



FULL COUNCIL MEETING - FINAL MINUTES

held in the Hub on Thursday 6th September 2018, 6.30pm

Parish Councillors Present:

Cllr. Tony Adams
Cllr. Philip Everett
Cllr Chris Hall

Cllr Malcolm Allsop (Vice Chair)
Cllr Barry Fiske (Chair)
Cllr. Sylvia Holyoake

Cllr. Kim Claxton

Cllr Ian Joykson

Clerk: Clare Male

Angus Turville (Tree Warden) and 3 members of the public were present at the meeting.

1. **ATTENDANCE** - Apologies sent from Cllr Patrick Hadingham, Cllr. Peter Mantle, and Cllr Vincent Tapp (Broadland District Council - BDC).
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 **9th July 2018**.
4. **PUBLIC SPEAKING**
 - 4.1. Cllr Vincent Tapp sent apologies.
 - 4.2. Reviewed of crime figures and updates from **Norfolk Police** for August. 4 incidents recorded by Norfolk Police. Noted that despite Norfolk Police's intention to hold the next SNAP meeting in Wroxham it has been organised in Thorpe St Andrew.
 - 4.3. **Questions from the public** relating to local issues:
 - 4.3.1. Angus Turville (tree warden) reported on the BDC Tree Warden Scheme ending this year.
 - 4.3.2. Request from the Wroxham Hoveton & Belaugh Community Care for a donation. Will be referred to the Finance committee.
5. **MATTERS ARISING FOR INFORMATION ONLY**
 - 5.1. Matters arising since the agenda was issued:
 - 5.1.1. Complaint from a resident about street signs in Charles Close - two signs due to be replaced by BDC in the next few weeks.
 - 5.1.2. Complaint from a resident about a ditch along the Avenue. Thanks to Cllr Mantle for clearing the ditch.
 - 5.1.3. Invitation to a funding event by Clarion Housing on the 20th September in Horsford.
 - 5.1.4. Complaint from a resident on the lack of action from Norfolk County Council on the raising of kerb stones on the Norwich Road. With Cllr Adams.
 - 5.2. To receive a report on any other matter not covered on the agenda - none.

6. **LIAISON WITH OTHER COUNCILS & OTHER BODIES - led by Cllr Allsop**
- 6.1. The Broadland Way - update. Concern about lack of formal consultation, Hoveton PC were unaware.
- 6.2. Hoveton & Wroxham's inclusion in Norfolk County Council's Market Town Network Improvement Strategy. A stakeholder meeting (invitation only) will be held on the 27th September. Agreement with Hoveton PC that a public meeting be held. Clerk to provide NCC with a stakeholder list. **ACTION CLERK**
- 6.3. Report on discussions with Hoveton Parish Council regarding the A1151 (see 6.2). The future of the Parish magazine - not discussed.
- 6.4. Armistice Day arrangements - 11th November.
- 6.4.1. Noted the purchase of a new Norfolk flag for the war memorial.
- 6.4.2. Agreed to purchase a commemorative wreath as per last year and to make the same donation - £75 in total. **ACTION CLERK**
- 6.4.3. Agreed to accept a donation from the Lions of Tommy statue for the Parish and passed on thanks. Concerns about how it would be installed. Clerk to raise with Lions. **ACTION CLERK**
7. **NORFOLK POLICE - LORNE GREEN VISIT** - discussed arrangements for the next Parish Council meeting - 1st November 2018. All Councillors to talk to residents and find out what issues need to be raised. Agreed that Cllr Allsop would make arrangements to publicise the event. **ACTION CLLR ALLSOP**
8. **NEIGHBOURHOOD PLAN** - noted that the consultation on the pre-submission plan finished on the 1st September. Next stage is to collate all the responses received and prepare for the final submission. Agreed to appoint Richard High as the examiner. **ACTION CLERK**
9. **PARISH RANGER** - Reviewed the job description and financial analysis proposed by Cllr Everett. This is for 12 hours per week and covers duties to include patrolling & inspection, trees, maintenance and administration. This includes cancelling an existing "contract" and amending an existing specification for next year. Agreed in principle to the engagement of a Parish Ranger. Agreed to the job description and financial analysis and to go on and advertise the role. **ACTION CLLR EVERETT**
10. **PARISH HALL** - WPC wish to turn the building into a first class community centre. Discussed arrangements for a meeting with the PCC on the 2nd October. Cllr Fiske to talk to Councillors on whom would like to be involved in the negotiations. **ACTION CLLR FISKE**
11. **CAPITAL PROJECTS**
- 11.1. Cemetery improvements and extension.
- 11.1.1. Signed off the specification for the cemetery roadway and to agreed to go out to tender for the work. **ACTION CLLR MANTLE**
- 11.1.2. Noted the works on the memorial garden will start on the 8th October.
- 11.1.3. Discussed the report of groundwater surveys (TG1 survey) from Cemetery Development Services in the area of the proposed cemetery extension. Graded the site as a moderate risk. Agreed to submit the report to the Environment Agency for a conclusive answer - cost £350. Agreed to get a timeline from the EA in order to decide whether to continue at present with 11.1.1 and 11.1.2. **ACTION CLERK**
- 11.2. Keys Hill wood improvements - received a report from **Cllr Joynson**. Meetings have taken place with the tree warden and the Clerk to discuss the next stage of works. Noted requirement for felling licence from the Forestry Commission. The Beech tree just within the gates from Keys Drive has been professionally scanned and does not require further work. Agreed to go out to tender for the works to stage 3 as part of a call off contract for tree surgery - see item 19.6. Noted there is a significant amount of invasive species that need removing. Will exclude tree planting which will be an additional project. **ACTION CLERK & CLLR JOYNSON**
- 11.3. Wroxham Green Loop, including Skinners Lane Park - report from **Cllr Allsop**. Further meeting with Head of Planning at BDC to discuss possible ways of securing the land required and how it could be funded. To set up a further meeting with landowner to discuss options. **ACTION CLLR ALLSOP**

