



## **FULL COUNCIL MEETING - FINAL MINUTES**

**held in the Hub on Thursday 7<sup>th</sup> September 2017, at 6.30pm**

### **Parish Councillors Present:**

Cllr. Mr Tony Adams	Cllr. Mr Malcolm Allsop (Vice Chair)	Cllr. Mrs Kim Claxton (part)
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 Fran Whymark (BDC), PCSO, Angus Turville (Tree warden) and 13 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**
  - 3.1. On a PROPOSAL by Cllr Claxton it was AGREED that the minutes of the Parish Council meeting of the **6th July 2017** were a true and accurate representation.
4. **REPORT FROM THE CHAIR** - none, to allow more time for public speaking.
5. **PUBLIC SPEAKING**
  - 5.1. Fran Whymark, **District Councillor** reported on:
    - 5.1.1. Delay to the NDR - expected to open around February/March.
    - 5.1.2. Recycling campaign to reduce contamination levels.
  - 5.2. **County Councillor** not present.
  - 5.3. Received a report from the **PCSO** - 2 reported crimes in the last month.
  - 5.4. **Questions from the public** relating to local issues:
    - 5.4.1. Petition presented from Charles Close residents about the condition of the inner circle pavement. Parish Council will pass this onto Norfolk County Councils Highways engineer. **ACTION CLERK**
    - 5.4.2. The public discussed the planning application for the proposed base station installation at Wroxham Church Hall. It was noted that this is a permitted development which derives from a general planning permission granted not by Broadland District Council but by Parliament.
6. **MATTERS ARISING FOR INFORMATION ONLY**
  - 6.1. Note matters arising since the agenda was issued - none.
  - 6.2. To receive a report on any other matter not covered on the agenda
    - 6.2.1. Clerk thanks Mr Powell of Coach House B&B for securing the noticeboard.

- 6.2.2. Thanks to Cllr Mantle who has renovated the Parish Council meeting sign and has also been removing advertising signs cable tagged to Highway signs. Discussed if offenders should be written to.
- 6.2.3. Need to review flags for Armistice Day. Clerk to check flags with Chair. Cllr Everett to check details on wreaths etc with Royal British Legion.
- 6.2.4. Volunteers required to add Council minutes etc to noticeboards. See Clerk.

7. **NEIGHBOURHOOD PLAN - Cllr Allsop** - presented a report from the steering group. Also advised that the consultant Rachel Leggett starts work fully this week and there is a meeting with the Broads Authority to understand their view of the future. Also working on a list of key stakeholders who will be directly consulted as part of the process.

## 8. ADMINISTRATION AND GOVERNANCE

- 8.1. Noted that Clerk's appraisal took place on the 7th July and the successful completion of the probation period was agreed. It was agreed on Cllr Everett's recommendations that the Clerk's hours be increased to 20 hours per week from the 11th September 2017.
- 8.2. Clerk updated that new Procurement and Records Management policies have been received for review. Clerk to review then circulate. **ACTION CLERK**
- 8.3. Approved a training request for Clerk on new Data Protection Regulations - 16th November in Aylsham with NPTS @ £28.
- 8.4. Approved an overtime request from the Clerk for 10 hours to be paid, covering the last two months.

## 9. COMMUNICATIONS

- 9.1. Website - Cllr Allsop noted that the new website ([www.wroxhamparishcouncil.org](http://www.wroxhamparishcouncil.org)) has now been launched. This is now managed in house and any suggestions for new sections or content are welcome.
- 9.2. Parish Council Surgery - Cllr Claxton reported that no Parishioners attended the August surgery and one Parishioner from Hoveton attended the September surgery to discuss traffic volume. Agreed to review the number of surgeries for 2018.

## 10. PLANNING

- 10.1. Proposed base station installation at Wroxham Church Hall, Norwich Road, Wroxham, Norfolk, NR12 8SD, 20171377, 20m high monopole supporting 3no. antennas and 2no. 600mm dish antennas, installation of 2no. equipment cabins, electricity meter cabinet and ancillary works - deadline 8th September 2017 - it was proposed by Cllr Fiske, seconded by Cllr Allsop and then Parish Council voted to remain neutral, but active, on the application.
- 10.2. 9, Charles Close, Wroxham, NR12 8TU - side extension. Deadline 23rd August 2017 - no comment.
- 10.3. Manor House, 3 Church Lane, Wroxham, NR12 8SH (20171186) - variation of condition 2 of planning permission 910352 - to allow privately hired swimming pool sessions. Deadline 17th August 2017 - no objections but the detail is being reviewed by BDC on car parking, access and opening hours..
- 10.4. Larch Grove, 14 Charles Close, Wroxham, NR12 8TU - alterations & extensions. Deadline 18th August 2017 - no comment.
- 10.5. 80 Norwich Road, Wroxham, NR12 8RY - changes to roof, extension to rear & demolition of front extension. Deadline 27th August - no comment.
- 10.6. Rivercroft Cottage, Beech Road, replace first floor bedroom window. Deadline 6th September - no comment.
- 10.7. Burford, 25 The Avenue, Wroxham, NR12 8TR - 20171419 - single storey extension, pitched roof over existing side extension, and additional alterations to fenestrations - deadline 14th September - no comment.
- 10.8. Tree works:
  - 10.8.1. 7 Hartwell Road, Wroxham - reduce laterals on pine - deadline 29th August 2017.
  - 10.8.2. High House, Beech Road - pollard willow - deadline 1st September 2017
  - 10.8.3. 50 Staitheway Road, Wroxham - reduce Sycamore boughs over boat moorings - deadline 30th August 2017

All reviewed by WPC tree warden and comments passed onto the Broads Authority..

