



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

**held in the Hub on Thursday 5<sup>th</sup> October 2017, at 6.30pm**

### **Parish Councillors Present:**

Cllr. Tony Adams  
Cllr Barry Fiske (Chair)  
Cllr. Ian Joynson

Cllr. Kim Claxton  
Cllr Patrick Hadingham

Cllr. Philip Everett  
Cllr. Chris Hall

**Clerk:** Mrs Clare Male

**Cllr Vincent Tapp (BDC), PC Sean Phillips, and 3 members of the public were present at the meeting.**

1. **ATTENDANCE** - Noted those present and noted apologies for absence from, Cllr. Malcolm Allsop (Vice Chair), Cllr. Sylvia Holyoake and Cllr. Peter Mantle
2. **DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS** - none.
3. **MINUTES OF PREVIOUS MEETING**  
It was AGREED that the minutes of the Parish Council meeting of the **7th September 2017** were a true and accurate representation.
4. **REPORT FROM THE CHAIR**
  - 4.1. Call for support and assistance with the Christmas tree and carol service on the 8th December. Cllr Claxton, Cllr Mantle & Cllr Adams to assist. Cllr Hall suggested contacting the Salvation Army to see if they can assist. **ACTION CLLR HALL**
  - 4.2. Phone mast - planning permission has been approved by Broadland District Council but there is information that the Church has expressed concerns about the siting on its land. Asked for a meeting with the agent, Waldon to discuss. Clerk to organise. **ACTION CLERK**
5. **PUBLIC SPEAKING**
  - 5.1. Vincent Tapp, **District Councillor** reported on:
    - 5.1.1. Negotiations with South Norfolk to see if any areas of work can be shared. Being scrutinised by a team of Councillors.
    - 5.1.2. Advised that a pre-application advisory service is available for a small charge..
  - 5.2. **County Councillor** not present.
  - 5.3. Received a report from **PC Sean Phillips** - 7 reported crimes in the last month. Discussed problem of parking on Norwich Road and speeding in the village.
  - 5.4. **Questions from the public** relating to local issues:
    - 5.4.1. Satellite navigation issues - resident of Church Lane reported that traffic heading for "Wroxham" and using TomTom devices are being directed to Nobel Crescent causing problems with coaches and lorries trying to turn around. Same problem with Charles Close and Garmin. Agreed to investigate signage. **ACTION CLLR ADAMS**

- 5.4.2. Relocation of the Pedestrian crossing by the florist on Norwich Road. There was a meeting with Highways to discuss the issue who are examining the feasibility and the cost.
- 5.4.3. Charles Close inner circle pavement raised at the last meeting - reported that this is on the 2018/19 Highways capital programme. Severe areas will be patched in the interim.
- 5.4.4. The Broadland District Council Call for sites and the Greater Norwich Plan were discussed. Feeling is that because Wroxham is outside the Norwich area the housing allocation will be far less than Salhouse and Rackheath.

**6. MATTERS ARISING FOR INFORMATION ONLY**

- 6.1. Note matters arising since the agenda was issued - none.
  - 6.1.1. Amec have requested a meeting to discuss land allocations - Clerk to arrange a meeting with the members of the planning committee. **ACTION CLERK**
  - 6.1.2. Notification that the Broads Local Plan consultation has been delayed.
  - 6.1.3. War memorials online - agreed to register the Wroxham memorial. **ACTION CLERK**
  - 6.1.4. Complaints from 2 residents in Charles Close about anti-social bonfires. Noted that Clerk can write to offenders if known but there are no bye-laws in place.
  - 6.1.5. Enforcement planning notices update:
    - 6.1.5.1. Jonsey's barbers - have been asked to submit a new planning application.
    - 6.1.5.2. Swimming pool on Church Lane - BDC have asked them to reduce the number of bookings to control traffic and parking.
- 6.2. To receive a report on any other matter not covered on the agenda
  - 6.2.1. Dumper trucks resiting silt from the river onto Beech Road are spilling their cargo. They have permission to relocate the silt by boat not trucks - this will be raised with Highways and the Broads Authority. **ACTION CLLR FISKE.**

**7. NEIGHBOURHOOD PLAN** - Cllr Fiske presented a report on behalf of Cllr Allsop. Attached to the minutes.

**8. ACTION PLAN 2018 - 19** - Clerk presented the draft action plan for 2018-19 for review. Looking to prioritise list and then cost them out. This is to agree what projects will be undertaken alongside daily management so that a budget can be agreed and the precept can be set. Agreed to add an objective about engagement, particularly with Hoveton and that the proposed project is traffic monitoring. Clerk to update the document, look at costings and reissue. **ACTION CLERK**

