



## **FULL COUNCIL MEETING - DRAFT MINUTES**

**A meeting held in the Hub on Thursday 1<sup>st</sup> December 2022, 6.30pm**

**Parish Councillors Present:** Cllr Elaine Allsop, Cllr. Malcolm Allsop (Chair), Cllr Philip Everett, Cllr Barry Fiske, Cllr Sylvia Holyoake, Cllr Ian Joynson and Cllr Peter Mantle.

**Also present:** Cllr Martin Murrell (Broadland District Council (BDC); Cllr Fran Whymark (Norfolk County Council (NCC), Broadland District Council (BDC) & Broads Authority (BA)); 4 members of the public.

**Clerk:** Clare Male

1. **ATTENDANCE** - Noted those present and apologies from PC Al Jennings (Norfolk Police).
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.
3. **MINUTES OF PREVIOUS MEETING** - agreed the accuracy of the final minutes of the Parish Council meeting of the 3<sup>rd</sup> November 2022.
4. **PUBLIC SPEAKING**
  - 4.1. Received a report from Broadland District Councillors (BDC) – very pleased with level of take up on food waste and small electrical item recycling rates. Cost of living and any other problem – advice is to call the BDC Help Hub on 01603 430431. Follow up on resident’s concern about fireworks and sky lanterns from the last meeting (item 4.3) – noted that it is legal to let off fireworks before 11pm under the Fireworks Act of 2003 and later on certain dates, e.g., New Year’s. Discussion about whether restrictions on fireworks could be included as part of BDC’s anti-social behaviour policy.
  - 4.2. To receive a report from Norfolk County Councillor (NCC) for Wroxham Ward and to note relevant points from the Broads Authority (BA) – follow up on Council’s concern on the BA’s position on water abstraction from the last meeting (item 6.2) – still pursuing and flooding on the A1151 (item 12.1) – Highways have advised that the only solution is to raise the level of the road and they have concluded that this would be too expensive and create too much disruption. Clerk to report any future flooding to the “Strategic Flood Alliance” (Norfolk County Council). Reiterated the help available on the Cost-of-Living crisis and asked that residents asked for help as early as possible – packs are also available in the Library.
  - 4.3. Public speaking:  
Resident presented petition over speeding on non-major roads in Wroxham and the increase in use of fireworks. Discussed how BDC could incorporate fireworks in ASB. Discussed speeding zones – asked FW to ask Highways if there is a village wide solution to the problem.  
**ACTION CLLR WHYMARK**
5. **MATTERS ARISING FOR INFORMATION ONLY**
  - 5.1. Noted comment from residents that additional pedestrian crossings would be beneficial in Hoveton & Wroxham. Noted these are £125K each.

- 5.2. Pedestrian bridge over the Rover Bure. Noted rope inspection from the 23-25th Jan. No closures expected but there may be some disruption.
- 5.3. Noted proposal from Trafford Estates re sale of habitat land at Caen Meadow. Agreed that Cllr Fiske would contact them and talk about this piece of land and possible usage of the Dell.

**ACTION CLLR FISKE**

**5.4. New planning applications:**

- 5.4.1. Cypress House, 25 Staitheway Road, NR12 8TH - rear single storey extension. Deadline for comments to Broadland District Council by the 18th December. No objections.
- 5.4.2. 15 Church Lane, NR12 8SH. Single storey garage extension in front garden. Broadland District Council application no 20221914. Deadline for comments 24th December. To be reviewed by planning group.
- 5.4.3. 151 Norwich Road, NR12 8RZ. Completion of storage shed made up of timber construction. Broadland District Council application number 20221754. Deadline for comments 23rd December. To be reviewed by planning group.

