



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

**held in the Hub on Thursday 9<sup>th</sup> November 2017, at 6.30pm**

### **Parish Councillors Present:**

Cllr. Tony Adams  
Cllr. Philip Everett  
Cllr. Chris Hall  
Cllr. Peter Mantle

Cllr Malcolm Allsop (Vice Chair)  
Cllr Barry Fiske (Chair) (part)  
Cllr. Sylvia Holyoake

Cllr. Kim Claxton  
Cllr Patrick Hadingham  
Cllr. Ian Joynson

**Clerk:** Mrs Clare Male

**3 members of the public were present at the meeting.**

1. **ATTENDANCE** - Noted those present and noted apologies for absence from Cllr Vincent Tapp and PC Sean Phillips. Cllr Allsop chaired the meeting due to the planned late arrival of Cllr Fiske.
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 **5th October 2017** were a true and accurate representation.
4. **REPORT FROM THE CHAIR** - the Council is very busy and there is a small group of Councillors doing a lot of the work. Chair asked that the workload is spread evenly across the Council to ensure that projects are completed and no individual is overburdened. Need to recruit new Councillors to provide support.
5. **PUBLIC SPEAKING**
  - 5.1. Both the **District Councillor and County Councillor** were absent.
  - 5.2. **PC Sean Phillips** was absent but sent a report - 5 reported crimes in the last month. 4 were assaults within care residences which were residents assaulting staff. The 5th crime was a burglary at the Norfolk Broads Yacht Club, The Avenue.
  - 5.3. **Questions from the public** relating to local issues - none.
6. **MATTERS ARISING FOR INFORMATION ONLY**
  - 6.1. Good Citizens Award - nominated Bob McKee who reported the fire in Keys Hill Wood and Peter Claxton who has helped clear drains, removed a fallen branch, planting bulbs and helping with the Christmas tree. Agreed. **CLLR ALLSOP**
  - 6.2. To receive a report on any other matter not covered on the agenda.
    - i. One additional planning application - see 11.10.
    - ii. Complaints about cars parking on the road outside Heron Lodge and Overbury House, residential care homes asking them to ask visitors not to park on the road. Agreed

Clerk to write to the care homes and Cllr Allsop to publicise on Facebook and the Bridge.

**ACTION CLERK, CLLR ALLSOP**

7. **NEIGHBOURHOOD PLAN (NP)** - Received a report from Cllr Allsop on behalf of the Neighbourhood Plan steering group. Thanks to everyone for their help and support at the consultation event held at The Hub on 4th November. Despite terrible weather the turnout was high. The Council would like to formally record their thanks to Rachel Leggett, NP consultant, who put the day together in a thoroughly professional and engaging way.
8. **ACTION PLANNING**
  - 8.1. To review the updates to the draft action plan for 2018-19 - not covered.
  - 8.2. New Vision Paper - reviewed responsibilities and reworked some areas. Clerk to update.

