



FULL COUNCIL MEETING - FINAL MINUTES

held in the Hub on Thursday 7th June 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 Tom Garrod, Kevin Webster (Wroxham First Responders), and 3 members of the public were present at the meeting.

1. **ATTENDANCE** - All Parish Councillors present. Apologies sent from Cllr Vincent Tapp of Broadland District Council.
2. **DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS**
Cllr Peter Mantle declared an interest in item 14.4.
3. **MINUTES OF PREVIOUS MEETING** - agreed the accuracy of the final minutes of the Parish Council meeting of the **3rd May 2018**.
4. **PUBLIC SPEAKING**
 - 4.1. A cheque was presented to Wroxham First Responders.
 - 4.2. Welcomed Cllr Tom Garrod, County Councillor. Noted that a further, more detailed meeting about Highway issues with Salhouse Parish Council and Highways will take place on Friday 8th June. Apologised for not attending meetings over the last few years. Gave an update of NCC news.
 - 4.3. Reviewed of crime figures and any updates from **Norfolk Police** for May. 4 reports logged by Norfolk Police.
 - 4.4. **Questions from the public** relating to local issues:
 - 4.4.1. Sat nav issues in Wroxham still unresolved. Clerk to send Cllr Garrod the details.

ACTION CLERK
 - 4.4.2. Charles Close - complaint about the quality of the grass cutting, dog fouling and street signage. Asked that people pick up after their dogs.

**ACTION CLERK &
CLLR MANTLE**
5. **MATTERS ARISING FOR INFORMATION ONLY**
 - 5.1. Matters arising since the agenda was issued:

- 5.1.1. Norfolk Family Carer's - request for an expression of interest. Agreed that not enough information had been supplied - agreed to express an interest asking for more information. **ACTION CLERK**
- 5.1.2. Broadland District Council - planning training on Tuesday 12th June - Clerk and Cllr Mantle to attend.
- 5.2. To receive a report on any other matter not covered on the agenda - none.
- 6. **FOOTWAY LIGHTING** - agreed to take over the management of footway lighting as per Broadland District Council (BDC) letter received 23rd May 2018. Will request that BDC drop legal fees for transfer. Will need to go out to tender for the works required. **ACTION CLERK**
- 7. **REVIEWED ACTION PLAN**
 - 7.1. Agreed to move Create a Youth Council to next year.
 - 7.2. Agreed to move the Cemetery extension onto next year as discussed at the last Finance committee.
- 8. **LIAISON WITH OTHER COUNCILS - led by Cllr Allsop**
 - 8.1. Responded to Norfolk County Council Consultation: draft Norfolk Access Improvement Plan (2018 - 2028) which includes "The Broadland Way" - a new cycle path between Norwich and Wroxham. Commented in detail on the preliminary design of The Broadland Way.
 - 8.2. Salhouse Parish Council - update on 15th May meeting. Further meeting to be held with Salhouse PC, Cllr Tom Garrod and NCC Highways on the 8th June.
 - 8.3. Hoveton Parish Council - working on traffic issues and looking at engaging consultants on air quality and traffic monitoring. Planning a joint public meeting in August or September on the issue of the A1151.
- 9. **NEIGHBOURHOOD PLAN** - received a report from **Cllr Allsop** on behalf of the Neighbourhood Plan steering group. Plan is now being drafted. Review of Community Assets process - agreed to approach the Parochial Church Council about the Parish Council taking over the Church Hall that is in a very poor state of repair.
- 10. **CAPITAL PROJECTS**
 - 10.1. Cemetery improvements - received a report from **Cllr Mantle**. Been offered a bench donation and some planting.
 - 10.2. Keys Hill wood improvements - received a report from **Cllr Joynson**. Work to start 11th June. Some concern about nesting birds. These have been addressed with the contractor.
 - 10.3. Wroxham Green Loop and Skinners Lane Park - meeting with Trafford Estate to discuss on the 19th June.
 - 10.4. Retirement development - discussed the proposals for the Football Club and discussions with prospective developers.
- 11. **PARISH COUNCIL SURGERY - report on the 2nd June surgery - Cllr Claxton.**
A number of complaints about overgrown hedges and verges. Agreed to compose a standard letter to go through people's doors. Issues with flooding and a drain cover have been reported to Highways. New Dementia cafe being launched at The Hub, agreed to fund the cost of the hall, for a period of 12 months.
- 12. **COMMUNICATIONS** - received a report from **Cllr Allsop**. The Bridge magazine has not been published this month due to ill health. Situation to be monitored and discussed at the next meeting.
- 13. **CAROL CONCERT, Saturday 8th December. Cllr Fiske** - pleased to report that a Wroxham couple have volunteered to organise the service. Need to confirm the budget. Thought it was unlikely that a pleasure boat could be used as a stage. **ACTION CLERK**
- 14. **PLANNING -**
 - 14.1. Potential developments:
 - 14.1.1. Football Club - meeting on 19th June.
 - 14.1.2. Bridge Broad - ongoing discussions with Landamores.

