



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

**held in the Hub on Thursday 1<sup>st</sup> November 2018, 6.30pm**

### **Parish Councillors Present:**

Cllr. Tony Adams

Cllr Philip Everett

Cllr Chris Hall

Cllr Peter Mantle

**Clerk:** Clare Male

Cllr Malcolm Allsop (Vice Chair)

Cllr Barry Fiske (Chair)

Cllr. Sylvia Holyoake

Cllr. Kim Claxton

Cllr Patrick Hadingham

Cllr Ian Joynson

### **Also in attendance:**

Martin Burrell (Chair Salhouse Parish Council), Inspector John Chapman (Norfolk Police - Road Policing),

Lorne Green (Norfolk Police & Crime Commissioner), Supt. Chris Harvey (Norfolk Police), Vincent Tapp

(Broadland District Councillor), Sgt Angie Youd (Norfolk Police - Neighbourhood Officer)

### **Seven members of the public were present at the meeting.**

1. **ATTENDANCE** - Noted all Councillors present. Apologies from District Councillor Fran Whymark.
2. **DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS** - none.
3. **MINUTES OF PREVIOUS MEETING** - agreed the accuracy of the final minutes of the Parish Council meeting of the **4th October 2018**.
4. **PUBLIC SPEAKING**
  - 4.1. Lorne Green, Norfolk Police & Crime Commissioner Q & A
    - 4.1.1. Supt Harvey reported on daily meetings with staff to discuss all of the crimes in the last 24 hours. Reported that Wroxham Beat Officer Troy Brandon has been off sick since he took over the role. Noted frustration that there has been no visibility in Wroxham and agreed to review the situation.
    - 4.1.2. Lorne Green made a presentation on how the current 4 year policing plan has been agreed, the challenges that face modern policing and how Norfolk Police is responding - drones, body cameras and tablets. Norfolk is the ninth safest County in the country but there are many invisible issues such as domestic abuse which need to be dealt with.
    - 4.1.3. Questions from the public:
      - 4.1.3.1. Wroxham and Hoveton are served by separate hubs. Would like to see Wroxham served by the police station in Hoveton and treated as one community. Supt Harvey will look into this.
      - 4.1.3.2. Hoveton Police station - confirmed that this station is very active and is resourced - 3 beat managers work out of the station all the time and then two additional Broads Beat officers in the summer.

- 4.1.3.3. Change in the demographic - Sgt Youd talked about working alongside the response Sergeants and linking into events and groups in the community. Addressed the issue of assault in Care Homes.
- 4.1.3.4. Speeding - Cllr Joynson briefed everybody on the speeding data from the SAM2 on the Norwich Road and questioned safety issues with the NDR. Asked if there are plans for speeding checks. Insp Chapman talked about priorities around road safety and noted problems with sharing information across authorities around safety on the NDR.
- 4.1.3.5. Local traffic issues - WPC looking for support on the idea of a "Green loop" giving pedestrians and cyclists an off-road route through the village and into Hoveton. WPC believe it would improve the lives of many people but need support to deliver the project - Clerk to send LG details. **ACTION CLERK**
- 4.1.3.6. Discussed change to type of roles within Norfolk Police to respond to new challenges in funding of other organisations and changes in the nature of crime with the removal of PCSO's and the reduction in uniformed officers. There is a growth in staffing other roles and providing technology to support the service.
- 4.1.3.7. Request for a representative from the Police to attend Parish Council meetings where possible and keep the community briefed on what Norfolk Police are working on and how we can support that.
- 4.1.3.8. Talked about the appointment of a Wroxham Parish Ranger and Norfolk Police extended an invitation to meet up at Hoveton Police station and talk about how he can work with the Police. Clerk to liaise. **ACTION CLERK**
- 4.1.3.9. WPC need updated Safer Neighbourhood Team posters for the noticeboards. **ACTION CLERK**

**4.2. Report from District Councillor Vincent Tapp:**

- 4.2.1. Update on Air Ambulance training course for defibrillator use. Noted that WPC intend to organise future training through First Responders.
- 4.2.2. Broadland District Council (BDC), in collaboration with South Norfolk District Council, have appointed a new joint Managing Director who starts in 2019.
- 4.2.3. The second consultation for the Greater Norwich Local Plan (GNLP) has started and will run to 14th December 2018.

**5. MATTERS ARISING FOR INFORMATION ONLY**

**5.1. Note matters arising since the agenda was issued:**

- 5.1.1. Cemetery standpipe been inspected by Anglian Water and needs a new valve fitted to meet legal requirements. **ACTION CLERK**

**5.2. To receive a report on any other matter not covered on the agenda - none.**

**6. NEIGHBOURHOOD PLAN - Chair passed on thanks to Susan Everett and Malcolm Allsop for all the work they have done in delivering the Plan. The final Neighbourhood Plan was unanimously agreed and can now be sent to BDC and BA for consultation and inspection. There will be a referendum in Spring 2019.**

**7. CAPITAL PROJECTS**

**7.1. Cemetery improvements and extension - updates on:**

- 7.1.1. cemetery roadway - additional specification has been added to ensure the area does not flood and to allow hearses to turn. Agreed the additional budget.
- 7.1.2. memorial garden - work will start shortly.
- 7.1.3. extension - to note Environment Agency approval that the area is suitable for burials. Clerk has written to BDC and the BA of our intention to proceed and to seek advice on whether to make a joint planning application.