## 11. HIGHWAYS, SPEEDWATCH & ROAD SAFETY

- 11.1. Highways - to receive an update from Cllr Adams, including:
  - 11.1.1. Flooding issues on the Avenue, Keys Drive, Norwich Road - a meeting has been arranged with NCC Highway engineer to discuss the issues in 11.1.1, 11.1.2 and 11.1.4.
  - 11.1.2. Moving speed limit sign on Salhouse Road.
  - 11.1.3. Works to river bridge - completed. NCC are awaiting the delivery of a new chamber to help deal with the regular flooding before the river bridge.
  - 11.1.4. Norwich Road - possibility of moving the current southerly pedestrian crossing to nearer the Norwich Road/The Avenue/Church.
- 11.2. Traffic - updates:
  - 11.2.1. SAM2 - Cllr Joynson presented a report on the data produced by the SAM2.
  - 11.2.2. Community speedwatch - agreed that the Council will approach the Community Speedwatch co-ordinator and/or Norfolk Police. Cllr Everett has requested information from the Community Speedwatch about locations and times of checks, no response received. **ACTION CLLR EVERETT**

## 12. RECREATION AND AMENITIES - Cllr Mantle presented a report.

- 12.1. Keys Hill Wood - report from Clerk on the fallen bough into a neighbouring garden, associated insurance claim and subsequent review of site by BDC. Review of deeds show the Council must produce a management plan. Clerk to work with Tree Officer from BDC to maximise value in improving the wood. It was proposed by Cllr Fiske and seconded by Cllr Claxton, then agreed via vote that expenditure of up to £10,000 would be spent on remedial works. Clerk to action. **ACTION CLERK**
- 12.2. Ash dieback - Angus Turville, Council Tree Warden reported that he has surveyed the ash trees in Wroxham and any evidence of ash dieback. Advice on ash dieback is to wait and see how the disease progresses. Agreed to review with Clerk. **ACTION CLERK & TREE WARDEN**
- 12.3. Grass cutting contract - have met with Norse to discuss their performance this season and to arrange rectifying the areas that have been missed. Agreed that a definitive statement from the current contractor is required before going out to tender. **ACTION CLLR MANTLE**
- 12.4. Railway bridge improvement - Cllr Hall sent apologies - report carried over.
- 12.5. Cemetery update - the gates & noticeboard have been repainted and spoil removal (20 tonnes). Further works to contain future spoil are being planned and revisions to funeral directors instructions. Memorial upgrade pending.
- 12.6. WPC signage and logo project:
  - 12.6.1. New logo completed, agreed and being used.
  - 12.6.2. Entry to village signs - queried what was required against existing and what permissions are required.
  - 12.6.3. Caen Meadow - issue with wording and byelaws. Need clarification on what content to include. Clerk reported that bespoke bylaws must be approved by Secretary of State. Standard bylaws are available. Noted that bylaws were created to reflect the obligations in the lease for Caen Meadow. Agreed that a list of restrictions would be adequate.
  - 12.6.4. Keys Hill wood - issues with fly-tipping and the new project to rejuvenate the wood.
  - 12.6.5. Agnes Gardner Playground - agreed. Agreed that Cllr Claxton will work with Cllr Everett to produce a comprehensive report for the next meeting. **ACTION CLLR EVERETT/CLLR CLAXTON**
- 12.7. Street name signage - Cllr Fiske. A number of signs are laying flat and need reinstating. To be reported to Clerk on a case by case basis.
- 12.8. Playground update - Cllr Joynson reported that the issue with the telephone wire has been resolved and the expenditure to repair the broken footboard on the rocking horse was approved at the Finance meeting. Parts to be ordered. Clerk to chase up ROSPA report. **ACTION CLERK & CLLR JOYNSON**

- 12.9. War memorial - agreed expenditure to tidy up the area before Armistice Day (11th November) - repaint gate, clean algae from cross, recement loose tiles at base, refix and repoint crazy paving as required, replace rotten hardwood slats on bench - £322.58. Clerk to action.

**ACTION CLERK**

- 12.10. New bus stops on Salhouse Road - due to be delivered next week. Clerk in contact with Konectbus who run route 5B who will be responsible for signage being installed. Clerk to monitor.