- 14.1.3. Windboats site - has been sold into several sites. Meetings are being scheduled with the interested parties. Need to ensure that access is maintained.
- 14.2. Mobile phone mast - Wroxham Football Club. Permitted development, but the Parish Council have been asked for their views. Have received a letter of complaint from the public. Deadline 13th June.
- 14.3. Roys additional car parking - 5 years, BA/2018/0154/FUL - deadline 1st June. Object.
- 14.4. 44 The Avenue, Wroxham, NR12 8TR - 20180759 - form gable peaks to flat roofs and infill carport to form garage. Deadline 7th June 2018. No objection.
- 14.5. 16 Keys Drive, Wroxham, NR12 8SS - 20180755 - single storey rear extension including replacement of existing hipped roof. Deadline 8th June 2018. No objection.
- 14.6. Victoria Croft, 24 Grange Walk, Wroxham, NR12 8RS - 20180765 - single storey rear extension and raising of ridge including installation of dormer windows to south west elevation. Deadline 8th June 2018. No objection but to check with the officer if dormer windows are permitted in a Conservation area.
- 14.7. Enforcements - noted that there are two in Charles Close. Noted that one refers to Cllr Hall's property and has been resolved prior to the meeting.
- 14.8. Tree works - pollarding of Alder at Hangover, Beech Road.
15. **WHERRY GARDENS** - an update from Cllr Hadingham. Only one property left for sale and Hopkins are now pulling out of the site.
16. **HIGHWAYS** - a report from **Cllr Adams**, including:
- 16.1. All Councillors to report back on where replacement and additional posts are required - ongoing.
- 16.2. Update on complaint to Highways about refurbishment of pedestrian crossing - meeting with Highways 8th June.
- 16.3. Village walk about - ongoing.
- 16.4. Park Road - double yellow lines - need a traffic regulation order with an associated cost. Awaiting news of the cost.
- 16.5. Items reported - flooding, loose manhole cover.
17. **ROAD SAFETY**
- 17.1. Road safety campaign - update from Cllr Everett. A member of the public volunteered to join Cllr Holyoake in joining a new joint Speedwatch venture with Hoveton. Clerk to forward details.
ACTION CLERK
- 17.2. Tour of Britain - reported to be coming through Wroxham later in the year. Clerk to find out more details from NCC.
ACTION CLERK
- 17.3. SAM2 - update from Cllr Joynson.
- 17.3.1. New data shows a 3.5% increase in traffic travelling south since last year on the Norwich Road. NCC granted permission to site the SAM2 on a new post. Cllr Joynson to forward details to Clerk.
- 17.3.2. Report to NCC Highways - completed.
- 17.3.3. Traffic calming - The Avenue, Charles Close, Castle Street, Church Lane and to discuss the purchase of a second SAM2 device. Agreed to look at different specs and to apply for a Parish Partnership bid.
ACTION CLLR JOYNSON
18. **RECREATION AND AMENITIES** - report from Cllr Mantle.
- 18.1. Bench renovation project - still to contact Plymouth Brethren. Benches at St Marys Church are be renovated by Community Payback led by the PCC Fabric Officer.
ACTION CLLR MANTLE
- 18.2. Agnes Gardner Playground - update from Cllr Joynson.
- 18.2.1. Additional works required - Shaun Hearn been given OK to proceed.
- 18.2.2. Overhanging tree - ongoing.
- 18.2.3. ROSPA inspection - no news yet.
- 18.2.4. Key for padlock - Clerk to pass to Cllr Joynson.
ACTION CLERK
- 18.2.5. Public complaint about dog fouling in playground - Cllr Allsop to publicise (completed).
19. **FINANCIAL MATTERS** - a report from Cllr Joynson.
- 19.1. Audit update:

