



FULL COUNCIL MEETING - FINAL MINUTES

held in the Hub on Thursday 7th December 2017, at 6.30pm

Parish Councillors Present:

Cllr. Tony Adams

Cllr. Philip Everett

Cllr. Chris Hall

Cllr Malcolm Allsop (Vice Chair)

Cllr Barry Fiske (Chair)

Cllr. Robin Henshall (part)

Cllr. Kim Claxton

Cllr Patrick Hadingham (part)

Cllr. Ian Joynson

Clerk: None

2 members of the public were present at the meeting.

1. **ATTENDANCE** - Noted those present and noted apologies for absence from Cllr Peter Mantle and Cllr Sylvia Holyoake. Cllr Patrick Hadingham arrived at 7.30pm. Cllr Robin Henshall joined the meeting after co-option (item 6). Cllr Vincent Tapp attended to give a report only. The Clerk was sick.
2. **DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS** - Cllr Malcolm Allsop - item 15.3.
3. **MINUTES OF PREVIOUS MEETING** - agreed the accuracy of the minutes of the Parish Council meeting of the **9th November 2017**.
4. **REPORT FROM THE CHAIR** - attached to minutes.
5. **GOOD CITIZENS AWARD PRESENTATION** - an award was presented to Peter Claxton for good works in the community. Another will be sent to Robert McKee for his part in stopping the spread of fire in Keys Hill Wood.
6. **TO RECEIVE A PRESENTATION FROM A POTENTIAL NEW COUNCILLOR** - Robin Henshall was co-opted onto the Council and joined the meeting.
7. **PUBLIC SPEAKING**
 - 7.1. Cllr Vincent Tapp, **District Councillor**, gave a short report on recycling and the handyman scheme. No **County Councillor** was present
 - 7.2. **Norfolk Police** were not present.
 - 7.3. **Questions from the public** relating to local issues.
 - 7.3.1. Broadland District Council (BDC) call for sites - would like to know how long the consultation is and whether there will be the opportunity to discuss the matter at the next Full Council meeting. **ACTION CLERK**
8. **MATTERS ARISING FOR INFORMATION ONLY**
 - 8.1. To note matters arising since the agenda was issued.

8.1.1. Defibrillator needs new pads - agreed these should be replaced. **ACTION CLLR JOYNSON**

8.2. To receive a report on any other matter not covered on the agenda.

8.2.1. Relocation of the Sprowston Park & Ride site - Cllr Fiske to liaise with Norfolk County Council. **ACTION CLLR FISKE**

8.2.2. Battle's Over - proposal from Hoveton Parish Council to join them in organising an event in November 2018. HPC to provide more details of costs and resources required for the next meeting.

9. BUDGET, PRECEPT & ACTION PLANNING for 2018/2019

9.1. The three year budget forecast for 2018 - 2021 was agreed as proposed.

9.2. The Precept payment of £35,500 for 2018-2019 was agreed. This is an increase of £3,140 on 2017-2018, approx increase of £4.79 per band D household over the year.

9.3. To sign off the Action Plan for 2018-2019 - rolled over to the next meeting.

10. STRATEGIC ISSUES

10.1. Broads Authority Local Plan consultation - deadline 5th January. Clerk to formulate a response for Councillor's approval. **ACTION CLERK**

10.2. Norfolk County Council - consultation on budget cuts - closes 2nd January 2018. Clerk to formulate a response for Councillor's approval. **ACTION CLERK**

11. **NEIGHBOURHOOD PLAN** - Cllr Allsop gave a report on behalf of the Neighbourhood Plan steering group.

12. CAPITAL PROJECTS - Cllr Fiske

12.1. CIL funding - Cllr Fiske and the Clerk met with BDC on the 15th November. Agreed the CIL fund could be used to support the Neighbourhood Plan on the condition that it delivers new infrastructure.

12.2. Discussed proposals for further schemes that can be funded by CIL - Caen Meadow regeneration and the digitisation of the Council's Finance, Cemetery & Asset information. Agreed to explore these further.

12.3. To review the CIL funding spend projections - rolled over to the next meeting.

12.4. Discussed the possibility of a TROD around Salhouse Road corner in front of Wherry Gardens and whether this could be part of a CIL/Parish Partnership scheme. To review on site.

13. **COMMUNICATIONS** - Cllr Allsop gave a short report. "Our Wroxham" Facebook page has received over 1000 likes for the piece on the Christmas Tree.

14. **SURGERIES** - Cllr Claxton gave a short report. The dates for 2018 are March 3rd, June 2nd, September 1st and December 1st. These have been booked at Wroxham Library for 10 - 11.30am.

15. PLANNING - Cllr Fiske.

15.1. New housing development. Updated the Council on the revised call for sites application by Hopkins Homes. This amends the site option to a reduced option east of Salhouse Road (south of Keys Drive) and south of Wherry Gardens. Agreed that council representatives will meet with other interested parties related to all the land calls after the formal announcement by BDC on the 5th January. **ACTION CLERK**

15.2. New phone mast - Land off Skinners Lane, Wroxham, NR12 8SL - 20172052 - deadline 21st December 2017. No objection.

15.3. The Crew House, 7 Staitheway Road, Wroxham, NR12 8TH - 20172015 - Orangery to rear replacing conservatory - deadline 13th December. No objection.

