



FULL COUNCIL MEETING - FINAL MINUTES

held in the Hub on Thursday 3rd May 2018, 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)
Cllr. Sylvia Holyoake

Cllr. Kim Claxton
Cllr Patrick Hadingham
Cllr Ian Joynson

Clerk: Clare Male

Cllr Vincent Tapp, Kevin Webster (Wroxham First Responders), Angus Turville (Tree Warden) and 3 members of the public were present at the meeting.

1. **ELECTION OF CHAIR** - Cllr Fiske was nominated and voted in unanimously. Cllr Fiske thanked everyone for their support over the last year and looking forward to the next year.
2. **ELECTION OF VICE CHAIR & FINANCE CHAIR**
Cllr Allsop was nominated as Vice Chair and voted in unanimously.
Cllr Joynson was nominated as Chair of Finance and voted in unanimously.
3. **UPDATING OF REGISTER OF MEMBERS INTEREST FORMS** - noted that these need updating if Councillors circumstances have changed.
4. **ATTENDANCE** - All present.
5. **DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS**
Members are invited to declare a previously undisclosed interest relating to any item on the agenda and to ask for a dispensation to vote on matters in which they have a disclosable pecuniary interest or other non-financial interests. None made.
6. **MINUTES OF PREVIOUS MEETING** - agreed the accuracy of the final minutes of the Parish Council meeting of the **12th April 2018**.
7. **PUBLIC SPEAKING**
 - 7.1. Received a presentation from Kevin Webster of Wroxham First Responders. Noted that Wroxham is one of the busiest units in the County. They currently have a need to replace some old equipment and equip two new volunteers. Council voted to **award a donation of £5,000** using CIL funding. Agreed to organise defibrillator training later in the year.
 - 7.2. Cllr Tom Garrod, County Councillor sent his apologies but will join the Council at the next meeting.

Cllr Vincent Tapp, District Councillor reported on the District Council's initiative on food waste. This is not available in Wroxham but if the pilot is a success it is hoped that this will be rolled out across the District. Also the radical change in the way Norfolk is being Policed. Discussed the appointment of a Heritage warden for the village. To contact the local historian who produces content for the Parish Council website.

ACTION CLLR FISKE

- 7.3.** Reviewed crime figures for the month - 3 logged crimes in April - assault in a care home, possessing an article with a blade and production of cannabis. **Questions from the public** relating to local issues:

Plymouth Brethren have volunteered to renovate a bench that they donated. They would be willing to renovate the other benches in the area. Cllr Mantle to liaise. Noted that they are looking for a suitable site for a meeting house in the area.

ACTION CLLR MANTLE

8. MATTERS ARISING FOR INFORMATION ONLY

- 8.1.** Noted the following matters arising since the agenda was issued:

- 8.1.1. BDC have offered planning training. Cllrs to contact Clerk if they wish to attend.
- 8.1.2. Invitation to attend the opening of a new exhibition at the Radar Museum, Neatishead.
- 8.1.3. BDC have sent details of their collaboration with South Norfolk Council.
- 8.1.4. Data Protection update - government has amended its Bill, omitting the requirement for Parish Councils to appoint a Data Protection Officer.
- 8.1.5. NCC consultation on the Western link road - closing date 3rd July.
- 8.1.6. NCC Grass cutting agreement received and agreed.

- 8.2.** Other matters not covered on the agenda:

- 8.2.1. Cllr Fiske asked Councillors to report on any Norfolk County Council issues that can be raised with Cllr Tom Garrod at the next meeting. **ACTION COUNCILLORS**

- 8.2.2. Noted that Lorne Green, Police & Crime Commissioner for Norfolk will be attending the November meeting of the Parish Council. Need to consider size of venue and publicity.

9. LIAISON WITH OTHER COUNCILS - led by Cllr Fiske

- 9.1. 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 that BF, MA, PM, PE & CM will meet to agree a response. Clerk to arrange after the meeting with Salhouse PC. **ACTION CLERK**

- 9.2. Salhouse Parish Council - discussions on connecting footpath 4 (FP4) to Wherry Gardens and the rest of the village. Clerk in the process of arranging a meeting to discuss. Noted that Cllr Mantle has been in contact with Trafford Estates about the land adjoining the Old Police House, which footpath 3 (FP3) crosses. Agreed to further investigate its ownership. **ACTION CLLR MANTLE**

- 9.3. NCC proposal to change the speed limit on the Salhouse Road and the Parish Council's proposal to move the limit sign near Wherry Gardens outside the curtilage of the housing. Discussed additional responses from County Councillor Tom Garrod and our NCC Highways Engineer. Agreed that negative response from Highways on moving the boundary is unsatisfactory. Matter to be raised with Cllr Garrod at the next meeting.