11.4. Retirement development - report from **Cllr Fiske**. Windboats has been sold and there is a proposal to put retirement homes on the site. The BA is the planning authority but the current BA Local Plan does not support residential development on a site of this kind. Meeting with the BA planned.
ACTION CLLR FISKE

12. **COMMUNICATIONS** - Report from **Cllr Ailsop**. Noted the website package has been renewed for another year. Parish magazine - no further information available.

13. **PARISH COUNCIL SURGERY** - a report from **Cllr Claxton from the 1st September**. One parishioner attended. Complaint about parking on the green space opposite Roy's garage. Asked for posts to prevent parking. Noted that residents who received letters about overgrown hedges have all cut them back.

14. **CAROL CONCERT** - 8th December - update on arrangements. Cllr Mantle sent a project plan for erection of the tree and lights. Lights need replacing as last years were vandalised. Noted that St Mary's need to be aware of the service. Need to check the removal of the tree (currently in a garden) with BDC.
ACTION CLERK

15. **PLANNING -**

15.1. Wroxham Football Club (20180964) - notification that the replacement of floodlight pole with telecommunications equipment has been approved.

15.2. Mallards , Beech Road, Wroxham - Installation of erosion protection & replacement of existing quay heading - BA/2018/0226/HOUSEH - deadline 2nd August. Council had NO COMMENT OR OBJECTION

15.3. Broadgreen,139A Norwich Road,Wroxham,NR12 8RY - 20181033 - erection of timber lodge annexe - deadline 27 July 2018. Council OBJECTED to the application. Further drawings now available online. Clerk queried with BDC Planning.

15.4. Land Adjacent To, Sheerwater, Beech Road - BA/2018/0282/TCAA - tree & scrub clearance along the riverbank. Deadline 14th August. Council made comments.

15.5. Under Ridge, Beech Road,Wroxham,NR12 8TP - 20181259 - extend carport and convert to garage. Deadline 30th August 2018. Council had NO COMMENT OR OBJECTION.

15.6. Hartwell House , 17 Hartwell Road - BA/2018/0327/TCAA - works to various trees in a Conservation Area. Deadline 10th September.

15.7. Cranbrook,The Avenue,Wroxham,NR12 8TN - 20181206 - new fence and gates (plus amended drawings). Deadline 12th September 2018. Awaiting more details on this application from BDC. Concern about mature trees.

15.8. Manor House,3 Church Lane,Wroxham,NR12 8SH - 20181296 - extension of temporary planning permission for swimming pool to January 2019. Deadline 12th September.

15.9. 44 Charles Close,Wroxham,NR12 8TU - 20181285 - erection of close boarded fencing (retrospective). Deadline 16th September 2018.

15.10. 64 Norwich Road,Wroxham,NR12 8RX - 20181372 - raising of ridge to create rooms in the roof and single storey rear extension. Deadline 15th September 2018.

15.11. Willow Bend, Beech Road - BA/2018/0321/HOUSEH - no details available yet.

16. **WHERRY GARDENS** - discussed correspondence with Hopkins regarding site transfer. New drawings have been received from Hopkins and sent to BDC for perusal. BDC have reviewed the landscape maintenance allowance and come up with a revised figure. Need to liaise with BDC on the content of the drawings.
ACTION CLERK

17. **HIGHWAYS** - To receive a report from **Cllr Adams**, including:

17.1. NDR - inviting comments on the current situation, particularly the Wroxham roundabout in time for the NCC stakeholder meeting (item 6.2) and the meeting with Lorne Green (item 7).

17.2. Complaint re: parking on Park Road. Discussed need for Police to be involved when vehicles are parked illegally.

17.3. Complaint re: overgrown verges on Salhouse Road outside Wherry Gardens. Passed to Hopkins Homes.

17.4. Complaint re chippings on pavement, blocked drains on Norwich Road. All pavements swept on Tuesday 4th. Blocked drain query outstanding with NCC. Highway Ranger reported that

drain outside the laundrette has recently been rodded. Posts around the village will be reviewed by Parish Ranger when appointed.