**ACTION CLERK**
9. **COMMUNICATIONS** - report received from Cllr Allsop. A video was produced to promote the NP consultation day. Facebook posts are averaging 400-600 views. The history page has been reinstated on the new website.
10. **SURGERIES** - report received from Cllr Claxton. The latest surgery had to be covered unexpectedly by Cllr Claxton. There was one issue, regarding the cemetery and the resident has already been contacted. There will be a final surgery in December. It was agreed to hold surgeries quarterly in 2018, from March, which Cllr Claxton will cover. Cllr Hadingham offered to provide support as required. *(Councillor Fiske joined the meeting)*
11. **PLANNING** - report received from Cllr Fiske:
  - 11.1. Discussed the meeting with Wood Group (previously Amec) and Hopkins Homes on the 2nd November 2017. The purpose of the meeting was to discuss the proposed and potential sites for the new BDC Local Plan. Noted that the Council did not want to see 350 houses built to the east of Salhouse Road. Hopkins are revising their plan to 100 homes on this site and, as an alternative, 100 homes to the south of the existing Wherry Gardens development. Cllr Fiske proposed a playing field on the remainder of the site to the east of Salhouse Road. BDC will release consultation papers on the 5th January 2018 which will show the preferred site.
  - 11.2. Tree applications - raised by the Tree Warden that the Council only receives consultations from the Broads Authority and not Broadland District Council, who resolve their applications under delegated powers. Agreed that this was acceptable. The Tree Warden has since written advice on tree works which is now available on the website and is being published in The Bridge magazine.
  - 11.3. Wroxham Church Hall - erection of 20 m high monopole. Noted that permission has been granted. No date for erection.
  - 11.4. 139A Norwich Road, Wroxham, NR12 8RY - 20171703 - demolition of outbuilding and erection of single storey 2 bedroom self-contained annexe - deadline 25th October - no comments.
  - 11.5. Jonesey's Barbers, 230 Norwich Road, Wroxham, NR12 8SL - 20171829 - retrospective application for change of use from car showroom to Barber's shop - deadline 11th November - objection on class 6 forecourt signage.
  - 11.6. Mallards, Beech Road - BA/2017/0400/HOUSEH - widen mooring, repair quay heading and boat shelter - deadline 17th November - no comments.
  - 11.7. Coot Wood, Beech Road - BA/2017/0346/HOUSEH - dredge boathouse and mooring dock, extend mooring dock, replacement and new quay heading - deadline 17th November - no comments.
  - 11.8. Barnes Brinkcraft - retrospective application is for alterations to conditions, especially landscaping. Dredging works is a separate application, including the transportation of silt by road rather than by boat. No comments.
  - 11.9. Tree works:
    - i. The Dale, Hartwell Road, Wroxham - T1: larch - reduction of 3 laterals - deadline 23rd October 2017 - no comments.

- ii. Kingfishers Reach, Beech Road, Wroxham - pollard alders and ash - deadline 31st October 2017 - no comments.
- 11.10. (New application) Saxon Lodge, 141 Norwich Road, Wroxham, NR12 8RY - 20171918 - single storey rear extension - deadline 29th November - no comments.

**12. HIGHWAYS** - report received from Cllr Adams:

**12.1.** Parking issues:

- i. Top of The Avenue, possibly overflow parking from the Hub, Church Hall and Masonic Lodge. Discussed placing planters between the oak trees and around the green spaces. Agreed that Cllr Fiske will liaise with the 3 Halls and ask them to share parking for larger events. Agreed Cllr Everett will investigate producing "No Parking" signs with the Council logo. **ACTION CLLR FISKE, CLLR EVERETT**
  - ii. On the grass verge around the village sign. Agreed to ask Highways to write to the resident concerned, pursue the report that cars are being sold commercially at this address and to flag up to Highways that if these efforts are not successful then the Council may consider a Parish Partnership application at a later date to bollard the area. **ACTION CLERK**
- 12.2. Letter from Norfolk County Council Highways in response to the petition from Charles Close regarding footpaths. Not covered.
- 12.3. Complaint regarding incorrect signage for toilets on the Wroxham river bridge. Reported to NCC, they have agreed to obscure the incorrect sign.
- 12.4. Complaint regarding footpaths in Preston Close - remedial works have been undertaken. NCC have it on their list for further works, tbc.
- 12.5. Satellite navigation issues - suggested signage & involvement of Keith Simpson MP. Reported to NCC, they have agreed to look into this.
- 12.6. Pedestrian crossing at the Avenues/Norwich Road junction. Highways engineer from NCC has advised that the Parish Council would need to consult with the local area to gauge interest before NCC Highways would undertake a feasibility study. It was PROPOSED that the Council go ahead with the consultation. Concern about the volumes of work involved. Agreed to refer the matter to the Neighbourhood Plan Steering Group. **ACTION CLLR ALLSOP**

