



FULL COUNCIL MEETING - FINAL MINUTES

held in the Hub on Thursday 1st February 2018, at 6.30pm

Parish Councillors Present:

Cllr. Tony Adams
Cllr. Philip Everett
Cllr. Sylvia Holyoake

Cllr Malcolm Allsop (Vice Chair)
Cllr Barry Fiske (Chair)
Cllr. Peter Mantle

Cllr. Kim Claxton
Cllr Patrick Hadingham

Clerk: Clare Male

2 members of the public and Cllr Fran Whymark, Broadland District Council (BDC) were present at the meeting.

1. **ATTENDANCE** - Noted those present and noted apologies for absence from Cllr Ian Joynson, Cllr Chris Hall and Cllr Vincent Tapp (BDC).
2. **DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS** – none.
3. **MINUTES OF PREVIOUS MEETING** - agreed the accuracy of the minutes of the Parish Council meeting of the **7th December 2017**.
4. **REPORT FROM THE CHAIR** – none.
5. **PUBLIC SPEAKING**
 - 5.1. Update from **Norfolk Police** - none present.
 - 5.2. To receive **questions from the public** relating to local issues. In line with Standing Orders, each speaker is allowed a maximum of 5 minutes. Maximum time allowed 15 minutes in total.
 - 5.2.1. District Councillor Fran Whymark – Norfolk Police have proposed to increase the precept for the forthcoming year to £11.99. Over £12 they have to go to a referendum. Will know the outcome next week. Greater Norwich Local Plan (GNLP) consultation has now begun. Issue of charging for footlights (item 8.5) – confirmed this starts in 19/20 and will be a flat rate charge across the Parishes regardless of the number of lights in each Parish. Broadland District Council handyerson scheme has been extended to include those on incapacity benefit and the blind.
 - 5.3. **Trafford Mausoleum** - a presentation from **Saul Penfold**, on a forthcoming restoration project. To be presented at the March meeting.
6. **MATTERS ARISING FOR INFORMATION ONLY**
 - 6.1. To note matters arising since the agenda was issued.
 - 6.1.1. Invitation to the Good Company summit from Norfolk County Council - initiative to tackle loneliness in Norfolk - 23rd February.
 - 6.1.2. Further planning application received - see 12.3.

- 6.2. To receive a report on any other matter not covered on the agenda.
- 6.2.1. Sprowston Park & Ride - Sprowston park and ride to close and be relocated elsewhere. Cllr Whymark said it has yet to be decided where the new park and ride will be located.
- 6.2.2. Norfolk Vanguard - wind farms on North Norfolk coast. Council has now registered as a consultee on the volume of traffic passing through the village.

7. COUNCILLOR MATTERS

Noted the resignation of Cllr Robin Henshall. This has been logged with BDC and a notice of a casual vacancy issued. The notice period expires on the 12th February. Discussed to target potential candidates directly rather than to advertise the post generally.

ACTION CLLR FISKE

8. DISTRICT AND COUNTY ISSUES

- 8.1. Greater Norwich Local Plan consultation - closing date is 15th March 2018. The consultation has not included the most recent Hopkins submission of 100 houses which was made in November following discussions with the Council. Instead the consultation has included the original proposal of 350 properties. However the Council wish to see the development of retirement properties which are suitable for downsizing. There are GNLP roadshows for the public to view the consultation plans. Sites to be published by June 2019. BDC will submit a final plan in October 2019 and will be adopted in Dec 2020. Agreed that a sub-group meet to discuss the Council's submission - to include Cllrs Fiske, Allsop, Mantle and the Clerk. Clerk to set up a meeting for next week.

ACTION

CLERK

- 8.2. Norfolk County Council consultation on budget cuts - closed 2nd January 2018. Noted that since then cuts to subsidised bus routes and road gritting have been shelved.
- 8.3. Norfolk Strategic Framework - a post-consultation update. Clerk circulated responses.
- 8.4. Broads Authority Local Plan - closed 19th January 2018. An original submission was made and then revised and resubmitted at the request of the Broad's Authority officer.
- 8.5. Footway lighting - Broadland District Council's plans to increase the costs of lighting to residents from £1.54 to £6.54 for the use of 9 lights. Clerk confirmed there would also be an additional 7 footway lights at Wherry Gardens post adoption. To adopt the lights would be c£1,000K legal transfer fees, annual maintenance and electrical supply costs. Concern there may be forthcoming requirement to upgrade lights to LED's. BDC make a final decision on the 22nd February. Agreed Cllr Hadingham will follow this up and liaise with Sprowston Town Council on their experience.

