

**FULL COUNCIL MEETING - FINAL MINUTES**

**held in the Hub on Thursday 12th April 2018, following the Annual Parish meeting**

**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. Sylvia Holyoake Cllr Ian Joynson

Cllr. Peter Mantle

**Clerk:** Clare Male

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

1. **ATTENDANCE -** Noted those present. No apologies.
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 March 2018**.
4. **PUBLIC SPEAKING**
	1. A review of crime figures and any updates from **Norfolk Police** - none.
	2. To receive **questions from the public** relating to local issues. In line with Standing Orders, each speaker is allowed a maximum 5 minutes. Maximum time allowed 15 minutes in total - none.
	3. **Trafford Mausoleum** - a short presentation was given by **Saul Penfold** on the forthcoming restoration project. Application to Heritage Lottery Funding forthcoming. Discussed ideas for interpretation and including local history in other areas of the village. Agreed to set up a separate meeting to discuss the possibility of a heritage trail with a contribution from the Council. Architect currently writing a spec to go out to tender for quotes for the restoration works and then expecting to make a bid mid summer.
5. **MATTERS ARISING FOR INFORMATION ONLY**
	1. Noted matters arising since the agenda was issued:
		1. Noted the Parish Council has a new contact phone number - 07341 873375.
		2. Noted that Burial fees for children have now been abolished nationally.
		3. Noted that the s137 limit for 2018/19 is £7.86 per person. The current number of elector in the Parish is 1359. Therefore the s137 limit for 2018/19 is £10,681.74.
		4. Community Action Norfolk have been in contact regarding voluntary transport in the area. Referred to the Neighbourhood Plan steering group.
		5. Correspondence from Virgin money re: grants available for Community regeneration of up to £50K.
	2. To receive a report on any other matter not covered on the agenda - none.
6. **COUNCILLOR MATTERS - led by Cllr Fiske**
	1. Roles and responsibilities updated - adopted and to be published on the website.
7. **LIAISON WITH OTHER COUNCILS - led by Cllr Fiske**
	1. To discuss and agree a response to Norfolk County Council Consultation: draft Norfolk Access Improvement Plan (2018 - 2028). Includes “The Broadland Way” - a new cycle path between Norwich and Wroxham. Deadline 15th June 2018 - agreed to carry over to the next meeting.
	2. Reported on the Broad’s Authority Parish Forum on the 21st March. The Council has applied to have “Welcome to the Norfolk Broads National Park” signs added to the Salhouse Road and Norwich Road village name signs.
	3. Salhouse road - agreed to compose a strongly worded response to Norfolk County Council on the change to speed limit from 60 mph to 50 mph. Agreed to contact Tom Garrod about his lack of response on the matter. **ACTION CLLR FISKE & ALLSOP**
8. **NEIGHBOURHOOD PLAN -** As reported at the Annual Parish meeting.
9. **CAPITAL PROJECTS -**
	1. Cemetery improvements and extension - to receive a report from **Cllr Mantle**. No update.
	2. Keys Hill wood improvements- update **Cllr Joynson**. Quotes received for the work discussed at the last meeting. To review the quotes in more detail and then appoint as appropriate (budget previously approved). **ACTION CLLR JOYNSON**
	3. Retirement development- update from **Cllr Fiske**. Discussed ongoing conversations with the Football Club and Trafford Estates.
10. **COMMUNICATIONS** - no update.
11. **PLANNING -** Notedreport from **Cllr Fiske**, including:
	1. High Trees, 17, The Avenue - 2 story side extension & single storey garage extension plus glazed front porch, 20180300 (BDC) - deadline 26 March.
	2. Garages, The Avenue - variation to existing permission, BA/2017/0425/COND (BA) - deadline 26 March
	3. Larch Grove, 14 Charles Close - demolition of existing property and complete rebuild - revised scheme with new design - 20180178 (BDC) - deadline 26 March.
	4. 90, Charles Close - first floor extension, 20180401 (BDC) - deadline 7 April.
	5. 3 new enforcement cases opened:
		1. 83 Norwich Road - possible business trading (Broadland District Council)
		2. 39 Charles Close - chimney not as per planning (Broadland District Council)
		3. Canoe Man, 10 Norwich Road - unauthorised construction and change of use (Broads Authority).
12. **WHERRY GARDENS** - report from **Cllr Hadingham.**
	1. Bus stops on Salhouse Road. East side is resolved. West side - query if the gap between the fence and the shelter is wide enough for a wheelchair - Cllr Hadingham to check.. Clerk to contact Konectbus re: signage . **ACTION CLLR HADINGHAM & CLERK**
	2. To discuss the enquiry from Salhouse Parish council regarding connecting footpath 4 (FP4) to Wherry Gardens - carried over to next meeting.
	3. To discuss the request from a resident in Wherry Gardens to petition Openreach for Fibre Broadband - noted.
	4. To discuss final drawings received from Hopkins Home. Clerk to set up a meeting with Trevor Crane from Hopkins Homes. **ACTION CLERK**
13. **HIGHWAYS -** report from **Cllr Adams**, including:
	1. Updates from the Highways Ranger. Still awaiting repair tp Broads Tours car park drain. FP3 back in position.
	2. Inconsiderate parking - to discuss the cost of additional posts for problem areas.
	3. Discussed additional signage for:
		1. Cross road sign at the junction of Norwich Road, Church Road and The Avenue - ongoing.
		2. Satellite navigation issue for Nobel Crescent & Charles Close - ongoing.
		3. Deer signs. On The Avenue. With Highways.
	4. Park Road parking - complaint from resident. Highways looking into double yellow lines.
	5. Norwich Road - complaint from resident about mud on the footway. Resolved.
14. **ROAD SAFETY**
	1. Road safety campaign - update from Cllr Everett on correspondence with Norfolk Police. To contact new Engagement Officer. Council to undertake its own campaign. Discussed option of setting up a joint scheme with Hoveton. **ACTION CLLR EVERETT**
	2. SAM2 - update from Cllr Joynson.
15. **RECREATION AND AMENITIES -** to receive a report from Cllr Mantle.
	1. Litter picking - confirmed that the SLA with Community Payback has been finalised and bin bags have been delivered. Discussed the use of the Church hall bins and toilets. Cllr Mantle to contact Church. **ACTION CLLR MANTLE**
	2. To note that two complaints have been received from the public about grit bins. To discuss locations and information provided by Norfolk County Council. Carried over.
	3. To discuss advertising signs (A boards etc) and posters in the village. Carried over.
	4. To note correspondence from Plymouth Brethren offering to renovate a park bench in Keys Drive that they donated. Carried over.
	5. To update on the War memorial, the use of the War Memorial Survey toolkit from Civic Voice. Carried over.
	6. To note incidences of fly tipping in the village and the response from Environmental Health at Broadland District Council. Carried over.
	7. Agnes Gardner Playground - update from Cllr Joynson.
16. **FINANCIAL MATTERS -** to receive a report from Cllr Joynson.
	1. Noted the minutes of the Finance meeting of the 29th March.
	2. This period's financial position
		1. Noted total bank balances of £132,897.09 as at 4th April 2018.
		2. Receipts - receipts in the period of £33.59..
		3. Payments - approved payments £2,837.64 as recorded below.