**13. ROAD SAFETY**

- 13.1. Community speedwatch** - noted formal disbandment of current group and to agree a way forward. Cllr Everett has been in contact with the Norfolk administrator. A minimum of six people are required. A call for volunteers on Facebook for only one response. Will consider a coordinated campaign with SAM2 in the New Year and to focus on generating data to support the Neighbourhood Plan. **ACTION CLLR EVERETT**
- 13.2. SAM2** - Cllr Joynson reported on the SAM2 data for the last month. Same pattern as previous months - 250,000 cars travelling one way, 17% of traffic travelling over the speed limit with the highest recorded speed of 70mph.
- i. Discussed erecting a sign which says "Your speed is being recorded".
  - ii. Cllr Joynson to find out who owns the other device in the village. **ACTION CLLR JOYNSON**
  - iii. Discussed the request from Sheltered Housing co-ordinator at Trafford Walk to have the SAM2 installed on Keys Drive to discourage speeding. Agreed not go ahead with this. Cllr Joynson to contact Trafford Walk coordinator. **ACTION CLLR JOYNSON**
  - iv. Agreed to add investigating a further SAM2 for 2018/19 as part of a coordinated speeding approach. Clerk to add to Action Plan. **ACTION CLERK**

**14. RECREATION AND AMENITIES** - Received a report from Cllr Mantle.

- 14.1. Grass cutting contract - work has begun on the tender documentation. Clerk and Cllr Mantle to meet for further updates. NCC delegated grass cutting agreement has not been made this year but following correspondence with NCC this will be paid shortly.
- 14.2. Cemetery improvements and track - update. Works nearly completed. Have had some issues with poor quality of previous paperwork that have nearly been resolved.
- 14.3. Trafford walk - complaints from residents about condition of shrub beds. Still not clear who is responsible for this. To be investigated with the grass cutting.

In addition:

- 14.4. Christmas Carol service update from Cllr Fiske/Cllr Mantle. Discussed the arrangements for collecting, erecting and displaying the tree - 3rd and 4th December. Shaun Hearn will be assisting. Risk assessment must be completed before any works are undertaken - Cllr Mantle to complete. Banner required - Cllr Allsop. Unable to find any choirs or musicians. Need to organise next year's much further in advance. **ACTION CLLR MANTLE, CLLR ALLSOP**
- 14.5. Wroxham in Bloom - approved expenditure on bulbs and reported that planting has been completed.
- 14.6. WPC signage and logo project - update from Cllr Everett. Mock ups have been circulated for approval. Site meeting to follow. Spoken to NCC Highways and agreed to postpone a new village sign on the Salhouse Road. Clerk to investigate sign removal. Agreed to keep the old signs. **ACTION CLERK & CLLR EVERETT**
- 14.7. Keys Hill Wood remedial works - report from the Clerk. Met with Tree Officer from BDC. Setting up a further meeting with TreeCare who have previously surveyed and reported on the wood.
- i. Clerk reported on the fire at the wood on Friday 3rd November. A fire crew were called out and the damage was very minimal thanks to the incident being quickly reported to the Fire Service by a resident of Keys Drive. Clerk gave thanks to Cllr Joynson to attending the event. Fire was caused by a garden waste bonfire spreading. The resident responsible has been written to. A very serious incident was avoided. Thanks to the resident concerned.
- 14.8. Railway bridge improvement - update from Cllr Hall. In the process of setting up a meeting.
- 14.9. Agnes Gardner Playground update - update from Cllr Joynson. Nothing significant to report. Repair to rocking house has been completed. Other side needs replacing.
- 14.10. War memorial - Armistice day and online registration with the War Memorials Trust - Clerk. This has been completed by a member of the public. Clerk passed on thanks.
- 14.11. New bus stops on Salhouse Road - Clerk has been notified by NCC Highways that a licence is required. Clerk will apply. **ACTION CLERK**
- 14.12. Whery gardens adoption and playground - update from Cllr Hadingham/Cllr Fiske. Additional items have now been fitted in the playground. Need to walk the site and review the green spaces for adoption - Clerk, Cllr Fiske & Mantle. Clerk to organise. **ACTION CLERK**
- 14.13. Cemetery expansion - update from Clerk. No progress.
- 14.14. Poor condition of the fence in front of Bridge Broad - Cllr Holyoake/Cllr Mantle. Cllr Mantle met with the owners of Bridge Broad, Landamores to discuss their plans for the site. Very early days but they are interested in opening up the area for the public. Will replace the fence at some stage in the future. Keen to work with the Parish Council.