- 19.1.1. Noted and agreed the financial statement for 2017/18.
- 19.1.2. Noted the report of the internal auditor. Clerk met with the auditor to discuss the report. Very few points for improvement compared to last year - these will be discussed at Finance committee.
- 19.1.3. Considered and agreed by resolution the Governance Statement.
- 19.1.4. Considered and agreed by resolution the Accounting Statement.
- 19.1.5. Noted the dates for the exercise of public rights - 11th June to 20th July.
- 19.2. Noted the minutes of the last Finance committee of the 17th May.
- 19.3. Reviewed this period's financial position
 - 19.3.1. Noted total bank balances of £141,544.28 as at 24th May 2018.
 - 19.3.2. Receipts - there were no receipts in the period. Have received notification from Groundworks UK that the Neighbourhood Plan grant will be paid shortly.
 - 19.3.3. Payments - to approve payments £8,193.32 as recorded below.

HM Land Registry	Land registry info	£18.00
Vodafone	Clerks mobile phone bill May	£27.24
G Garfoot	Street furniture cleaning	£90.00
First Responders	Grant payment	£5,000.00
Cllr Fiske	Meeting expenses	£59.15
Zurich Municipal	Insurance for 2018-19	£805.75
The Wroxham Hub	Room bookings for June	£27.00
Norfolk County Council	NP Law subscription	£480.00
Staff costs	Clerk's salary	£1,068.88
Staff costs	Clerk's tax and NI	£203.61
Staff costs	Clerk's pension	£352.49
Staff costs	Clerk's mileage	£43.20
Staff costs	Clerk's expenses	£18.00
		£8,193.32

20. ADMINISTRATION AND GOVERNANCE - To receive a report from Cllr Everett.

- 20.1. Wifi in the Hub - Chris Billing has advised Cllr Fiske that this is being fitted on the 29th June.
- 20.2. Data Protection update. Clerk and Cllr Everett to meet to discuss. Discussed whether Councillors should have individual email addresses. Advice from NPTS is that it is not a requirement.
ACTION CLERK/CLLR EVERETT
- 20.3. To discuss the role of wardens - ongoing. Cllr Fiske & Everett to meet to discuss.
ACTION CLLR FISKE/CLLR EVERETT
- 20.4. Noted that the Council is now subscribed to the npLaw Parish Council legal support service.
- 20.5. Policies for approval:
 - 20.5.1. Appraisal policy - agreed.
 - 20.5.2. Grant fund policy - ongoing.

21. CORRESPONDENCE:

- 21.1. Online petition re: charges for Recycling waste - agreed to write to the new leader of the County Council to say this is a short sighted policy with environmental impact.
- 21.2. Broads Authority - update on the forthcoming examination hearing for the new Local Plan
- 21.3. Request for a donation to a overseas trip to support local and international action on plastic waste. Agreed to review again when the grant fund policy is in place.
- 21.4. Invitation to a Community lead planning programme - deadline 11th June 2018.

22. ITEMS FOR NEXT AGENDA - 5th July 2018 at 6.30pm

- 22.1. The Bridge magazine.
- 22.2. Norfolk Community Transport - request for funding.

Meeting closed at 8.13pm.

The meeting was followed by a closed section of the meeting.

Published 20th June 2018
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Signed by.....

Date.....