



FULL COUNCIL MEETING - FINAL MINUTES

held in the Hub on Thursday 4th October 2018, 6.30pm

Parish Councillors Present:

Cllr. Tony Adams

Cllr Malcolm Allsop (Vice Chair)

Cllr. Kim Claxton

Cllr Barry Fiske (Chair)

Cllr Patrick Hadingham (from 6.50pm)

Cllr Chris Hall (from 7.20pm)

Cllr. Sylvia Holyoake

Cllr Ian Joynson

Cllr Peter Mantle

Clerk: Clare Male

Angus Turville (Tree Warden) and 1 member of the public were present at the meeting.

1. **ATTENDANCE** - Noted those present and considered apologies for absence.
Apologies sent from Cllr Philip Everett, Cllr Vincent Tapp - Broadland District Council (BDC).
2. **DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS**
Members were 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
3. **MINUTES OF PREVIOUS MEETING** - agreed the accuracy of the final minutes of the Parish Council meeting of the **6th September 2018**.
4. **PUBLIC SPEAKING**
 - 4.1. Reports or news from **District and County Councillors** - none.
 - 4.2. No crime figures or updates received from **Norfolk Police**. Noted there is a new Broadland Neighbourhood Policing Team Sergeant, Sgt Angie Youd.
 - 4.3. **Questions from the public** relating to local issues:
 - 4.3.1. Reported that the Football Club is still intending to relocate as per the Greater Norwich local Plan. Also advised that mast at Football Club has permission but there are additional legal issues that need to be resolved.
5. **MATTERS ARISING FOR INFORMATION ONLY**
 - 5.1. Matters arising since the agenda was issued:
 - 5.1.1. Bus shelter outside the Parish Hall had a pane of glass broken on Tuesday 2nd October. Police and insurance cover notified. Noted excess of £250 on street furniture on the insurance policy.
 - 5.1.2. Complaint from resident about persistent parking on the green at Nobel Crescent by the noticeboard.
 - 5.1.3. Notification of a new TPO at 35, Charles Close.
 - 5.1.4. Additional planning application for additional quay heading at Barnes Brinkcraft.
 - 5.2. Report on any other matter not covered on the agenda:
 - 5.2.1. Complaint from a resident about possible hornets coming from Caen Meadow.

6. **LIAISON WITH OTHER COUNCILS & OTHER BODIES** - report from **Cllr Allsop**
 - 6.1. Norfolk County Council's (NCC) Market Town Network Improvement Strategy - report on the stakeholder meeting of the 27th September. NCC have a limited budget to undertake some type of work to address the issues caused by the volume of traffic on the A1151. Discussed options. Await a report from NCC.
 - 6.2. Broads Authority (BA) - report on the Parish Forum on the 19th September. To note forthcoming consultation on the governance of the Broads Authority (BA).
 - 6.3. Retirement development - **Cllr Fiske**. Noted that the Windboats site is classified as business use under the BA Local Plan. A meeting with the BA seems it is inevitable that the site must be advertised as a business site for a year before it can be considered for residential development. A further meeting will be held with the owner.

7. **NORFOLK POLICE - LORNE GREEN VISIT 1st November**- Cllr Allsop is arranging publicity and an email address for advance questions. Discussed Cllr Everett's suggested questions. Expecting Chris Hardy and Troy Brandon. Cllr Allsop to design posters for the noticeboards.**ACTION CLLR ALLSOP**

8. **NEIGHBOURHOOD PLAN** - update from **Cllr Allsop**. Documents have been revised following the final consultation. Final proofreading underway with sign off expected at the next Full Council meeting.

9. **PARISH RANGER** - noted that the advert for the role was issued on the 18th September, closing date 19th October, interviews w/c 22nd October, approval at Council 1st November, job starts 12th November.

