

**FULL COUNCIL MEETING - FINAL MINUTES**

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

**Parish Councillors Present:**

Cllr. Tony Adams Cllr Malcolm Allsop (Vice Chair) Cllr. Kim Claxton

Cllr. Philip Everett Cllr Barry Fiske (Chair) Cllr Patrick Hadingham

Cllr Chris Hall Cllr Ian Joynson Cllr. Peter Mantle

**Clerk:** Clare Male

**1 member of the public and the Tree Warden, were present at the meeting.**

1. **ATTENDANCE -** Noted those present and noted apologies for absence from Cllr. Sylvia Holyoake, Cllr Vincent Tapp of Broadland District Council (BDC ) and Saul Penfold (item 5.3).
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 **1st February 2018**.
4. **REPORT FROM THE CHAIR –** none.
5. **PUBLIC SPEAKING**
   1. Update from **Norfolk Police -** none present.
   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.
   3. **Trafford Mausoleum** - the presentation from **Saul Penfold** on the forthcoming restoration project is postponed until April due to adverse weather conditions.
6. **MATTERS ARISING FOR INFORMATION ONLY**
   1. To note matters arising since the agenda was issued.
      1. Norfolk County Council - published a Vision for Norfolk in 2021.
      2. Bittern Line - requesting confirmation of a representative from the Council for the forthcoming year.
      3. Red Cross - invitation to a Community Flood workshop on the 3rd March.
      4. Caen Meadow - a complaint has been received from the public regarding insecure fencing. Agreed that Caen Meadow is not a secure area. Clerk to contact the owner of the property and ask them to repair the fence. **ACTION CLERK**
      5. Fly tipping on The Avenue.
      6. Additional planning application - 17, The Avenue - see item 12.4.
      7. **Letter from Salhouse Parish Council -** re: footpath 4 which follows the railway line, parallel to the Salhouse Road. Cllr Hadingham & Hall agreed to look into the matter in more detail and report back at the next meeting. **ACTION CLLR HALL & HADINGHAM**
   2. To receive a report on any other matter not covered on the agenda:
      1. Dropbox - Cllr Everett and Clerk meeting to discuss implementation.
      2. Old Parish Council signs. Old staithe signs to be gifted to Trafford Estate.

**ACTION CLLR MANTLE**

1. **COUNCILLOR MATTERS**
   1. **Councillor vacancy.** Noted that Broadland District Council have advised that the electoral period has been completed, there were no requests for an election and the Council can now recruit for a casual vacancy.

1. **DISTRICT AND COUNTY ISSUES**
   1. **Greater Norwich Local Plan consultation.** Discussed the Council’s response which has been submitted. Clerk to publish site specific comments on the Parish Council’s website.

**ACTION CLERK**

* 1. **Wroxham Football Club call for sites submission.** Noted that there is a meeting with Brown & Co to discuss the call for sites and the GNLP on the 5th March 2018. A meeting will also be arranged with the Football Club directly. **ACTION CLLR FISKE**
  2. Noted that a meeting has been arranged with **Trafford Estates** on the 20th March 2018.
  3. **Footway lighting** - received a report from **Cllr Hadingham**. BDC have postponed their decision for a year. Await future notification from BDC.

1. **NEIGHBOURHOOD PLAN -** Received a report from **Cllr Allsop** on behalf of the Neighbourhood Plan steering group. Noted that the group are at the policy development stage. There will be public consultation on these on the 17th March (10am - 1pm) and 22nd March (5pm - 8pm) both at the Hub, Norwich Road, Wroxham. Also a forthcoming meeting with BDC to discuss the ideas in context of their Local Plan.
2. **CAPITAL PROJECTS -**
   1. **Cemetery extension and improvement** - received a report from **Cllr Mantle** on plans for a memorial garden within the existing Cemetery footprint. Agreed Cllr Mantle will produce accurate costings for the memorial garden for presentation at the next Finance meeting. Also agreed Cllr Mantle will investigate lead times for Planning permission from the Broads Authority for the extension. **ACTION CLLR MANTLE**
   2. **Keys Hill wood** - received a report from **Cllr Joynson** on the survey of the wood. Agreed to get three quotes for the work to the priority two trees and to remove overhanging branches on the oak (nr 81) on the eastern boundary. Agreed to approach Community Payback about removing the invasive shrubs and then asking Shaun Hearn to remove the green waste. To work with Cllr Mantle. Remaining budget to be carried across to next financial year. Discussed new benches and planting new trees and bulbs once the clearance work has been completed. **ACTION CLLR JOYNSON & MANTLE**