- 9.4. Hoveton Annual Parish Council meeting - Cllrs Fiske & Allsop attended. Reported on discussions on housing development plans in Hoveton Parish and a bypass for Hoveton and Wroxham. A bypass would only be considered in association with the associated development of thousands of homes. Discussed the importance of having the right type of housing and how this must be pursued in Wroxham. To raise with Cllr Garrod.

- 10. NEIGHBOURHOOD PLAN** - Received a report from **Cllr Allsop** on behalf of the Neighbourhood Plan steering group. Noted the next consultation event for the Neighbourhood Plan is 21st July at the Wroxham Hub.

11. CAPITAL PROJECTS -

- 11.1. Cemetery improvements and extension - **Cllr Mantle** advised that the extension will require a joint planning to the Broads Authority and Broadland District Council. Work to the access road will need to go out to tender as per the Procurement regulations. Need to finalise the spec to ensure that it is suitable for passing heavy farm traffic and then liaise with Trafford Estates to

confirm this. Looking for suitable contractors to bid. Ongoing. Work will commence shortly on the memorial garden. To speak to the new stone mason in the village about a sculpture. Plan to have two benches in the memorial garden area. Need to review.

ACTION CLERK/CLLR MANTLE

- 11.2. Keys Hill wood improvements - **Cllr Joynson** advised that Target Trees have been appointed to undertake the work to the "priority 2" trees plus the tree in the corner that previously dropped a bough. They will obtain the appropriate permissions from Broadland District Council. Work will begin on the 5th June and the wood will need to be closed for a few days. Cllr Allsop to publicise.

ACTION CLLR ALLSOP

- 11.3. Retirement development - **Cllr Fiske**. Need to set up meetings with suitable developers. Ongoing.
- 11.4. Traffic calming - new posts have been installed around the green at the end of the Avenue. All Councillors to identify posts for other green areas, especially replacements. This can be priced up.

ACTION ALL COUNCILLORS

12. **COMMUNICATIONS** - **Cllr Allsop** - working on a video with Cllr Everett and Hoveton Parish Council to promote Community Speedwatch and find volunteers.
13. **CAROL CONCERT** - Date is Saturday 8th December. Venue for the tree and the concert will be as last year, in the carpark of Norfolk Broads Direct. A 20ft tree will be donated. Little Plumstead school choir will be providing the music. A risk assessment will be required, which will need to include safeguarding.
14. **PLANNING:**
- 14.1. Laurel Corner, 116 Norwich Road, Wroxham, NR12 8SA - 20180673 - a variety of single storey extensions. No objections.
15. **WHERRY GARDENS** - new "final" drawings received from Hopkins Homes. They were reviewed by Councillors on site. Not as built drawings and no delineation of areas to be taken over by different statutory bodies. Asked Hopkins to review and reissue.
16. **HIGHWAYS** - report from **Cllr Adams**, including:
- 16.1. Refurbishment of pedestrian crossing on Norwich Road. Councillors unhappy that having discussed moving the crossing with NCC and been told that it was cost prohibitive the crossing has then been fully refurbished. The traffic was stopped for about a week. The Council was not notified. To be raised with Highway engineer. Clerk to set up a meeting. **ACTION CLERK**
- 16.2. Inconsiderate parking - to discuss additional posts for problem areas - see 11.4
- 16.3. Village signage including advertising signs. Noted signs put up around the village by the Yacht Club. Discussed whether to have black and white highway style directional signs for the Yacht Club and the Football Ground.
- 16.4. Gullies & flooding - The Avenue have been completed. Have had a complaint from a member of the public about flooding along the Norwich Road. Works to the drain at the foot of the river bridge still outstanding. Agreed to set up a walk around the village followed by a meeting with the Highway engineer. **ACTION CLERK**
- 16.5. Park Road - access to the fire station. Highways considering double yellow lines.
- 16.6. Charles Close - inner circle. Update from NCC Highways:
"The good news is, the remaining areas of Charles Close footway which are to be resurfaced, have been split into two phases, one to be completed toward the end of the 18/19 year and the other at the start of 19/20. This means the scheme will run continuously, starting with the inner loop and cul-de-sac section which has a planned start of Feb 19."
17. **ROAD SAFETY**
- 17.1. Road safety campaign - update from Cllr Everett. See 12 and to note that it is Community Speedwatch day on the 5th May.
- 17.2. SAM2 - update from Cllr Joynson. Issued data from the last month with the device on the Norwich Road. This will allow like for like comparison with last year. Discussed buying a second device. Cllr Joynson to get a price and to talk to Highways about permission for fixing to additional lampposts. **ACTION CLLR JOYNSON**