10. **PARISH HALL** - update from **Cllr Fiske**. Meeting with Parochial Church Council was postponed due to updates about funding possibilities. Clerk to set up meeting with BDC to discuss possible funding opportunities. Noted that most grants require the Council to own the land. **ACTION CLERK**

11. **CAPITAL PROJECTS**
 - 11.1. Cemetery improvements and extension:
 - 11.1.1. Cemetery roadway - Specification has been agreed by NCC Highways. There have been issues getting the recommended number of contractors to quote. Recommendation made to the Council by Cllr Fiske that following final negotiations to accept the quote from Simons Landscaping for £8,500 - agreed.
 - 11.1.2. Memorial garden - works begin on the 8th October and should take 7 to 10 days.
 - 11.1.3. Groundwater surveys in the area of the extension - awaiting a response from the Environment Agency for approval on burials. Agreed with a proposal from Cllr Fiske that works proceed with the extension if burials are not permitted for cremations and pet burials.
 - 11.2. Keys Hill wood improvements - approved tender documentation for a 3 year tree surgery and advice contract. Agreed that £400 expenditure on advertising in the EDP (as per procurement regulations) was not well spent and that the tender should be advertised locally on FB, the website and noticeboards. Clerk to action. **ACTION CLERK**
 - 11.3. Wroxham Green Loop, including Skinners Lane Park and Parish mapping - report from **Cllr Allsop**. Clerk in discussion with illustrator for the Green Loop (including a visual of the design), Caen Meadow, Keys Hill Wood and village "orientation" maps. Need costs. **ACTION CLERK**

12. **COMMUNICATIONS** - report from **Cllr Allsop**. Agreed to laminated ID cards with a lanyard. **ACTION CLLR ALLSOP**

13. **CAROL CONCERT** - 8th December - update on arrangements. Due to safety considerations about cutting a tree locally it was agreed to buy a tree from a supplier. Had a meeting with the musical director last week and here is a long list of issues to address, including location, staging, AV equipment, parking, security etc. Current budget is £1000 and noted that costs are currently looking much greater. Clerk and Cllr Mantle to follow up. **ACTION CLLR MANTLE & CLERK**

14. **PLANNING** -

- 14.1. 16 Keys Drive, Wroxham, NR12 8SS - appeal against a Tree Preservation Order - hearing 19th September 2018. Report from Cllr Hall. Noted that the appeal was upheld.
 - 14.2. Hoveton Great Broad, Lower Street, Hoveton - viewing platform - BA/2018/0325/FUL - deadline 1st October 2018. No comments.
 - 14.3. Sheerwater, Beech Road, NR12 8TP - replacement of boat shed - BA/2018/0270/HOUSEH - deadline 2nd October 2018. No objection.
 - 14.4. 25 Skinners Lane, NR12 8SJ. Pitched roof over porch, addition of a balcony front dormer and change dormer tiles. Deadline 17th October 2018. No objection.
 - 14.5. Tree works order: BA/2018/0370/TCAA, Monksmead, Beech Road, Wroxham, Norwich; details T1: Larch - fell. T2: Holly – reduce to 8 feet in height. T3: Sycamore - Fell. T4: Elder - Fell. T5: Silver Birch - Fell. Deadline 10th October 2018. No objection.
15. **WHERRY GARDENS** - update from **Cllr Hadingham**. Progress being made by Hopkins with the landscape area. Clerk reported on ongoing discussions with BDC regarding the s106 agreement.
16. **HIGHWAYS** - report from **Cllr Adams**, including:
- 16.1. Norwich Road footpath along Landamores site - complaint from resident about vegetation causing fall. Landamores agreed to clear the area.
 - 16.2. Castle Street - complaint from a resident about parking. No restrictions in this area. Highways have said they will look into it.
 - 16.3. BA - confirmation on new signage - “Welcome to the Broads” on Norwich Road and Salhouse Road. Dates tbc.
 - 16.4. Norwich Road Railway Bridge
 - 16.4.1. response to boundary drawing from NCC Highways. Need meeting, Clerk to arrange. **ACTION CLERK**
 - 16.4.2. BA - unwilling to install artwork.
 - 16.5. NDR - update. Some improvements have been made by NCC Highways.
 - 16.6. Park Road - noted new white line markings added by Highways.
 - 16.7. Update on complaint to Highways about refurbishment of pedestrian crossing. Clerk noted response from NCC on the matter and that they have addressed the issue with administration and the Council will be notified in the future about such projects.
 - 16.8. 126 Norwich Road flooding - following a complaint from the resident about lack of action from NCC Cllr Adams confirmed this is now with the engineers department.
17. **ROAD SAFETY**
- 17.1. Road safety campaign - update from **Cllr Everett**. Nothing to report.
 - 17.2. SAM2 - update from **Cllr Joynson**. Figures issued to Councillors. Agreed to leave the unit where it is and continue gathering data about traffic travelling north through the village. Noted that some of the fixing post with permissions have become very overgrown. To be addressed by the Parish Ranger once they have been appointed.
18. **RECREATION AND AMENITIES** - update from **Cllr Mantle**.
- 18.1. War memorial - conservation approval for renovating the lettering. The heritage officer from BDC has inspected the war memorial and looked at the spec for the renovation and given approval. Nick Hindle, Stonemason to schedule work.
 - 18.2. Tommy statue - location. Lions want it located by the village sign. Advised that they will need a licence from Highways and planning permission from BDC.
 - 18.3. Grit bins - arrangements for filling and new bins. Money in the budget to clean out bins and replace with new grit. With remaining funds will purchase new bins. Will be one of the first jobs for the Parish Ranger.
 - 18.4. Update on adoption of footway lighting. BDC have approached NCC to take on the lights.
 - 18.5. Agnes Gardner Playground - update from Cllr Joynson. A few minor ROSPA repairs to be undertaken which are ongoing.
19. **FINANCIAL MATTERS**
- 19.1. Reviewed this period's financial position:
 - 19.1.1. Noted total bank balances of £123,880.59 as at 27th September 2018.