Agreed that the tree warden will review trees in other Council areas. **ACTION TREE WARDEN**

* 1. **Retirement development** - discussed the possibility of the Council taking an interest in a retirement development project **ahead** of the Neighbourhood Plan. BDC agreed that this was possible. Will be looking for a suitable landowner and developer.

1. **COMMUNICATIONS** - Received a report from **Cllr Allsop.**  Were intending to launch a publicity campaign with Hoveton on the poor state of Station Road. Currently on hold whilst await more details of a possible planning application.
2. **PLANNING -** Received a report from Cllr Fiske, to include:
   1. 28, The Avenue, Wroxham, NR12 8TR, ref 20180247. Two storey side extension, single storey rear extension and enlargement of driveway. Deadline 8 March 2018. No objections.
   2. Roy’s extension - noted the planning application was called into NNDC planning committee due to an objection from Highways and it has now been approved.
   3. To update the meeting on discussions with BDC in reference to PA20180178 - demolition of No 14 Charles Close.
   4. High Trees,17 The Avenue,Wroxham,NR12 8TN - 20180300. Two storey side extension, single storey garage extension and alterations to fenestrations. Deadline 22 March 2018. Drawings not yet available.
3. **WHERRY GARDENS** - received a report from Cllr Hadingham.
   1. Issues are waterlogging of grass areas, broken signage at the playground, new BT trench and increase in number of HGV along the Salhouse Road.
   2. **Bus stops** on Salhouse Road - reported some progress but not yet complete. There has been a complaint about the bus shelter on the Wroxham side obstructing visibility. Cllr Fiske to speak with Hopkins. **ACTION CLLR FISKE**
4. **HIGHWAYS -** received a report from Cllr Adams, including:
   1. Defects have been reported to the **Highways Ranger**. Cllr Adams due to meet the Ranger to discuss progress. **ACTION CLLR ADAMS**
   2. **Inconsiderate parking** - discussed fitting additional posts in problem areas. Agreed to obtain a sample post, confirm the number of posts required and then liaise with Highways. **ACTION CLLR ADAMS**
   3. **Cross road sign** at the junction of Norwich Road, Church Road and The Avenue - ongoing.
   4. **Park Road road sign** – refixed.
   5. **Satellite navigation** issue - signage request with NCC - ongoing.
   6. **Salhouse Road** - Agreed to support the Norfolk County Council proposal to **change to speed limit from 60mph to 50 mph**. Councillors agreed to comment that 40mph would be more appropriate and that the boundary should be moved to south of Wherry Gardens. Cllr Allsop to respond and to raise the issue with our County and District Councillors. To publicise on FB. **ACTION CLLR ALLSOP**
5. **ROAD SAFETY**
   1. **Road safety campaign.** Cllr Everett has been in contact with PC Andy Mason who have advised that NCC may take this on as a County wide initiative. No response to date from the public to the article in the Bridge asking for volunteers. Cllr Allsop & Everett to discuss a FB campaign. **ACTION CLLR ALLSOP & EVERETT**
   2. **SAM2** - update from Cllr Joynson. Agreed to move the SAM2 to the Salhouse Road to further support item 14.6. After May agreed to move the SAM2 to the same site on the Norwich Road 12 months previous to allow direct data comparison to understand the impact of the NDR. **ACTION CLLR JOYNSON**
6. **RECREATION AND AMENITIES -** received a report from Cllr Mantle.
   1. **Grass cutting contract**. Noted that “Garden Guardian” has been awarded the contract for the next 3 years.
   2. **Litter picking** - final SLA from Community Payback outstanding. Cllr Mantle to approve once final version issued.
   3. **Cemetery fees**. Reviewed the proposed fees and agreed them in principle. Clerk to finalise details and take to next Finance committee. **ACTION CLERK**
   4. **Cemetery signage** - completed.
   5. **Railway bridge improvement** - update from Cllr Hall. Works have been undertaken by Network Rail on the Church Lane bridge. Still awaiting a response on land ownership on the Norwich Road from Network Rail. Agreed to search land registry for any relevant information.