**9. COMMUNICATIONS** - a report was presented from Cllr Allsop. Attached to the minutes.

**10. SURGERIES** - Cllr Claxton - next surgery is the 7th October. New rota to be issued. **ACTION CLLR CLAXTON**

**11. PLANNING** - Cllr Fiske reported.

- 11.1. Noted the Council's response to the Norfolk Strategic framework consultation, including the proposal for a bypass for Wroxham and Hoveton.
- 11.2. On the attendance at the Broads Authority Parish Forum in September.
- 11.3. Erection of a two-storey rear extension to retail store and change of use of former Broads Hotel site to provide car parking (PF/17/1270) - Roys of Wroxham, Forge House, Stalham Road, Hoveton - deadline 11th October 2017. Concern over the additional volume of traffic. To be fed back to North Norfolk District Council.
- 11.4. BA/2017/0331/FUL - The Bridge Restaurant, Norwich Road, Wroxham, Norwich - Air-con units and fence - retrospective. Deadline 13th October 2017. Retrospective - no comments.
- 11.5. To discuss Conservation area guidance and anomalies - Cllr Claxton.
- 11.6. Tree works:
  - 11.6.1. BA/2017/0335/TCAA - Mallards, Beech Road, Wroxham - removal of Ash tree - deadline 3rd October 2017
  - 11.6.2. BA/2017/0343/TCAA - Landings, Beech Road, Wroxham - removal of some trees and routine maintenance of others - deadline 10th October 2017
  - 11.6.3. BA/2017/0349/TCAA - Greenbanks, Beech Road, Wroxham - works to reduce the height of a willow - deadline 11th October 2017

- All reviewed by WPC tree warden and comments passed onto BDC.
- Tree warden has commented that he has seen some works going on that he has not received notification from BDC. Any such incidents can be reported to the Clerk or directly to Planning at BDC.

**12. HIGHWAYS** - To receive a report from Cllr Adams

- 12.1. Charles Close - update on Petition from residents regarding the condition of the inner pavement - see item 5.4.3
- 12.2. Noted details of the meeting with the NCC Highways engineer on the 8th September - including parking on the verge opposite Roys & trees overhanging the noticeboard.
- 12.3. Also complaint about noisy manhole cover on Norwich Road which has been reported and the ongoing drains clearance.

**13. ROAD SAFETY**

- 13.1. Community speedwatch - Cllr Everett attended a PCC event in Aylsham. Spoke to the community engagement officer PC Andrew Mason. Will arrange a meeting with the Community Speedwatch team. Noted that Cllr Fiske appeared on BBC Radio Norfolk to talk about speeding. Agreed to send SAM2 data to the group and ask them to respond to the findings by undertaking surveys at appropriate times as indicated in the report. Issue with a reported broken radar gun needs to be resolved.

**ACTION CLLR EVERETT**

- 13.2. SAM2 - Cllr Joynson reported on the last months figures - 225,000 vehicles per month with 20% of vehicles over the speed limit with 85 mph the highest speed recorded. Will relocate in another area.

**14. RECREATION AND AMENITIES**

- 14.1. Grass cutting contract - development of a spec is underway and the intention is to get tender documents out by the end of the year.
- 14.2. Cemetery improvements - Cllr Fiske praised the work completed to date. Agreed a proposal by Cllr Mantle to use additional funds of £950 to complete works to the cemetery. Agreed to reallocate funds from the Wroxham in Bloom budget to undertake this work.
- 14.3. Trafford walk - complaints from residents about condition of shrub beds - not discussed.
- 14.4. WPC signage and logo project - Cllr Everett proposed a scheme of works for £1700. Agreed quote. **ACTION CLLR EVERETT**
- 14.5. Keys Hill Wood remedial works - nothing to update..
- 14.6. Railway bridge improvement - Cllr Hall - nothing to update but two meetings scheduled for the next two weeks.
- 14.7. Agnes Gardner Playground update - Cllr Joynson reported that the parts for the broken footboard on the rocking horse have been received and will be fitted shortly. The ROSPA inspection report has been received and there is nothing untoward to report.
- 14.8. War memorial - confirmation that the works agreed at the last meeting have been completed. Cross has not been washed - this will be included in the works to touch up the lettering which will be undertaken next year. Flags will be replaced next financial year.
- 14.9. New bus stops on Salhouse Road - Clerk has been in contact with Lambert engineering but there is no progress.
- 14.10. Whery gardens adoption and playground - Cllr Hadingham has been in contact with Hopkins but there is no progress.
- 14.11. Christmas Carol service update from Cllr Fiske - see item 4.1.
- 14.12. Cemetery expansion - Clerk has researched what permissions are required. Change of use and planning approval ARE required. Environment Agency approval will be required as part of this. Clerk has received one quote for £3,500 for the survey. Councillors asked the Clerk to investigate the requirements further and obtain further quotes if required. **ACTION CLERK**
- 14.13. Poor condition of the fence in front of Wroxham Broad - Cllr Holyoake. Not present although Cllr Mantle is due to have a meeting with the new owners shortly.
- 14.14. Staithe - to discuss an issue with altercations at the staithe between those fishing and those trying to moor boats - Cllr Allsop. Not present.

