



FULL COUNCIL MEETING - FINAL MINUTES

A virtual meeting held on Thursday 4th June 2020, 10.30am

This meeting was open to the public

Parish Councillors Present via Zoom:

Cllr Elaine Allsop
Cllr. Barry Fiske
Cllr Peter Mantle

Cllr. Malcolm Allsop
Cllr Angela Ireland

Cllr Philip Everett
Cllr Ian Joynson

Cllr Fran Whymark, Broadland District Councillor (BDC) and Norfolk County Councillor (NCC); Councillor Martin Richmond, Chair of Hoveton Parish Council (HPC); and one member of the public present.

Clerk: Clare Male

1. **ATTENDANCE** – Apologies from Cllr Sylvia Holyoake and Cllr Martin Murrell, Broadland District Council.
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 the meeting of the **7th May 2020**.
4. **PUBLIC SPEAKING**
 - 4.1. Report from District & County Councillor Fran Whymark – update on the number of C19 cases and deaths across the County. Update on support for businesses from BDC, working with Norfolk Resilience Forum.
 - 4.2. A review of crime figures and any update from **Norfolk Police** - Wroxham Beat manager will now report on an as relevant basis. Individual who stole from the plant stall at the Hub has been sentenced.
 - 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. Resident spoke about item 9.2.
5. **MATTERS ARISING FOR INFORMATION ONLY**
 - 5.1. NCC Highways Ranger will be visiting next week. Clerk passed along thanks to Councillors who had inspected their areas and reported faults.
 - 5.2. Complaint from a resident about Clarion Housing.
 - 5.3. Complaint about bonfires in Charles Close.
 - 5.4. Insurance renewal – quote now in for the higher asset value of up to £350K. Agreed that the additional premium was acceptable.
6. **CORRESPONDENCE**
 - 6.1. Norfolk County Council Highways – notification that the Norwich Western Link has received central government approval to move onto the next stage of planning.
7. **LIASON WITH OTHER BODIES – Cllr M Allsop**

- 7.1. Norfolk Police – report on crime figures. As item 4.2
- 7.2. Hoveton Parish Council – meeting update. Discussed the risks and issues associated with the return of tourists to the area. “No stopping” signs on the pedestrian footbridge over the River Bure to be provided by WPC & HPC. Details to be agreed. **ACTION CLLR ALLSOP**

8. OPERATION GOOD NEIGHBOUR – Cllr E Allsop

Brief update that the scheme continues, with minimal take up. The group is discussing what can be done to deal with the longer-term impact of C19.

9. PLANNING – Cllr M Allsop

- 9.1. 15 Charles Close, NR12 8TT – Erection of new fence. Broadland District Council application no 20200956. Deadline 5th June. No objection.
- 9.2. 17 Charles Close. Demolition of rear conservatory and internal walls. New rear and front extensions, with rooms in the roof. Broadland District Council application no 20200987. Deadline for comments 10th June. Discussed residents’ complaints regarding privacy. No objection with a comment that BDC make a site visit to assess these issues.
- 9.3. 4 Hartwell Road. Proposed minor improvements including rendering, increasing roof height of garage and replacement of doors and windows. Broadland District Council planning application no 20201003. Deadline for comments 10th June. No objection with a comment that the boundary issues are resolved.
- 9.4. 127 Norwich Road, NR12 8RY. Proposed loft extension. Broadland District Council planning application no 20201049. Deadline for comments 18th June. No objection.
- 9.5. 16 Church Terrace, Church Lane, NR12 8SH. Alteration to roof ridge to incorporate the existing flat roof side extension. Broadland District Council planning application no 20201056. Deadline for comments 20th June. No objection.
- 9.6. Tree works application:
9.6.1. Hill House, 2 Skinners Lane, Wroxham. T1: Sycamore - fell and replace with Osier. Broads Authority planning application no BA/2020/0165/TCAA . Deadline for comments 18th June. No objection.

10. FRIENDS OF CAEN MEADOW (FOCM) – Cllr Ireland

Report from Cllr Ireland and the FOCM on the current situation and thoughts on possible actions.