15.4. Erection of 25 dwellings with associated roads, landscaping and drainage, Church Fields, Hoveton, NR12 8NY - new, revised application to include an additional 12 parking spaces - deadline 14th December. Object - as per previous application with some further detail. **ACTION CLERK**

15.5. Church Cottage, St Marys Close, Wroxham - 20171976 - Demolition of existing greenhouse & erection of replacement greenhouse to rear - deadline 17th December. No objection.

15.6. Tree works:

15.6.1. BA/2017/0450/TCAA - Holm Lea, 11 Hartwell Road, Wroxham - various works - deadline 14th December. No objection.

16. **WHERRY GARDENS** - Cllr Hadingham

- 16.1. Wherry gardens adoption. To note a meeting was held on site on the 5th December. With Hopkins. Clerk has written to Hopkins to request up to date drawings which clearly show the area for transfer. Clerk to arrange a meeting with BDC to discuss. **ACTION CLERK**
- 16.2. Bus stops - Have now been fitted. Clerk to advise Konectbus to install signage. **ACTION CLERK**

17. **HIGHWAYS** - Cllr Adams

- 17.1. Highways Ranger defects reported - issues reported around Staitheaway Road, Hartwell Road and Salhouse Road are being rectified by Highways.
- 17.2. Inconsiderate parking - update. Parking around the village sign - Highways have written to the offenders. Liaison with the 3 local halls - Cllr Fiske to follow up. Signage - Cllr Everett to follow up. **ACTION CLLR FISKE & EVERETT**
- 17.3. Satellite navigation issues (Clerk) - rolled over to the next meeting.

18. **ROAD SAFETY** - Cllr Everett

- 18.1. New Year road safety campaign - Cllr Everett speaking with Norfolk Police about a series of targeted spot checks.
- 18.2. SAM2 - Cllr Joynson reported that Norfolk County Council own the other SAM2 device on the Norwich Road. Data for the last month was presented and discussed. Signage for the SAM2 was agreed "Your speed is being recorded" - Cllr Everett to action. **ACTION CLLR EVERETT**

19. **RECREATION AND AMENITIES** - Chair gave a report on behalf of Cllr Mantle.

- 19.1. Grass cutting contract - tender documentation agreed to be sent out. Wherry Gardens omitted. **ACTION CLERK**
- 19.2. Cemetery improvements and track - Cemetery soil enclosure now in situ and to be completed with low shrubs to hide the harshness look of the concrete edging panels. This is within the original budget, Laying of slabs in the memorial area should be completed by next meeting.
- 19.3. Trafford walk - shrub beds - to confirm these are the responsibility of Wherry Housing and they will be cut back over the winter season.
- 19.4. Christmas Tree update from Cllr Fiske/Cllr Mantle. Thanks to everyone who helped to erect the tree.
- 19.5. WPC signage project - Cllr Everett. Completed. Many thanks to Cllr Everett for his work on this.
- 19.6. Keys Hill Wood remedial works - report from the Clerk - rolled over to the next meeting.
- 19.7. Railway bridge improvement - update from Cllr Hall.
- 19.8. Agnes Gardner Playground update - Cllr Joynson. Ongoing works with Rocking horse.

20. **FINANCIAL MATTERS** - Cllr Joynson

20.1. **Finance committee** - minutes of the Finance Committee meeting of the 23rd November 2017 are outstanding due to staff sickness. Noted that new Lloyd's account is operational, the Clerk now has a debit card, and considerable attention was given to the budget and the precept for the next 3 years.

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

- 20.2.1. Noted total bank balances of £145,106.32 as at 30th November 2017.
- 20.2.2. Receipts - noted two receipts in the period of £6,637.30
- 20.2.3. Payments - to approve payments £7,615.13 as recorded in the payment schedule.

Staff salary	November & December	£2,062.54
Staff expenses	November & December	£106.84
Staff mileage	November & December	£27.45
HMRC	HMRC	£370.13

Pension	Norfolk Pension Fund	£625.86
Hall hire for meetings - December & January	The Hub	£45.00
Cleaning street furniture	G Garfoot	£90.00
Litter picking for September & October	Mr G Dunn	£300.00
Data protection training - Cllr Mantle	Norfolk Parish Training & Support	£28.00
Royal British Legion Poppy Appeal 2017	Royal British Legion	£75.00
Expenses for the NP consultation 4th Nov	Elaine Allsop	£68.37
A3 Colour prints	Hussey Knights	£10.00
Heartsafe Smart Tag - Defib	Heartsafe	£58.80
Mid year audit and policy support	NPTS	£240.00
Completion of stage 2 of the NP	Rachel Leggett	£1,960.00
Christmas tree	Malcolm Allsop	£65.00
Banner for Christmas tree	Malcolm Allsop/North Walsham Signs Ltd	£144.00
Stand at St Mary's Xmas fair	Malcolm Allsop	£20.00
Signage project signs	Signs Express	£1,318.16

21. ADMINISTRATION AND GOVERNANCE - Cllr Everett.

21.1. Policies -

- 21.1.1. Internal Control Policy - rolled over to the next meeting.
- 21.1.2. Operational Risks - rolled over to the next meeting.
- 21.1.3. Appraisal Policy - rolled over to the next meeting.
- 21.1.4. Code of Conduct - adopted.

21.2. It was noted that Cllr Mantle & Clerk attended Data Protection 2018 training.

22. CORRESPONDENCE:

22.1. Broadland District Council - Rough sleeper survey - 14 - 15th November 2017.

ITEMS FOR NEXT AGENDA - 1st February 2018 at 6.30pm

Meeting closed at 8.30pm.

Published 14th December 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

Date.....