**8. CAROL CONCERT - 8th December - brief update on arrangements.**

**9. PLANNING -**

- 9.1. Works to Trees notice - BA/2018/0392/TCAA - Boathouse Adjacent South Bank, Beech Road, Wroxham - removal of ash tree. Deadline 25th October. No comment.

- 9.2. Wroxham Cottage, 15 The Avenue, Wroxham, NR12 8TN - 20181647 - extension. Deadline 13th November. Issue identified with root protection.
- 9.3. Former Waterside Rooms Site, Station Road, Hoveton, Norfolk - Demolition of existing building and erection of retail units at the ground floor and residential accommodation on the upper floors including associated external works with provision for car parking - BA/2018/0349/FUL. Deadline 1st November. No comment.
- 9.4. Works to Trees notice - BA/2018/0398/TCAA - Riversdale And Sheriff's House, Beech Road, Wroxham - reduce conifer by 25ft and remove lower limb of oak overhanging drive. Deadline 31st October. No comments.
- 9.5. Cranbrook, The Avenue, Wroxham, NR12 8TN - 20181206 - RESUBMISSION - erection of new fence and gates and replacement of existing gates. Deadline 2nd November. Object.
- 9.6. 6 Riverside Centre, Norwich Road, Hoveton - BA/2018/0386/FUL - Change of shop fronts to modernise appearance and change of use from A1 Retail to A3 café/restaurants. Deadline 5th November. Object.
- 9.7. The Manor House, 3 Church Lane, Wroxham, NR12 8SH - 20181724 - permanent approval of privately hired swimming pool sessions - deadline 14th November.

**10. RECREATION AND AMENITIES - update from Cllr Mantle.**

- 10.1. Noted vandalism in three bus shelters in the village. Reported to Norfolk Police.
- 10.2. Tommy statue for the Village Sign area - will be fitted by Wroxham & Hoveton Lions by the village sign.
- 10.3. Tree reports - noted the receipt of arboriculturist reports for Wroxham Cemetery & St Mary's Church.

**11. FINANCIAL MATTERS**

- 11.1. Reviewed this period's financial position:
  - 11.1.1. Noted total bank balances of £139,603.47 as at 25th October 2018.
  - 11.1.2. Receipts - noted there were receipts in the period of £425.00
  - 11.1.3. Payments - approved payments of £7580.16 as below:

Christmas planning meeting	The Old Mill	£ 43.70
Clerks phone bill	Vodafone	£ 22.30
Christmas planning meeting	The Old Mill	£ 19.20
Christmas planning meeting	Wherrymans Restaurant	£ 18.90
Replace broken glass in bus shelter	Broadland Glass Services	£ 149.63
Annual rent for Caen Meadow	Wroxham Home farms	£ 1.00
Election training for Clerk	Norfolk Parish training and support	£ 28.00
Mileage for TPO appeal	Cllr Hall	£ 8.10
Parish Ranger interviews room booking	The Wroxham Hub	£ 10.00
Weekly bin emptying	Broadland District Council	£ 705.12
Second bin empty - 6 months - 18/19	Broadland District Council	£ 160.00
Tree surveys to Caen, St Marys & Cemetery	Treecare	£1,266.00
Environment Agency approval for cemetery extension	Cemetery Development Services	£ 300.00
Consultants fees for stage 5 of the NP	Rachel Leggett	£2,240.00
Consultants expenses for stage 5 of the	Rachel Leggett	£16.10

NP		
Consultants fees for stage 5 of the NP	Emma Harrison	£ 980.00
Staff costs	Clare Male	£1,068.88
Staff costs	HMRC	£ 140.79
Staff costs	Norfolk Pension Fund	£ 352.49
Staff costs	Clare Male	£31.95
Staff costs	Clare Male	£ 18.00

11.1.4. Noted the minutes of the Finance Committee of the 20th September 2018.

**12. CORRESPONDENCE:**

- 12.1. Complaint re lack of notice to the road closure on the Norwich Road on the night of the 4th October - emergency works, no stopping up order required.
- 12.2. Complaint re a possible hornets nest in Caen Meadow - Cllr Mantle followed up.
- 12.3. Invitation to attend the BDC annual Town and Parish Council meeting on the 29th November. Cllr Everett and Cllr Allsop to attend.
- 12.4. Correspondence from Norfolk Labour party on the Norfolk Children's Centre consultation.
- 12.5. Early Childhood and Family Service - Transforming our Children's Centres Consultation - closes 12th November
- 12.6. Complaint from resident of Charles Close about an ongoing broken drain cover. Noted.

**13. ITEMS FOR NEXT AGENDA - 6<sup>th</sup> December 2018 at 6.30pm.**

**The rest of the meeting was closed to the press and public due to the nature of the business to be discussed (Public Bodies Admission Act 1980).**

- 14. **PARISH RANGER** - agreed the recommendation of an appointment from Cllr Everett with the role to commence on the 12th November

**Meeting closed at 8.18pm.**

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Clare Male, Clerk & RFO to the Parish Council

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Signed by.....

Dated.....