



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

**A meeting held in the Hub on Thursday 2<sup>nd</sup> September 2021, 6.30pm**

### **Parish Councillors Present:**

Cllr Elaine Allsop, Cllr. Malcolm Allsop (Chair), Cllr Philip Everett, Cllr Sylvia Holyoake, Cllr Angela Ireland, Cllr Ian Joynson, Cllr Peter Mantle.

Also in attendance: Cllr Fran Whymark (Broadland District Council (BDC) & Norfolk County Council (NCC)).

2 members of the public were also present.

**Clerk:** Clare Male

1. **ATTENDANCE** – apologies received and accepted from Cllr Barry Fiske, Cllr Martin Murrell (BDC) and PC Andy Mason.
2. **DECLARATION OF INTEREST** Members are 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 **30<sup>th</sup> June 2021**.
4. **PUBLIC SPEAKING**
  - 4.1. A report was given by Fran Whymark from District & County Councils.
    - 4.1.1. The NCC pledge for Net Zero by 2030 includes supporting Norwich City Councils consultation on the proposed transport strategy. Encouraged residents to respond at [www.norfolk.gov.uk/tfnstrategy](http://www.norfolk.gov.uk/tfnstrategy) by the 8th October.
    - 4.1.2. Norfolk Strategic Flood Alliance has an £695K for additional Highway and ditch maintenance and additional £365K for drainage asset improvement (drains, grips & gullies).
    - 4.1.3. Highways have an additional £10 million over the next 4 years for road surfacing, especially potholes. 100 new road safety schemes will also be supported.
    - 4.1.4. Apprenticeships – are in decline and NCC are working with schools, colleges and employees to reverse this.
    - 4.1.5. Wherry Gardens TRO – consultation on the relocation of 50mph sign further south. There has been an objection to the scheme from Salhouse Parish Council. Chair to contact Salhouse Council, express disappointment and ask them to reconsider. Cllr Whymark has already written to Salhouse and asked them to reconsider.

**ACTION CLLR M ALLSOP**
  - 4.2. A review of crime figures and any update from **Norfolk Police**. None sent.
  - 4.3. Public speaking - to allow the public to speak on any Parish matter up to 5 minutes each and not exceeding 15 minutes in total. None.

## 5. MATTERS ARISING FOR INFORMATION ONLY

- 5.1. Cllr E Allsop thanked to all those who attended the opening of the new Village Sign and assisted in the organisation.
- 5.2. Request from the Wroxham and Bure Valley Rotary Club to plant purple croci around the new village sign for World Polio Day. Agreed. Clerk to advise. **ACTION CLERK**
- 5.3. Recycling bin on Trafford Walk/Keys Drive. Investigation shows that it is in Wroxham Parish Council's name, despite no records. Clerk to investigate further and report back at the next meeting with a full agenda item. **ACTION CLERK**
- 5.4. Transport for Norwich Strategy Consultation will run for 6 weeks from 26th August 2021 to 8th October 2021. See 4.1.1.
- 5.5. Correspondence from resident about the change to the permissive footpath through Norfolk Broads Direct, requesting that the Council work to get the footpath designated as there has been access to the general public for more than 20 years. Clerk to investigate further and report back at the next meeting with a full agenda item. **ACTION CLERK**
- 5.6. Thanks given to Cllr Mantle for painting the bench and the gates at the War Memorial in preparation for Remembrance Sunday.
- 5.7. Park Road bench – request from a resident to refurbish the bench which was donated by Eric Stevenson (blacksmith who used to live in the thatched bungalow next door and created the two original). Cllr Mantle to action. **ACTION CLLR MANTLE**