- 10.1. Update on signage. FOCM to propose some ideas.
- 10.2. Issues created by increase in visitor numbers, including complaints about parking and litter. Clerk to investigate cost and availability of larger bins with BDC. To investigate moving the bin from Church Hall that is no longer used for Community Payback litter picking. Parking issue – Clerk to raise the issue with Highways and Cllr Fiske to discuss parking with the Football Club. **ACTION CLERK**
- 10.3. The Dell – update. Not discussed.

11. CEMETERY - Cllr Mantle

- 11.1. Extension update – Cllr M Allsop liaising with BDC planning as to the change of design. Agreed tender document for the roadway, with a change to a standard grass mix. Agreed Clerk to publish the tender document on Contracts Finder as soon as possible. Hedging plants have been awarded by the Woodland Trust. **ACTION CLLR M ALLSOP & CLERK**
- 11.2. Existing cemetery – Reviewed Cllr Mantle’s proposed scheme. Discussed addition of memorial trees, however this dependent on the cost of the work to the extension. Rose bushes area to be included. Agreed Target Trees quote for removal of two trees in existing area and large branch in new area.
- 11.3. Memorial garden – replanting and maintenance contract. Discussed quotes. Awaiting written quotes. **ACTION CLLR MANTLE**

12. **MALTHOUSE LANE REGISTRATION – Cllr Fiske.** Not discussed.

13. **PUBLIC RECYCLING BINS – Cllr Mantle.** See item 10.

14. **AGNES GARDENER PLAYGROUND – Cllr Joynson**

Still locked up, following government advice. No contact from ROSPA on accessing the site for inspection. Cllr Joynson has repaired and varnished the benches. An application has been made to Tesco for a grant for a new nest swing. Investigating Persimmons.

15. TRAFFIC/SAM DATA REVIEW – Cllr Joynson

Discussed traffic volumes during lockdown. Cllr Joynson to get a quote for a replacement battery for the original SAM. **ACTION CLLR JOYNSON**

16. VILLAGE SIGN & WAR MEMORIAL GARDENING – Cllr Fiske

Cllr Fiske to discuss the maintenance with the volunteer. **ACTION CLLR FISKE**

17. FOOTWAY LIGHTING - Cllr Mantle

Update on discussions with BDC on power costs incurred to date and maintenance costs. Ongoing.

18. NEW VILLAGE SIGN – Cllr E Aillsop

Viewed photographs of the work completed thus far. Agreed to postpone the installation until next year. Clerk to contact Lord Lieutenant’s office to discuss possible dates in May. **ACTION CLERK**

19. FINANCIAL MATTERS – Cllr Joynson

19.1. This period’s financial position:

19.1.1. Noted total bank balances of £84,027.39

19.1.2. Receipts – noted receipts in the period of £2,643.90, as detailed below:

Cemetery water fees	Anglian water business	£5.34
Clerk’s mobile phone	Vodafone	£20.80
Zoom subscription monthly payment	Zoom GBP	£14.39
NP Law subscription balance (minus account credit)	Norfolk County Council	£120.00
Staff costs	Staff salary, tax, NI & Pension	£1,318.35
Staff costs	Staff salary, tax, NI & Pension	£310.35
Staff costs	Staff salary, tax, NI & Pension	£461.27
Staff costs	Staff expenses	£26.00

19.1.3. Payments - approved payments as recorded in the payment schedule of £2,276.50

19.2. Programme for end of financial year – accounts will go to the internal auditor on the 19th June, to be presented to Full Council on the 2nd July.

19.3. Noted the minutes of the Finance committee meeting.

19.4. Agreed the Christmas tree will go ahead but savings need to be found elsewhere to pay for the Cemetery.

20. GOVERNANCE AND ADMINISTRATION – Cllr Everett

20.1. Coronavirus risk assessment – including HR, playground reopening. No current issues of concern.

20.2. Future meeting times and locations. Meetings will be held at 6.30pm from July.

21. ITEMS FOR NEXT AGENDA – 2nd July 2020 at 6.30pm

Meeting closed at 12.27pm.

Clare Male, Clerk & RFO to the Parish Council

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Signed by.....

Dated.....