**5.5. New tree works application:**

- 5.5.1. 6 The Avenue, Wroxham, NR12 8TN - T1 Oak - Approximately 16m high. Diseased.
- 5.5.2. Oakwood House, Beech Road, Wroxham, NR12 8TP - T1 - 16m Poplar – Fell
- 5.5.3. Brynwood, Beech Road, Wroxham, Norwich – extensive tree works. BA application. Closing date 22/12/2022

**6. PLANNING – Cllr M Allsop & Cllr Joynson**

- 6.1. Water abstraction licences – notification from the Environment Agency that they are starting the review of all abstraction licences from the River Bure. The number of licences will be reduced, although applicants will be able to appeal. Clerk to maintain a watching brief.
- 6.2. The Thatched Cottage, Beech Road, Wroxham, NR12 8TP – third revision – reduce the size of the replacement garage structure by 300mm – Broadland District Council (BDC) application no 20221843. Closing date for comments 10<sup>th</sup> December. Object.
- 6.3. Tree works applications in BA and BDC Conservation Areas:
  - 6.3.1. Hill House, 2 Skinners Lane, NR12 8SJ - BDC application no 20221759. London Plane - fell and replace the tree with a Weeping Willow. Also, under BA/2022/0454/TCAA. No objection.
  - 6.3.2. 197 Ground Floor, Norwich Road, NR12 8RZ - BDC application no 20221866. T1Fir - fell and replant. T2 Fir - fell and replant. No objection.

**7. LIASON WITH OTHER BODIES – Cllr M Allsop**

- 7.1. **Parochial Church Council (PCC)** – Church Hall sale – noted the article in The New Bridge magazine but no reply to WPC’s letter as yet.
- 7.2. **Remembrance Day & Sunday – 11<sup>th</sup> & 13<sup>th</sup> November** – both events went well and gave thanks to those that volunteered to support the event. Noted that the crosses would need replacing if decide to do this again next year. Wreaths to be removed as previously agreed at Council. Clerk to check date and advise. **ACTION CLERK**
- 7.3. **Norfolk Police:**
  - 7.3.1. Report from the community meeting on the A1151 layby on the 25<sup>th</sup> November attended by Cllr Everett and Cllr M Allsop. Police will be using Community Protection Orders for breaches of public decency. These can exclude offenders from the wider area thus reducing the issue of moving anti-social behaviour into other localities.
  - 7.3.2. Noted the invitation to attend “Find out more about policing in Norwich” 5<sup>th</sup> December.
- 7.4. **BDC Town and Parish Council Forum** - 28th November – Clerk attended. Discussion on mayors/elected regional leaders. Cost of living crisis and the strategic flood alliance.
- 7.5. **Broads Authority - Local Plan & design guide** consultation. Closing date is the 9 December 2022. Report from the working group – thanks to Cllrs Mantle & Holyoake who met up to review the consultation and put agree a response.
- 7.6. **Transport East** - Rural Mobility Survey about transport in rural areas, deadline 16<sup>th</sup> December. As above, working group met and agreed a response.
- 7.7. **Norfolk Minerals and Waste Local Plan Pre-Submission** consultation deadline 19 December 2022. Clerk has spoken to NCC about the Stanninghall Quarry that abstracts water from the River Bure. Concern that the amount of water abstracted will increase as the number of worked pits doubles. Clerk to respond. **ACTION CLERK**

## 8. FINANCIAL MATTERS – Cllr Fiske

### 8.1. Reviewed this period's financial position:

8.1.1.	Noted total bank balances for period of £61,635.42		
8.1.2.	Receipts – noted there were no receipts in the period.		
8.1.3.	Payments - agreed payments of £3,129.20 as below:		
Clerk stationary	Roys	£6.49	
Energy for footway lighting	Npower	£36.88	
Two replacement benches for Caen Meadow	Glasdon	£1,684.70	
Clerks mobile phone	Vodafone	£1.51	
Clerk & Cllr meeting to re 3 public consultations	(Members allowance)	The Old Mill	£17.80
Water for Cemetery	Wave	£19.37	
Hall bookings for October	The Wroxham Hub	£58.00	
Donation to the Warm Hub	The Wroxham Hub	£200.00	
Clerk employment costs	Clare Male	£1,644.14	
Clerk employment costs	HMRC	£487.55	
Clerk employment costs	Norfolk Pension Fund	£635.68	
Clerk's expenses	Clare Male	£26.00	
Clerk's travel	Clare Male	£39.15	

8.2. Report from the latest Finance meeting, held a week later due to sickness. Reviewed spend to date and budget – Clerk will be publishing a summary online. Reviewed the rate of inflation and agreed at 8%.