**15. FINANCIAL MATTERS**

**15.1. Finance committee - Cllr Joynson** presented minutes of the Finance Committee meeting of the 21st September 2017.

**15.2. To review this period's financial position**

15.2.1. Noted total bank balances of £137,168.28 as at 28th September 2017.

15.2.2. Receipts - to note no receipts in the period.

15.2.3. Payments - approved payments £4969.08 as recorded in the payment schedule.

Noted additional payments following issue of the schedule from Mazars, Arthur Thaine, G Garfoot, Emma Harrison and Rachel Leggett.

Staff salaries	September salaries	£1,422.25
Staff expenses	September expenses	£43.06
Staff mileage	September mileage	£15.75
Norfolk Pension Fund	September pension payment	£306.91
G Garfoot	Cleaning street furniture	£90.00
The Hub	Hall hire for meetings October 2017	£36.00
Norse Eastern Ltd	Grounds maintenance charges for Sept	£659.31
Shaun Hearn Landscapes	Grass cutting & village maintenance	£1,985.00
Wensum Print	Supply 1000 A5 flyers for NP consultation	£85.00
ROSPA play safety	Annual playground safety inspection	£100.80
Wensum Print	Supply 2000 folded flyers for NP	£225.00
Mazars	External fee for 2016-17 audit	£270.00
Arthur Thaine	Maintenance work to war memorial	£322.58
G Garfoot	Cleaning street furniture	£90.00
Emma Harrison	Sustainability scoping report	£1,680.00
Rodney Mitchell	Repairs to hardwood bench in Agnes Gardener Playground	£110.00
Rachel Leggett assoc's	Consultants fees for stage 1 of the NP	£1,680.00
Rachel Leggett assoc's	Consultants expenses for stage 1 of the NP	£50.99

15.2.4. CIL funding update - Clerk reported that Keys Hill wood project has been approved but there is some confusion about using CIL monies to fund the Neighbourhood Plan. Cllr Fiske to follow up with BDC.

**ACTION CLLR FISKE**

**16. ADMINISTRATION AND GOVERNANCE - Cllr Everett** gave a report.

**16.1.** Approved Clerks annual leave 23rd - 27th October and 22nd December to 5th January. Cllr Claxton to monitor the emails.

**16.2.** Noted meeting dates for 2018.

16.3. To approve new Records Management and Procurement policies - rolled over to next month.

16.4. Approved expenditure on a wreath for Armistice Day.

**17. CORRESPONDENCE:**

17.1. Norfolk Citizens Advice - request for financial support - turned down.

17.2. Noted Broadland District Council's response to the CPRE on housing.

- 17.3. To discuss a letter from a resident regarding sat nav's sending traffic searching for "Wroxham" down Church Lane. To discuss possible signage - see item 5.4.1
- 17.4. Considered a request for funding for a remembrance tour to France in 2018 from the Wroxham, Hoveton & District Branch of the Royal British Legion - considered an appeal for financial support and agreed £100 donation.
- 17.5. Invitation to the Norfolk Pension Fund Employer Forum - 13th December 2017, Norwich.
- 17.6. Dilham Parish Council - asked for views on helicopter noise in the area. Not considered a problem.

18. **ITEMS FOR NEXT AGENDA - 9th November 2017 at 6.30pm**

**Meeting closed at 8.29pm.**

Published 16th October 2017  
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Agreed as a true and accurate record of the meeting:

Signed: .....  
Chair

Date.....