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| Workit Direct Ltd | Stationary |  £ 1 .71 |
| The Old Mill | Meeting expenses |  £ 6.17 |
| HM Land registry | Land registry information |  £ 15.00 |
| Macropackaging | Bin bags |  £ 14.15 |
| HM Land registry | Land registry information |  £ 12.00 |
| Rose Lane Car Park | Broads Authority meeting |  £ 3.33 |
| Shaun Hearn Landscape | Cemetery improvement works/hedge cutting |  £ 228.94 |
| Councillor | Padlock for Keys Hill wood |  £ 12.64 |
| G Garfoot | Street furniture cleaning |  £ 90.00 |
| Broadland District Council | Emptying church hall bins |  £ 27.25 |
| The Wroxham Hub | Room bookings |  £ 27.00 |
| Councillor | Expenses |  £101.69 |
| Mr Dunn | Litter picking for December 2017 |  £ 150.00 |
| Staff costs | Clerk's salary |  £1,031.47 |
| Staff costs | Clerk's tax and NI |  £ 196.48 |
| Staff costs | Clerk's pension |  £ 458.63 |
| Staff costs | Clerk's mileage |  £ 42.53 |
| Staff costs | Clerk's expenses |  £ 29.15 |
| Tree warden | Expenses |  £ 46.50 |
| The Wroxham Hub | Room bookings |  £ 27.00 |
| Hussey Knights | Printing |  £ 126.00 |
| G Garfoot | Street furniture cleaning |  £ 90.00 |

1. **ADMINISTRATION AND GOVERNANCE -** report from **Cllr Everett**.
	1. Community Grant Fund proposal - agreed. Cllr Everett to produce a policy for s137 spend **ACTION CLLR EVERETT**
	2. Policies update. Finance policies now on the website.
	3. Wifi in the Hub - awaiting response from the Hub.
	4. Agreed meeting dates second half 2018 and the date for the Carol Concert.
	5. Accepted Clerk’s annual leave dates.
	6. Agreed Clerk’s one year service salary point award.
2. **CORRESPONDENCE:**
	1. Invitation to Come Together! Broadland Community Events Information evening - 23rd April
	2. Request for a donation from Age Uk Norfolk.
3. **ITEMS FOR NEXT AGENDA -** 3rd May 2018 at 6.30pm

**Meeting closed at 8.46pm.**

Published 18th April 2018 Clare Male, Clerk & RFO to the Parish Council

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Signed by………………………………………………………………………………………………………………

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