council

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Agreed as a true and accurate record of the meeting:

Signed: .....  
Chair

Date.....