**ACTION CLERK**

* 1. **Agnes Gardner Playground** - update from Cllr Joynson. Street furniture cleaner noted that the benches are green and sticky. Discussed need for a spring on the gate. Agreed to wait until the better weather to review.

1. **FINANCIAL MATTERS**
   1. **Community Grant Fund** - update from **Cllr Everett** - ongoing.
   2. Software package - Clerk has made an appointment next week with Norfolk Parish and Training Support to discuss.
   3. **Reviewed this period's financial position**
      1. Note total bank balances of £135,600.04 as at 19th February 2018.
      2. Receipts - noted receipts in the period of £264.
      3. Payments - approved payments £2,666.48 as recorded in the payment schedule.

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| Grass cutting tender review meeting | The Old Mill | £ 18.50 |
| Stamps | Post Office | £ 11.72 |
| Data protection registration renewal | ICO | £ 35.00 |
| Cleaning street furniture - January | G Garfoot | £ 90.00 |
| Cleaning street furniture - February | G Garfoot | £ 90.00 |
| Litter picking for January | Mr G Dunn | £ 150.00 |
| Parish Council support services - annual fee | Norfolk Parish Training & Support | £ 240.00 |
| Printing for NP consultation | Hussey Knights | £ 80.00 |
| Clerk end of year audit training | Norfolk Association of Local Councils | £ 25.00 |
| Hall bookings for March | The Wroxham hub | £ 99.00 |
| February salary | Staff salaries | £ 1,031.47 |
| February expenses | Staff expenses | £ 37.14 |
| February mileage | Staff mileage | £ 35.55 |
| February tax and NI | HMRC | £ 196.68 |
| February pension payment | Norfolk Pension Fund | £ 312.93 |
| Cemetery road signage | Signs Express | £ 213.49 |

1. **ADMINISTRATION AND GOVERNANCE -** received a report from Cllr Everett.
   1. Roles and responsibilities - under review with the 2018-19 Action Plan. Agreed as a matter of urgency to have a second Councillor able to approve payments on Barclays online.

**ACTION CLERK**

* 1. Policies update. Next 3 to be worked on:
     1. Freedom of Information
     2. Training & Development
     3. Equality
  2. Pensions - end of year information request received. To be signed off at Finance Committee.
  3. Agreed the renewal of the Norfolk Parish Training & Support subscription for 2018-2019.
  4. Agreed the proposal to part fund the provision of Wifi in the Hub. No installation cost but Parish Council would pay 50% of the revenue cost. Clerk to follow up.

**ACTION CLERK**

* 1. Noted the Council’s Data Protection registration has been renewed for another year.

1. **CORRESPONDENCE: Noted -** 
   1. Call for entrants for the Norfolk Community Biodiversity awards
   2. Norfolk Association of Local Councils:
      1. Changes to the governance of the Fire Service
      2. Keep Britain Tidy - Spring Clean 2 - 4 March 2018
2. **ITEMS FOR NEXT AGENDA -** 12th April 2018 at 6.30pm. Also to be the Annual Parish Meeting. Invitees to be as per last year.

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

**Meeting closed at 8.33pm.**

Published 14th March 2018

Clare Male

Clerk & RFO to the Parish Council

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Signed……………………………………………………………………………………………………………………

Date………………………………………………………………………………………………………………………