## 6. CORRESPONDENCE

- 6.1. Noted a message from a resident who had an accident pulling out of Castle Street onto Norwich Road, citing poor visibility for the cause of the accident and requesting a mini roundabout be installed. To be incorporated into the Market Town Improvement Strategy discussions with NCC and Hoveton Parish Council.
- 6.2. Noted a request from a resident that the verge next to Keys Hill Wood be left uncut to develop wildflowers. To be considered in discussions of the retendering of the grass cutting contract at the next Finance committee.
- 6.3. Cllr Everett reported on the Independent Advisory Group to Norfolk Constabulary for South Norfolk and Broadland on the 26<sup>th</sup> August. Focus was on the changing face of crime. Noted that there is a new Beat Manager, but he is covering a very wide area.
- 6.4. Broads Authority have published a new residential mooring guide.
- 6.5. Broads Authority notice of further consultation on the Marketing and Viability Guide. Deadline 10 September 2021.
- 6.6. Police and Crime Plan Priorities consultation, which ran until 5pm on Friday 20th August.
- 6.7. Update on the Greater Norwich Local Plan. The plan has been submitted to the Planning Inspectorate for review.
- 6.8. Salhouse Community tree nursery requested to collect seed in the Parish. Clerk agreed.
- 6.9. Offshore Transmission Network group. Discussed the request to support the campaign to change the plans for cabling and transport that support Offshore Wind Farms. Agreed that Councillors will review the documentation and discuss again at the next meeting. **ACTION ALL COUNCILLORS**
- 6.10. Discussed correspondence from a resident to support more Motorhome parking in the region. Agreed that there is no suitable space in Wroxham and that there are sufficient existing sites in the area. Clerk to feedback. **ACTION CLERK**

## 7. PLANNING – Cllr M Allsop

- 7.1. 129 Norwich Road, NR12 8RY. Single storey annexe. Broadland District Council (BDC) application no 20211437. Deadline for comments to BDC 3rd September 2021. No objection.
- 7.2. Brynwood, Beech Road. Replacement Summerhouse. Broads Authority (BA) application number BA/2021/0294/HOUSEH. Deadline for comments to BA by 10<sup>th</sup> September 2021. No objection.

## 8. FINANCIAL MATTERS – Cllr Joynton

- 8.1. Reviewed this period's financial position:
- 8.1.1. Noted total bank balances for period of £79,403.69
- 8.1.2. Receipts - noted receipts in the period of £9,904.00
- 8.1.3. Payments - agreed payments of £13,623.43 as listed below:
- |                            |                  |        |
|----------------------------|------------------|--------|
| New County flag of Norfolk | North West flags | £30.98 |
| Power for footway lighting | Eon              | £77.82 |