## 15. FINANCIAL MATTERS

- 15.1. **Finance committee - Cllr Joynson** presented the minutes of the Finance Committee meeting of the 19th October 2017. To note work ongoing on the budget and setting the precept at a higher rate to cover the cost of running the village.
- 15.2. **Reviewed this period's financial position**
- i. Noted total bank balances of £144,174.63 as at 2nd November 2017.
- ii. Receipts - one receipt in the period of £3,680 from Groundwork UK - funding for Neighbourhood Plan.
- iii. Payments - approved payments £4,885.61 as recorded in the payment schedule. To note additional payments following issue of the schedule for refreshments and expenses for the Neighbourhood Plan consultation and another batch of flower bulbs.

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|---------------------------|----------------------|-----------|
| Staff salary              | October              | £1,031.47 |
| Staff expenses            | October              | £45.80    |
| Staff mileage             | October              | £12.15    |
| Pension                   | Norfolk Pension Fund | £312.93   |
| Hall hire for meetings    | The Hub              | £94.00    |
| Refreshments for meetings | Kim Claxton          | £10.39    |

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|--|-----------------------|-----------|
| Repairs to rocking horse               | Wickstead Leisure Ltd | £331.80   |
| Grass cutting - main contract          | Norse Eastern Ltd     | £48.71    |
| Grass cutting - main contract          | Norse Eastern Ltd     | £121.34   |
| Grass cutting - main contract          | Norse Eastern Ltd     | £489.26   |
| Payroll                                | LGS Services          | £103.80   |
| Bulbs for village planting             | Moira Holden          | £126.00   |
| A1 boards for NP consultation day      | Hussey Knights        | £71.40    |
| Works to memorial area at the cemetery | Shaun Hearn           | £1,729.50 |
| Refreshments for the NP consultation   | Moira Holden          | £6.65     |
| Bulbs for village planting             | Barry Fiske           | £126.00   |
| Expenses for the NP consultation       | Rachel Leggett        | £224.41   |

15.3. CIL funding - meeting had to be rearranged due Cllr Fiske attending a funeral. Rescheduled for 15th November 2017.

**16. ADMINISTRATION AND GOVERNANCE** - Receive a report from Cllr Everett. Di Dann continues to work on the policies. A number will be ready for sign off and adoption at the next meeting. This includes the Code of Conduct.

**16.1.** Data Protection 2018 - Cllr Mantle and Clerk will be attending training this month.

**17. CORRESPONDENCE:**

- 17.1. Request from Wroxham Bure Valley Rotary Club to plant more purple crocus bulbs in the grass around the village sign.
- 17.2. Complaint re: incorrect signage on the river Bridge for toilets. Covered in pt 12.3.
- 17.3. Norfolk Police - structural changes for 2020. Cllr Allsop to write and express the Council's views. To send a draft for Councillors first. Will ask them to attend Parish Council meetings for special events only. **CLLR ALLSOP**
- 17.4. Consultation on updating disqualification criteria for councillors from DCLG.
- 17.5. Anti-social bonfires - further complaint from a resident in Norwich Road. Have asked them to start logging and photographing incidents.
- 17.6. Complaint about dog fouling in Keys Drive. Noted.
- 17.7. Complaint about the quality of the slurry sealing in Keys Drive. Ongoing.

**18. ITEMS FOR NEXT AGENDA - 7th December 2017 at 6.30pm**

**Meeting closed at 8.33pm.**

Published 28th November 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.....