ACTION CLLR HADINGHAM

9. NEIGHBOURHOOD PLAN -

Cllr Allsop gave an update on behalf of the Neighbourhood Plan steering group. A report from Rachel Leggett was circulated with the agenda. The group is currently developing policies. There will be several consultation events in March. .

10. CAPITAL PROJECTS Cllr Fiske gave an update.

- 10.1. Cemetery - discussed the possibility of constructing a burial garden as a place for the scattering of ashes. Would postpone the project to extend the cemetery in 18/19. Cllr Mantle to do an outline proposal of resources and time.
- 10.2. Keys Hill wood - full survey of the wood has been completed and one dangerous tree was identified. This has been felled. The next stage is to agree how to proceed with the survey.
- 10.3. Agreed no further investigation work to be done on a wood or orchard for Wherry Gardens.
- 10.4. Idea for a TROD on the Salhouse Road. MA to investigate costs – Salhouse Council did one recently.
- 10.5. Retirement development - possibility of investing in a project as part of the Neighbourhood Plan.

ACTION CLLR MANTLE

11. COMMUNICATIONS – noted that planning applications not being published online. Clerk to action.

ACTION CLERK

12. PLANNING - Cllr Fiske reported on:

- 12.1. 59 Charles Close, Wroxham, NR12 8TT - 20172202 - extension and alterations to kitchen, re roofing and new windows - deadline 14th January. No objections.
 - 12.2. Greystoke Lodge, 10 Hartwell Road, Wroxham, NR12 8TL - 20180037 - new porch - deadline 4th February 2018. No objections.
 - 12.3. 14 Charles Close, Wroxham, NR12 8TU – 20180178 - demolition of an existing bungalow and erection of a replacement dwelling (received 01/02/18). Deadline 24th February. Cllr Fiske to contact Planning at BDC to discuss concerns around the Conservation area. **ACTION CLLR FISKE**
13. **WHERRY GARDENS** - report from Cllr Hadingham.
- 13.1. Noted that a couple of residents have recently had falls on the unfinished footpaths.
 - 13.2. Wherry gardens adoption. Receiving advice and support from BDC. Awaiting as built drawings from Hopkins.
 - 13.3. New bus stops on Salhouse Road have been fitted but the spacing is unsafe. Yet to be rectified by Hopkins. Agreed to ask Hopkins to rope them off to prevent injury to the public. Agreed to wait until after the shelters are moved before purchasing notice boards for bus signs. **ACTION CLERK**
14. **HIGHWAYS** - report from Cllr Adams.
- 14.1. Highways Ranger defects reporting - deadline 16th February. Cllr Adams to arrange to meet with the Ranger. **ACTION CLLR ADAMS**
 - 14.2. Inconsiderate parking - update. Including ongoing issue with parking around the village sign, liaison with the 3 local halls and signage. New complaint about parking on Park Road & Nobel Crescent. Cllr Adams has contacted NCC and will follow up with complainants. Cllr Adams to price up additional posts for problem areas for next meeting. **ACTION CLLR ADAMS**
 - 14.3. Incorrect public convenience sign by river bridge - issue rectified by NCC.
 - 14.4. Cross road sign at the junction of Norwich Road, Church Road and The Avenue - waiting for NCC.
 - 14.5. Park Road road sign – needs to be reinstated.
 - 14.6. Satellite navigation issue - signage request with NCC.
15. **ROAD SAFETY** - report from Cllr Everett.
- 15.1. New Year road safety campaign - update on discussions with Norfolk Police. Community Speedwatch article going into the Bridge in March. Discussed a possible FaceBook campaign including a video interview. Need a minimum of 6 volunteers. PE to contact Andy Mason the Liaison Officer. Also to contact other villages schemes. **ACTION CLLR EVERETT**
 - 15.2. SAM2. Cllr Joynson has circulated the data for the last few months. Discussed “Your speed is being recorded signs”.
 - 15.3. The Avenue - thanks to the Trafford Estates for the works they are undertaking in the woods to help improve drainage in the area and removing the unsightly broken concrete posts and wires.
16. **RECREATION AND AMENITIES** - report from Cllr Mantle.
- 16.1. Grass cutting contract. Tenders have been received and Council agreed a recommendation to appoint “Garden Guardian” as the contractor for 3 years.
 - 16.2. Cemetery:
 - 16.2.1. Cemetery fees. Discussed changes to the structure and amounts. Clerk to take final proposal to March Finance committee for sign off. **ACTION CLERK**
 - 16.2.2. Improvement works - see item 10.1.
 - 16.2.3. Cemetery signage - request for directional signage rejected by Highways.
 - 16.3. Keys Hill Wood remedial works. Survey of the wood has been completed and a report issued. This included an urgent recommendation to take down a dangerous ash tree. This was completed within a few days of notification. BDC were notified as the tree was within a Conservation area. Clerk to contact tree warden and Cllr Joynson to agree next actions. **ACTION CLERK**
 - 16.4. Railway bridge improvement - update from Cllr Hall. No update but noted that the grass cutting contract does not include this area.
 - 16.5. Agnes Gardner Playground update. Cllr Joynson has circulated a report.