8.3. Proposed, and agreed, to freeze the precept for the 2023-24 financial year.

## 9. GOVERNANCE AND ADMINISTRATION – Cllr Everett

9.1. Meeting dates for 2023 – noted. Noted that there will be an election in May 2023. Councillors need to consider if they wish to stand for another four years. Clerk to update meeting dates to account for the elections. **ACTION CLERK**

9.2. Attendance at the Pension Employer Forum – 29<sup>th</sup> November 2022 – not attended due to need to move Finance meeting.

## 10. ACTION PLAN:

10.1. **Adoption of Wherry Gardens** – s106 – final legal documents (TP1) received and signed by Cllrs M Allsop and Fiske in front of a witness at the meeting. Waiting for final snagging to be completed by Hopkins Homes following final WPC's site visit. In the last month the Council has obtained playground inspection reports and these show concerns about the condition of the equipment that are outside the tolerances recommended by ROSPA. In discussions about a supplementary sum from Hopkins. **ACTION CLLR FISKE**

10.2. **Coronation** – discussed the proposal from Hoveton Parish Council (HPC) to hold a joint event at Hoveton Village Hall and playing field. Agreed to work with HPC and other organisations to plan an event for 6<sup>th</sup> May. Maypole dancing has been suggested.

10.3. **Trees project** – agreed to have include a piece in the Bridge on the importance of trees in the Parish and their ability to contribute to climate health as massive carbon stores.

## 11. HISTORIC & BURIAL SPACES

11.1. Discussed a permanent memorial for **Agnes Gardner King in St Marys Church**. Resident, with the agreement of the family, has removed the wooden cross and is drying it out. Agreed on the need for a plaque or similar to mark the grave of AGK as she was a great supporter and benefactor of the projects in the village. Gordon Barber funeral services in Hoveton have agreed to make a contribution to the project. Cllr E Allsop to investigate further and report.

## 12. STREET SPACES – Cllr Mantle/Cllr Joynson

12.1. **Flowerbeds** – to discuss plans for the maintenance of the southerly village sign bed and war memorial using drought tolerant plants. No progress at present.

12.2. **Community Payback** – attending regularly. Asked for suggestions for other projects in the village.

12.3. **SAM2** – first device has been located on the Salhouse Road where the speed limit sign has been relocated. The amount of traffic over the 30mph limit has reduced from 60% to 40%.

The second device has been located on The Avenue. Less than 1% of traffic is travelling at over 30mph. A bid for a replacement SAM2 has been made to BDC.

- 12.4. Leaning footway light on Church Lane** – advice from contractor is that the column is secure in the ground, poses no risk and to straighten it would be very costly. Agreed to maintain a watching brief. Clerk to add to risk register. **ACTION CLERK**

**13. RECREATIONAL SPACES**

- 13.1. Caen Meadow working party** – have had three meetings. Reported that the slope reseeding has been successful so far. Discussed reducing the amount of grass cutting. Agreed to review the grass cutting contract to see what is possible and formulate a proposal.

**ACTION CLLR FISKE & MANTLE**

- 13.2. Keys Hill wood** – update on deteriorating sycamore. Clerk to get quote for removal.

**ACTION CLERK**

**14. CORRESPONDENCE:**

- 14.1.** Complaint from resident about dogs not on leads – noted.

- 14.2.** Report from a resident about hole opening up on Skinners Lane. Reported to NCC. Clerk liaised with UK Power Networks on connection to possible power outages in the area.

- 15. ITEMS FOR NEXT AGENDA** – 2<sup>nd</sup> February 2023 at 6.30pm. Noted the next meeting of the Hoveton & Wroxham Alliance is scheduled for January.

- 16. CLOSE SECTION OF THE MEETING** - Reviewed the Clerks' appraisal and noted the 2022-23 pay scales.

*Meeting closed at 7.59pm.*

Published 14<sup>th</sup> December 2022  
Clare Male, Clerk & RFO to the Parish Council

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