



## **FULL COUNCIL MEETING - FINAL MINUTES**

**held in the Hub on Thursday 5<sup>th</sup> July 2018, 6.30pm**

### **Parish Councillors Present:**

Cllr Malcolm Allsop (Vice Chair) - Chair of the meeting	Cllr Patrick Hadingham	Cllr. Kim Claxton
Cllr. Philip Everett	Cllr Ian Joynson	Cllr Chris Hall
Cllr. Sylvia Holyoake		Cllr. Peter Mantle

**Clerk:** Clare Male

**Cllr Vincent Tapp (Broadland District Council - BDC), Angus Turville (Tree Warden) and 1 member of the public were present at the meeting.**

1. **ATTENDANCE** - Apologies sent from Cllr. Tony Adams, Cllr Barry Fiske (Chair) and Cllr Tom Garrod (Norfolk County Council - NCC).
2. **DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS**  
Cllr Chris Hall declared an interest in an enforcement issue in Charles Close and an interest in Wroxham Football Club Academy.
3. **MINUTES OF PREVIOUS MEETING** - agreed the accuracy of the final minutes of the Parish Council meeting of the **7th June 2018**.
4. **PUBLIC SPEAKING**
  - 4.1. Noted that Cllr Tom Garrod, County Councillor sent apologies. Update from Cllr Tapp.  
Included
    - 4.1.1. Report on collaborative working between BDC and South Norfolk Council.
    - 4.1.2. Update on the NDR.
    - 4.1.3. Advised that funding has been awarded for a new cyclepath - the Broadland Way. This will link Wroxham with Norwich. It will be in place in 12-18 months depending on discussions with landowners.
  - 4.2. Reviewed of crime figures and any updates from **Norfolk Police** for May. 8 reports logged by Norfolk Police. Noted that Norfolk Police had suggested that the next SNAP meeting in September take place in the Hub in Wroxham.
  - 4.3. **Questions from the public** relating to local issues:
    - 4.3.1. Charles Close - complaint about the use of Community Payback to pick litter in the area. Noted that the Parish Council have documented this appointment. Agreed that the Council will publicise this on the noticeboard on The Avenue and The Bridge.  
**ACTION CLERK**
5. **MATTERS ARISING FOR INFORMATION ONLY**
  - 5.1. Matters arising since the agenda was issued:

- 5.1.1. Greater Norwich local Plan (GNLP) - update from the Regulation 18 consultation. Sites in Wroxham now represented as the Council had expected.
- 5.1.2. Recycling charges - NCC responded they have no evidence that charges lead to fly-tipping. They are monitoring the situation.
- 5.2. To receive a report on any other matter not covered on the agenda:
  - 5.2.1.1. Caen Meadow gate bins - have not been emptied twice a week due to a mistake at BDC. Being rectified.
  - 5.2.1.2. Clerk's appraisal - completed mid June. Hard copy will be filed.
  - 5.2.1.3. Clerk annual leave from the 25th July to the 12th August. Need to make arrangements for cover during that period. **ACTION CLERK & CLLR EVERETT**
  - 5.2.1.4. Additional planning application - see item 12.5

## 6. LIAISON WITH OTHER COUNCILS & OTHER BODIES - led by Cllr Allsop

- 6.1. Noted that Cllr Vincent Tapp will be standing down at the next election and resolved to give thanks for the support he has given this Council.
- 6.2. The meeting regarding The Broadland Way with Cllr Tapp, Salhouse Parish Council and Highways was reported on. Concerns that the route bypasses central Salhouse and that it terminates at the end of The Avenue. Potential for a crossing on the Salhouse Road. Cllr Allsop to draft a full response. **ACTION CLLR ALLSOP**
- 6.3. Reported on the letter to the Diocese regarding the Church Hall. No formal response at this stage.
- 6.4. Hoveton Parish Council:
  - 6.4.1. Joint traffic and air monitoring - waiting for a meeting date from Hoveton Parish Council.
  - 6.4.2. Combined meeting regarding the A1151 in September 2018 - to agree a date with Hoveton Parish Council.
  - 6.4.3. Discussed an invitation to have a stand at an event at the Granary Staithe on the Sunday 29th July 2018. Agreed that this would not be appropriate at the current stage of the Neighbourhood Plan. Cllr Allsop to respond. **ACTION CLLR ALLSOP**
- 6.5. Reported on the meeting with Trafford Estates:
  - 6.5.1. Thanks passed to Trafford Estates for the works done on the slipway at Wroxham Beach, which allows the public to launch boats.
  - 6.5.2. Signage from the A47 - concerned that Wroxham is inadequately signposted.
  - 6.5.3. Entrance to the village - advised that the Parish Council is working with partners to tidy this up.
  - 6.5.4. Requested the relocation of one of the bus shelters on Salhouse Road. This is currently owned by Hopkins Homes. WPC are in negotiations with Hopkins over the transfer of the shelters and the open spaces in Wherry Gardens but Hopkins have been very slow to respond.
  - 6.5.5. Football Club & Phone mast - see Planning - item 12.2.
  - 6.5.6. Skinners Lane meadow - asking for a site meeting to discuss.
  - 6.5.7. Wroxham Green Loop - limited support from the Estate. They have a preference for the east side and not willing to allow access to the west.