- 16.6. Defib update - Cllr Joynson has replaced the pads. The Chair passed on his thanks for all the work that he does on behalf of the Council.

17. FINANCIAL MATTERS

- 17.1. **Finance committee** - noted minutes of the Finance Committee meeting of the 18th January 2018.

- 17.2. Community Grant Fund. Discussed s137 regulations and whether the Council wishes to pursue the General Power of Competence. Cllr Everett to investigate further.

ACTION CLLR EVERETT

- 17.3. Software package - agreed to move package forward to 18/19 financial year. Will be able to use CIL funding to support the digitisation of the Council. Concern about resourcing the procurement process. Clerk to ask NPTS if they could provide support and how much that would be.

ACTION CLERK

17.4. To review this period's financial position

- 17.4.1. Note total bank balances of £141,978.27 as at 25th January 2018.

- 17.4.2. Receipts - noted two receipts in the period of £124.82.

- 17.4.3. Payments - approved payments £6,714.73 as recorded in the payment schedule.

Staff salaries	January	£1,031.47
Staff expenses	December & January	£43.45
Staff mileage	December & January	£45.90
HMRC	HMRC	£196.48
Pension	Norfolk Pension Fund	£312.93
Cleaning street furniture	G Garfoot	£90.00
Litter picking for November	Mr G Dunn	£150.00
Councillor expenses	Peter Mantle	£54.95
Grass cutting & village maintenance	Shaun Hearn	£1,364.51
Councillor expenses	Barry Fiske	£61.40
New pads for defibrillator	Defib shop	£105.60
Printer cartridges	Cartridge world	£32.12
The Hub bookings for Feb 2018	The Wroxham Hub	£18.00
Hazard risk assessment of Keys Hill wood	TreeCare consultants Ltd	£1,992.00
Litter & dog bin emptying for 2017/2018	Broadland District Council	£815.92
Removal of dangerous Ash tree in Keys Hill wood	Crown Tree Services	£400.00
		£6,714.73

18. ADMINISTRATION AND GOVERNANCE - report from Cllr Everett.

- 18.1. Attended Employer's Forum - 14th December 2017

- 18.2. Data Protection update - the only area that the Council holds data is Exclusive Rights of Burial. Awaiting further advice - legislation due May 2018.

- 18.3. Policies update - Cllr Everett and Clerk due to meet next week to move this forward.

ACTION CLLR EVERETT

19. CORRESPONDENCE:

- 19.1. Broads Authority - request to use Caen Meadow for the 2018 Boat Census in August.
- 19.2. Norfolk Police - consultation on police funding.
- 19.3. Norfolk County Council - budget consultation. Norfolk County Council voted not to go ahead with cuts to rural bus routes and gritting.
- 19.4. Wroxham Social Club - letter requesting financial support to pay for the rewiring of the building. Funds are available from Broadland District Council but not retrospectively. Cllr Fiske to follow up. **ACTION CLLR FISKE**
- 19.5. Norwich Western Link - advance notice of consultation in Spring 2018.

20. ITEMS FOR NEXT AGENDA - 1st March 2018 at 6.30pm

- 20.1. Proposal to cost a revised cemetery scheme and push back extension from 19/20.
- 20.2. Parking by the village sign – Cllr Adams to price up a scheme and Cllr Fiske to discuss with Highways. Also to look at Preston Close and Nobel Crescent.

The rest of the meeting is closed to the press and public to discuss HR issues. (Public Bodies Admission Act 1980).

Meeting closed at 8.25pm.

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Agreed as a true and accurate record of the meeting:

Signed:
Chair

Date.....