17.5. Norwich Road Railway Bridge - discussed boundary drawing from NCC Highways. Clarifies areas of land ownership. Need a meeting with Highways to discuss. **ACTION CLERK**

17.6. Update from Clerk on complaint to Highways about refurbishment of pedestrian crossing. No response from NCC. Clerk to chase. **ACTION CLERK**

18. ROAD SAFETY

18.1. Road safety campaign - no further update.

18.2. SAM2 - report issued from Cllr Joynson with the device in a new position. Clocking 8,200 vehicles travelling north per day. Parish Partnership bid for a second SAM2 device has now been submitted, awards January 2019.

19. RECREATION AND AMENITIES - to receive a report from Cllr Mantle.

19.1. Report of overnight camping on Caen Meadow. Discussed additional signage - wait for the appointment of a Ranger.

19.2. Noted removal of Himalayan Balsam by the BA and waterside trees.

19.3. War memorial -noted award of Grade 2 Listed Building status. Local stonemason has reviewed the lettering and some other renovation works. Agreed to accept quote of £450. Clerk to contact Historic England to check what permissions are required.

ACTION CLERK

19.4. Update on bench renovation project - no update.

19.5. Keys Hill wood - discussed fly tipping by neighbours. Clerk to write to resident and ask for the waste to be removed. **ACTION CLERK**

19.6. Tree surgery contract see -item 11.2. Work going ahead on surveys of trees in Caen Meadow, Cemetery and St Mary's Churchyard.

19.7. Update on adoption of footway lighting. No response from BDC yet.

19.8. Agnes Gardner Playground - report from Cllr Joynson.

20. FINANCIAL MATTERS

20.1. Reviewed this period's financial position:

20.1.1. Noted total bank balances of £134,353.50 as at 28th August 2018.

20.1.2. Receipts - noted receipts in the period totalling £33.63.

20.1.3. Payments - approved payments of £13,874.05 as follows:

Historical research	Genes Reunited	£	4.95
Clerks mobile phone bill June	Vodafone	£	22.45
Search engine visibility renewal	GoDaddy	£	31.19
Website builder plan renewal	GoDaddy	£	100.66
Clerks mobile phone bill July	Vodafone	£	25.79
Clerk/Cllr meeting	The Old Mill	£	45.75
Replacement Norfolk flag for war memorial	Hampshire Flag Company	£	58.61
Stationary	Ebay	£	3.42
Clerk/Cllr meeting	The Bridge restaurant	£	34.00
Clerk/Cllr meeting	The Old Mill	£	11.15
Water charges for Cemetery	Wave (Anglian Water)	£	12.66
Batteries for de-fib	Cllr Ian Joynson	£	8.99
Street furniture cleaning	G Garfoot	£	90.00

Room bookings August	The Wroxham Hub	£	16.00
Grant award	William Darling	£	125.00
Rachel Leggett NP fees - stage 4	Mrs RH Leggett	£	4,760.00
Rachel Leggett NP expenses	Mrs RH Leggett	£	71.55
Heartsafe Smart tag service	AED Locator	£	58.80
Annual playground inspection	ROSPA play safety	£	100.80
Room bookings for September	The Wroxham Hub	£	48.00
Clerk/Cllr meeting	Cllr Peter Mantle	£	10.50
Printing for NP consultation	Hussey Knights	£	364.80
Wood for repair to cemetery noticeboard	Cllr Peter Mantle	£	9.64
Tier 1 risk assessment for Cemetery extension	Cemetery Development Services	£	4,560.00
Street furniture cleaning	G Garfoot	£	90.00
Painting the village sign	Arthur Thaine	£	60.00
Decay survey to Beech Tree in Keys Hill Wood	TreeCare Consultants Ltd	£	243.60
Staff costs - 2 months	Clare Male	£	2,137.76
Staff costs - 2 months	Norfolk Pension Fund	£	704.98
Staff costs - 2 months	Clare Male	£	27.00
Staff costs - 2 months	Clare Male	£	36.00

20.2. Noted minutes of the Finance Committee of the 19th July 2018.

21. ADMINISTRATION AND GOVERNANCE - report from Cllr Everett.

21.1. Noted grant policy approved at Finance and published on website.

21.2. ID cards for Councillors - to discuss at next meeting.

22. CORRESPONDENCE:

22.1. Invitation to attend NBYC Wroxham Regatta - 2nd August.

22.2. BDC and South Norfolk announce collaborative working across the two Councils, including having one joint officer team.

22.3. BDC - Community Resilience in Broadland - to discuss the suggestion to create a Community Emergency Plan. To consider in the future.

22.4. Invitation to attend the Broads Forum on the 19th September 2018.

22.5. BDC - Community at Heart Awards - agreed nominations - deadline 24th September.

ACTION CLERK

23. ITEMS FOR NEXT AGENDA - 4th October 2018 at 6.30pm

Apologies from Cllr Vincent Tapp and Cllr Vincent Tapp

Meeting closed at 8.32pm. The meeting was followed by a closed section of the meeting.

Published 18th September 2018

Clare Male, Clerk & RFO to the Parish Council

07341 873375

wroxhamparishcouncil@gmail.com

Signed.....

Dated.....