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|--|-------------------------|-----------|--|
| Printer cartridges   | Cartridge Save          | £56.57    |  |
| Clerk's mobile phone bill  | Vodafone                | £22.09    |  |
| Website security protection                                      | Go Daddy Europe         | £9.58     |  |
| Training for Clerk - December 2021                               | Future Communications   | £64.49    |  |
| Caen Meadow roll top bin emptying                                | Biffa                   | £81.30    |  |
| AGP land registration details                                    | HM Land registry        | £6.00     |  |
| Search engine visibility renewal                                 | GoDaddy                 | £31.19    |  |
| Power wash all bus shelters and noticeboards                     | Odd Bods Cleaning       | £306.00   |  |
| Website fees   | GoDaddy                 | £143.86   |  |
| Clerk's mobile phone bill  | Vodafone                | £22.09    |  |
| Caen Meadow roll top bin emptying                                | Biffa                   | £61.44    |  |
| Postage stamps   | Royal Mail Online       | £24.73    |  |
| Cemetery water supply  | Anglian Water Business  | £29.04    |  |
| Land registry investigation for paper recycling bin              | Land Registry           | £6.00     |  |
| Annual maintenance to street lights                              | TT Jones Electrical     | £327.89   |  |
| Refurb of 2 benches and war memorial iron gates                  | Cllr Peter Mantle       | £31.26    |  |
| Flowers for village sign   | Cllr Angela Ireland     | £100.00   |  |
| Mortar for repairing the brickwork on the southerly village sign | Cllr Ian Joynson        | £8.99     |  |
| New village sign opening ceremony refreshments                   | Cllr Elaine Allsop      | £35.55    |  |
| KHW tree down over footpath into Charles Close garden            | Target Trees            | £360.00   |  |
| Unveiling plaque for new village sign                            | Nick Hindle Stonemasons | £174.00   |  |
| Final payment for new village sign                               | Nick Hindle Stonemasons | £4,362.00 |  |
| Hall hire for July   | The Wroxham Hub         | £80.00    |  |
| Hall hire for August   | The Wroxham Hub         | £10.00    |  |
| Hedge cutting for Cemetery                                       | Shaun Hearn Landscapes  | £250.00   |  |
| Hard landscaping Cemetery project                                | Shaun Hearn Landscapes  | £1,441.00 |  |
| Legal documents for consecration of Wroxham cemetery             | Birketts                | £300.00   |  |
| Staff salary, tax, NI & Pension                                  | Clare Male              | £1,555.34 |  |
| Staff salary, tax, NI & Pension                                  | HMRC                    | £478.82   |  |
| Staff salary, tax, NI & Pension                                  | Norfolk Pension Fund    | £597.18   |  |
| Staff salary, tax, NI & Pension                                  | Clare Male              | £1,555.34 |  |
| Staff salary, tax, NI & Pension                                  | HMRC                    | £478.82   |  |
| Staff salary, tax, NI & Pension                                  | Norfolk Pension Fund    | £597.18   |  |
| Clerk's travel   | Clare Male              | £20.25    |  |
| Clerk's expenses - July & August                                 | Clare Male              | £52.00    |  |

**8.2.** Procurement & Budget responsibility group – Clerk outlined the programme for budget setting in January on behalf of Cllr Fiske, including meeting dates. New project ideas to be submitted before the October meeting.

- 9. REVIEW OF PUBLIC SPACES POST LOCKDOWN & INTO THE FUTURE** – discussed the increased use of recreational areas over Covid, especially Caen Meadow and agreed that the level of usage is likely to continue. Concern over maintaining the open spaces with increased usage and with Wherry Gardens being adopted in 2022. Community Payback services for litter picking are still on hold. Discussed resurrecting the Parish Ranger role. Agreed this was a good idea, to look into it in more detail and put together a detailed proposal for the next meeting. **ACTION CLLR EVERETT**

**10. GOVERNANCE AND ADMINISTRATION – Cllr Everett**

- 10.1.** Code of conduct update. Noted that a new national code has been published and this will be adapted into a shorter WPC policy. **ACTION CLLR EVERETT**
- 10.2.** Discussed the possible use of Parish Online. This is a mapping tool that has come free with our insurance package. Concern that a subscription would be required for decent functionality. Agreed that it could be of benefit. Clerk to investigate further. **ACTION CLERK**
- 10.3.** Roles & Responsibilities. Agreed to add Cllr Mantle to the Wherry Gardens group. Clerk to update documentation and publish. **ACTION CLERK**
- 10.4.** Agreed Cllr Everett, Cllr E Allsop and the Clerks to meet for the Clerk's appraisal before the next Full Council meeting. **ACTION CLLR EVERETT**