- 7. **NEIGHBOURHOOD PLAN** - Resolved to accept the draft pre-submission version of the Wroxham Neighbourhood Plan and the Sustainability Appraisal. Agreed that it was a professional document that has been well researched and discussed. Noted that the public exhibition on the report is on the 21st July. Feedback forms will be available in hardcopy and online. The consultation will be open for 6 weeks.

## 8. CAPITAL PROJECTS

- 8.1. Cemetery improvements and extension - received a report from **Cllr Mantle**. Work on the memorial garden has been postponed due to the dry weather. Been in contact with the Broads Authority who have advised that it should be dealt with by Broadland District Council. Submitted a plan, but need to investigate ground survey requirements further.
- 8.2. Keys Hill wood improvements - received a report from **Cllr Joynson**. Stage 2 of the works completed satisfactorily. Need to start planning the next stage for works over the winter with

BDC - need to make contact with their Tree Warden. Noted that the contractor had expressed concern over the condition of two additional trees.

**ACTION CLERK & CLLR JOYNSON**

8.3. Wroxham Green Loop and Skinners Lane Park - follow up to item 6.5

8.4. Retirement development - follow up to item 6.5

9. **COMMUNICATIONS** - Received a report from **Cllr Allsop**.

9.1. The Bridge magazine - illness of the Editor's husband resulted in the late publication of the June edition. Cllr Mantle has been in contact and has suggested to Editor moving towards a committee based approach. Agreed to keep in contact.

10. **PARISH COUNCIL SURGERY - Cllr Claxton reported** on the follow up from issues raised:

10.1. Overgrown hedges and verges - letters sent to various properties on Norwich Road. Agreed to send follow up letter in the event of non-compliance.

10.2. Resident complaint about flooding - with NCC Highways.

10.3. Dementia cafe - underway and hall booking being funded by the Council.

11. **CAROL CONCERT, Saturday 8th December** - confirmed response from insurance company that no additional cover required and noted that a risk assessment will be required. Cllr Mantle has met with Broads Tours to discuss arrangements.

12. **PLANNING -**

12.1. Barnes Brinkcraft, Riverside Road, Hoveton - Variation of approved plans, Condition 2, of permission BA/2017/0155/FUL - BA/2018/0208/COND - deadline 4th July.

12.2. Wroxham Football Club, 35 Skinners Lane, Wroxham, NR12 8SJ - 20180964 - replacement of an existing pole with a 20m high monopole to support 3 antenna - deadline 13th July. Concern that as the Football Club is intending to move it will leave a mast which will influence with plans for future housing development. Noted WPC's response to an earlier consultation. Agreed to write back along similar lines.

12.3. 14 Staitheway Road, Wroxham, NR12 8TH - 20180983 - single storey rear and side extension. Deadline 18th July. No comments or objection.

12.4. 16 Keys Drive, Wroxham - Tree Preservation Order application - noted.

12.5. Broadgreen, 139A Norwich Road, Wroxham, NR12 8RY - 20181033 - erection of timber lodge annexe. Deadline 27th July. Councillors asked for clarification on the position of the annexe on the site.

**ACTION**

**CLERK**

13. **WHERRY GARDENS** - received an update from Cllr Hadingham. Advised all the properties are now sold and the roads are being completed. The roads will be closed for two days and all traffic will have to park elsewhere. Agreed to publicise this on FB. Cllr Hadingham to send details. Clerk chasing final drawings but not receiving any response. Escalated the complaint to Hopkins Homes HQ in Suffolk.

**ACTION CLLR HADINGHAM & ALLSOP**

14. **HIGHWAYS -**

14.1. Flooded drive Norwich Road - with NCC Highways.

14.2. Loose drain cover Norwich Road - with NCC Highways.

14.3. On going parking issues In Park Road. Discussed resolution of Norse van issue. NCC Highways are to install h bar markings outside the fire station. Photo evidence required for double yellow lines. Clerk has been in contact with the Watch Manager.