- 18. RECREATION AND AMENITIES** - report from Cllr Mantle.
- 18.1.** Grit bins - discussed numbers, locations and ownership. Clerk to add grit bins to asset register. Additional bin on Staitheway Road. **ACTION CLERK**
- 18.2.** Noted offer of new bench for Keys Hill Wood and discussed renovation of other benches. **ACTION CLLR MANTLE**
- 18.3.** Agnes Gardner Playground - update from Cllr Joynson. Confirmed both sides of rocking horse now fixed. Will now review the non-urgent ROSPA recommendations. This years inspection due in June or July. Tree overhanging playground - will contact owner. **ACTION CLLR JOYNSON**
- 18.4.** Metal detecting - incidence on Caen Meadow of detecting without permission. Noted that the Council don't have a policy on the matter. Voted that metal detecting should not be allowed on Council land.

19. FINANCIAL MATTERS - received a report from Cllr Joynson.

- 19.1.** Audit update. Cllr Joynson and the Clerk have agreed the first draft and identified work outstanding. Final draft will then go to Finance committee for approval on the 17th May. It will then go to the auditor, Di Dann, for review. The internal audit report will then be presented to Full Council on the 7th June in time to meet the external audit deadline of the 11th June.
- 19.2.** Reviewed this period's financial position:
- 19.2.1. Noted total bank balances of £132,897.09 as at 26th April 2018.
- 19.2.2. Receipts - there were receipts in the period of £17,750.
- 19.2.3. Payments - approved payments £6,287.20 as follows:

Anglian Water Business	Water charges for cemetery	£ 30.49
Cartridge Save	Printer cartridges	£ 40.95
Land Registry	Agnes Gardner registration details	£ 6.00
Vodafone	April Clerk mobile phone bill	£ 21.42
Rachel Leggett	Neighbourhood Plan expenses	£ 2,800.00
Rachel Leggett	Neighbourhood Plan fees	£ 163.93
SLCC	Clerk Professional fees	£ 165.00
The Hub	May room bookings	£ 36.00
Cllr Tony Adams	Reimbursement for traffic posts	£ 202.62
Staff costs	Clerk's salary	£1,069.08
Staff costs	Clerk's tax and NI	£ 203.41
Staff costs	Clerk's pension	£ 352.49
Staff costs	Clerk's mileage	£ 12.15
Staff costs	Clerk's expenses	£ 18.00
Groundwork UK	Refund for Locality grant bid 17/18	£1,165.73

20. ADMINISTRATION AND GOVERNANCE - report from Cllr Everett.

- 20.1. Wifi in the Hub - update from Cllr Fiske. The Hub arranging installation. Hopefully will be operational for the next meeting in June.
- 20.2. Policies for approval and publication:
 - 20.2.1. Standing Orders - approved.
 - 20.2.2. Risk management policy/assessment - approved.
 - 20.2.3. Equality policy - approved.
 - 20.2.4. Internal controls policy - Clerk to review - to be signed off at Finance.
 - 20.2.5. Freedom of Information Publication scheme - approved.

21. CORRESPONDENCE:

- 21.1. First Responders - update on service and request for support to replace out of date kit - see 7.1

22. ITEMS FOR NEXT AGENDA - 7th June 2018 at 6.30pm

Meeting closed at 8.13pm.

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Clare Male
Clerk & RFO to the Parish Council
07341 873375
wroxhamparishcouncil@gmail.com

Signed.....

Date