- 19.1.2. Receipts - noted there were receipts in the period of £20,977.23.
 19.1.3. Payments - approved payments £2,700.55 as follows:

Office supplies	www.deos.co.uk	£28.68
IT software package	Adobe	£21.14
Wreath and Poppy donation	www.poppylottery	£75.00
Clerks mobile phone bill August	Vodafone	£22.30
Car parking for Broads Authority meeting	3C Riverside	£2.00
Historical research	Land Registry	£15.00
Hall bookings	The Wroxham Hub	£30.00
Music for Carol Concert	Aylsham Band	£125.00
Charitable donation s137	Wroxham Hoveton & Belaugh Community Care	£200.00
Neighbourhood plan consultation expenses	M Holden	£5.06
External audit fees	PKF Littlejohn LLP	£360.00
Street furniture cleaning	G Garfoot	£90.00
Hire of the Parish Hall for MTIS	Wroxham Church Hall	£25.00
Staff costs	Clare Male	£1,069.08
Staff costs	HMRC	£203.41
Staff costs	Norfolk Pension Fund	£352.49
Staff costs	Clare Male	£44.10
Staff costs	Clare Male	£32.29

- 19.2.** Noted the successful completion of the 17/18 audit. PKF Littlejohn have given the Council a clean bill of health - excellent progress on last year. The Chair thanked the Clerk for her work.
19.3. To note the minutes of the Finance Committee of the 20th September 2018.

20. ADMINISTRATION AND GOVERNANCE - update from Cllr Everett.

- 20.1.** Agreed election training for Clerk in advance of elections in May 2019.
20.2. Discussed subscription to Broadland Parish Tree Network. Cllr Everett asked to postpone.
20.3. ID cards for Councillors - Cllr Allsop to action. **ACTION CLLR ALLSOP**

21. CORRESPONDENCE:

- 21.1. BDC - adopting Open Spaces Protection Orders. Noted, need more information from Cllr Tapp.

22. ITEMS FOR NEXT AGENDA - 1st November 2018 at 6.30pm

- 22.1. Agreed to organise a southerly village walk to review areas of concern.

Meeting closed at 8.07pm.

Clare Male, Clerk & RFO to the Parish Council

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Signed by.....

Date.....