14.4. Off street parking for residents who have an issue with parking. Concern about where the land would come from.

14.5. Railway Bridge - requested boundary markings from NCC Highways.

14.6. Clerk has made a complaint to NCC about the refurbishment of pedestrian crossing.

14.7. Tour of Britain reported to be enroute to Wroxham later in the year - confirmed not the case.

15. **ROAD SAFETY**

15.1. Road safety campaign. Community Speedwatch now has 3 volunteers. Training will be arranged by Hoveton PC. Clerk to follow up.

**ACTION CLERK**

- 15.2.** SAM2 - update from Cllr Joynson. New data for 2 specific periods of data over 2 year period show similar numbers of the Norwich Road. year on year. Parish Partnership bid for a second SAM2 device underway. Agreed that a sign with a "Slow Down" message was significantly heavier. Concern about H&S issues for mounting and changing battery. Agreed to go ahead with original quote and make application. NCC has done a discount deal with Westcotec so no need to go to tender. Noted that CIL funding can be used to fund SAM2.

**ACTION CLERK**

**16. RECREATION AND AMENITIES** - received a report from Cllr Mantle.

- 16.1.** Discuss comments on grass cutting contract at Caen Meadow. He has met with the contractor to discuss. Councillors agreed to continue with current grass cutting regime but with a widening of the pathways and to add a new pathway against the fence on the right hand side.

**ACTION CLLR MANTLE**

- 16.2.** Bench renovation project - Council has 24 benches in the village. 4 recently renovated. Asked the Plymouth Brethren to look at the others. Had offers of 2 new benches - possibly for Keys Hill Wood and the new memorial garden at the Cemetery. Cllr Hadingham has found a garden furniture company in Ipswich run by Mencap which the Council would be keen to support.

- 16.3.** Street furniture contract update - none.

- 16.4.** Update on adoption of footway lighting - no update from BDC.

- 16.5.** Agnes Gardner Playground - update from Cllr Joynson. All recommendations from last ROSPA report complete. Picnic benches will be picked up by 16.2.

- 16.5.1. Overhanging tree - ongoing.

- 16.5.2. ROSPA inspection - awaiting.

**17. FINANCIAL MATTERS**

- 17.1.** Reviewed this period's financial position:

- 17.1.1. Noted total bank balances of £139,913.79 as at 27th June 2018.

- 17.1.2. Receipts - noted receipts in the period totalling £6,737.61.

- 17.1.3. Payments - approved payments £5,412.85 as follows:

Meeting costs	Waterside Hotels Ltd	£ 14.80
Land registry information	HM Land Registry	£ 6.00
Meeting costs	The Old Mill Restaurant	£ 33.85
Mobile phone bill May	Vodafone	£ 23.41
Street furniture cleaning	G Garfoot	£ 90.00
Room bookings for July	The Wroxham Hub	£ 80.00
Internal audit fee 2017-18	NPTS	£ 80.50
Printer cartridges	Cartridge Save	£ 31.96
Phase 2 of works to Keys Hill Wood	Target Trees	£1,680.00
Cemetery water charges	Wave	£ 13.06
Staff costs	Clare Male	£1,068.88
Staff costs	HMRC	£ 203.61

Staff costs	Norfolk Pension Fund	£ 352.49
Staff costs	Clare Male	£ 28.35
Staff costs	Clare Male	£ 18.00
Aerial images for NP	Peter Mantle	£ 45.00
Printing for NP	Hussey Knights	£ 81.00
Grass cutting & other works	Shaun Hearn Landscapes	£1,550.00
Street furniture cleaning	G Garfoot	£ 90.00

**18. ADMINISTRATION AND GOVERNANCE - Received a report from Cllr Everett.**

**18.1.** Confirmed WiFi has been fitted at the Hub but it is not working yet. Clerk to follow up.

**ACTION CLERK**

**18.2.** Policies for approval:

18.2.1. Grant fund policy - completed. To go to Finance committee for agreement on budget and approval.

18.2.2. Data Protection - completed and circulated for approval. Approved, will need to be published on the website. Need a privacy policy for the Neighbourhood Plan. **ACTION CLERK & CLLR EVERETT**

**19. CORRESPONDENCE:**

19.1. Norwich Western Link consultation - closed 3rd July 2018

19.2. Invitation to Councillors to stand for the BDC Standards committee - deadline 5th July.

**20. ITEMS FOR NEXT AGENDA - 6th September 2018 at 6.30pm**

20.1. To discuss the role of wardens.

**Meeting closed at 8.06pm.**

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

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Clare Male

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Signed by.....

Date.....