**11. LIASON WITH OTHER BODIES – Cllrs M Allsop**

- 11.1.** Report from the Wroxham & Hoveton Alliance. Market Town Improvement Strategy – been chasing NCC for a follow up meeting. Next meeting is at the end of September.
- 11.2.** Queens Platinum Jubilee June 2022 – discussed how to participate in the Jubilee beacons. Agreed there was limited open space to participate in the Jubilee beacons lighting. Tree planting was also discussed. It was felt that whilst it would be good to do a joint event with Hoveton, it was important to have a Wroxham based event as well. To be discussed further at the Wroxham & Hoveton alliance meeting. Any ideas welcome.
- 11.3.** Remembrance Sunday plans – discussed plans for the service on the 14<sup>th</sup> November 2021. Discussions with Norfolk Police about closing the road. Clerk to investigate applying for a road closure notice from NCC. Meeting to be set up with the Rev Jump - Cllr Mantle & Everett to support.  
**ACTION M ALLSOP**  
Cllr Mantle proposed selling wooden crosses that could be marked with the names of the deceased who served in the Forces. These would then be planted around the new village sign for Remembrance Sunday. Issues with cash handling. WPC could donate them. This would need approval at Finance Committee in September. Cllr Mantle to circulate more details and Clerk to put on Finance agenda.  
**ACTION CLLR MANTLE**  
Clerk to write to the Wroxham & Hoveton Lions and ask them if they would put the Tommy statue next to the new village sign this year.  
**ACTION CLERK**
- 11.4.** Norfolk Police – update on the local Beat Manager post appointment – PC Andy Mason. Covered in 6.3.

**12. ACTION PLAN 21/22:**

**ACTIVE PROJECTS:**

- 12.1.** Wherry Garden adoption. Noted that the s106 is currently being worked on by lawyers.
- 12.2.** Cemetery improvements and extension. Agreed that the consecration should take place in the spring. Agreed that the Cemetery requires a name sign. Need to consider placement. Agreed to take a half page advert in the Bridge magazine every month as advertising. Need to establish the costs and the revenue budget. Cllr Mantle to organise a site meeting to discuss.  
**ACTION CLLR MANTLE**
- 12.3.** Agnes Gardner Playground improvements. Agreed Clerk will use the spec to get prices for the gate and fencing in line with Procurement regulations.  
**ACTION CLERK**
- 12.4.** Caen Meadow and Trafford Memorial Ground Management plan. Agreed the group membership to be Cllrs Ireland, Mantle, Everett & M Allsop. Agreed signage would be dependent on the appointment of a warden and therefore held in abeyance.
- 12.5.** Wroxham in Bloom. Agreed the planting proposal for the mix of annuals and perennials. Cllr Ireland to proceed.  
**ACTION CLLR IRELAND**

- 13. ROAD SAFETY & SAM 2 – Cllr Joynson.** Noted the data for the SAM2 devices. Cllr Joynson to send data to PC Mason and Cllr Whymark. Clerk to provide details.  
**ACTION CLLR JOYNSON**

**14. RECREATIONAL AREAS:**

- 14.1. AGNES GARDNER PLAYGROUND** – noted that the majority of the items that need rectifying will be addressed by the project.
- 14.2. TREES** – moved to next meeting.
- 14.3. ST MARYS & CEMETERY** – noted that topple testing is booked for the 4<sup>th</sup> and 5<sup>th</sup> October.

**15. STREET SPACES**

- 15.1.** Annual Parish Partnership scheme – agreed to investigate the link up TROD with Salhouse. Clerk to contact our Highways engineer.  
**ACTION CLERK**
- 15.2.** NCC Highways – update on the flooding before the river bridge on the Norwich Road. Moved to next meeting.
- 15.3.** Christmas trees. Agreed to investigate request from resident to move forward with a permanent living Christmas tree. Discussed a suggestion by another resident to locate it next to the southerly village sign. Clerk to discuss with Highways and investigate lighting.

**ACTION CLERK**

**15.4.** Defibrillator location publicity – agreed need street signage advertising the unit. Clerk to investigate.

**ACTION CLERK**

16. **NCC HIGHWAYS ISSUES** – noted clanking manhole cover on Norwich Road ongoing (at junction of Grange Walk); removal of barriers on FP2 (Park Road).

17. **ITEMS FOR NEXT AGENDA** – 7<sup>th</sup> October at 6.30pm. Meeting dates for 2022.

Meeting closed at 8.28pm  
Clare Male, Clerk

Published 8<sup>th</sup> September 2021  
07341 873375, [clerk@wroxhamparishcouncil.org](mailto:clerk@wroxhamparishcouncil.org)

Signed .....

Dated.....