**ACTION**

**CLERK**

- 12.11. Whery gardens adoption and playground - Cllr Hadingham reported there was no progress on the new play equipment - to chase. Grass area is flooding and mower is getting stuck. BDC have reported that adoption of the estate will be delayed from December 2017. **ACTION CLLR HADINGHAM**

**HADINGHAM**

- 12.12. Christmas Carol service and tree. Cllr Mantle to meet with Norfolk Broad Direct re: tree siting and carol service. Cllr Fiske has secured a tree FOC. Insurance quote required. Budget needs finalising. Roys to be approached to support lights. **ACTION CLLR MANTLE & CLERK**

### 13. **CIL PROJECT - update**

- 13.1. Funding the Neighbourhood Plan - to advise that an application for admin support at 3 hours per week is being made to BDC and if approved will be undertaken by the Clerk as part of the 20 hours per week.

**ACTION CLERK**

- 13.2. Extending the cemetery - Cllr Mantle updated on the meeting with Trafford Estates and need a plan on how to proceed.

**ACTION CLLR MANTLE**

- 13.3. Developing the field to the south of St Mary's church into a public recreation space - agreed not to proceed with this due to the problems with waterlogging and uneven ground.

- 13.4. Keys Hill Wood - to agree to apply to BDC to use CIL to fund the £10K of emergency - see item 12.2.

**ACTION CLERK**

### 14. **FINANCIAL MATTERS**

#### 14.1. **Finance committee.**

- 14.1.1. Presented and noted minutes of the Finance Committee meeting of the 24th July 2017.

#### 14.2. **To review this period's financial position**

- 14.2.1. Noted bank balances of £144,722.85 and as at 31st August 2017.

- 14.2.2. Receipts - noted receipts in the period of £370.00

- 14.2.3. Payments - Cllr Joynson proposed and Cllr Mantle seconded and it was agreed approved payments £7,505.57 as recorded in the payment schedule. Noted additional payments following issue of the schedule of Signs Express (logo design) £108.00 and Rob Deeba Ltd (spoil removal at the Cemetery) £672.00. August invoice from Norse being queried.

Staff salaries	July & August salary	£1,437.72
Clerk expenses	July & August expenses	£377.93
Clerk mileage	July & August mileage	£28.80
Staff tax & NI	July & August tax and NI	£357.30
Norfolk Pension Fund	July & August pension payment	£469.39
G Garfoot	Cleaning street furniture	£90.00
Mr Dunn	Litter picking Apr, May, June & July	£600.00
Arthur Thaine	Repaint cemetery gates and noticeboard	£130.00
The Hub	Hall hire for meetings August 2017	£36.00
Wensum Print	Stickers & banner for Neighbourhood Plan	£126.00
Wensum Print	Balloons for Neighbourhood Plan	£156.00
G Garfoot	Cleaning street furniture	£90.00

Norse Eastern Ltd	Grounds maintenance charge for April/May/June/July	2637.24
Anglian Water	Quarterly payment for cemetery water	£11.25
Peter Mantle	Expenses	£23.15
Kim Claxton	Gazebo to replace one broken at NP event	£89.79
Wroxham Home Farm	Leasehold fee for Caen Meadow	£1.00
Norfolk Parish Training & Support	Data Protection training (16th Nov 2017) - Clare Male	£28.00
The Wroxham Hub	Meeting room bookings for September	£36.00
Signs Express	Design work for new Council logo	£108.00
Rob Deebea Ltd	Spoil removal at Wroxham Cemetery	£672.00

**15. CORRESPONDENCE -**

15.1. Norfolk Planning Authority - Norfolk Strategic Framework is a consultation prepared jointly by Breckland Council, Broadland District Council, Broads Authority, Great Yarmouth Borough Council, Borough Council of King's Lynn & West Norfolk, North Norfolk District Council, Norwich City Council, Norfolk County Council and South Norfolk Council, and sets out their shared objectives on housing, employment and infrastructure - deadline 22nd September 2017. Agreed to meet with Hoveton and form a joint approach. Cllr Allsopp leading. Agreed to review traffic, flooding and housing.

**ACTION CLLR ALLSOP**

- 15.2. Broads Authority - invitation to attend the Parish Forum on the 20th September - Cllr Fiske, Cllr Mantle & Clerk to attend.
- 15.3. Norfolk Community Rail Services - invitation to attend events to celebrate the 20th anniversary of the Bittern Line.
- 15.4. Invitation to launch of new Capron & Helliwell office in Hoveton.

**16. ITEMS FOR NEXT AGENDA - 5th October 2017 at 6.30pm**

- 16.1. Cllr Claxton raised issue of confusion around planning restrictions in a Conservation area.
- 16.2. Cllr Hadingham reported parking on the verges opposite Roy's garage - to be raised with Highways.
- 16.3. Cllr Hadingham reported overhanging trees in front of the noticeboard opposite Roys.
- 16.4. Cllr Holyoake reported poor condition of the fence in front of Wroxham Broad.
- 16.5. Cllr Allsopp reported on an issue with altercations at the staithe between those fishing and those trying to moor boats.

Published 20th September 2017  
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Agreed as a true and accurate record of the meeting:

Signed: .....  
 Chair

Date.....