



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

**A meeting held on Thursday 1<sup>st</sup> October 2020, 6.30pm via Zoom**

### **Parish Councillors Present:**

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

No members of the public were present.

**Clerk:** Clare Male

1. **ATTENDANCE** – Apologies from Cllr Fran Whymark, Broadland District Councillor (BDC) and Norfolk County Councillor (NCC).
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 3<sup>rd</sup> September 2020.
4. **PUBLIC SPEAKING**
  - 4.1. Report read from District & County Councillor Fran Whymark – noted rates of Covid 19 in Norfolk and Suffolk, latest government advice on prevention and Norfolk County Council receiving Digital Council of the Year award 2020.
  - 4.2. A review of crime figures and any update from **Norfolk Police** – no report.
  - 4.3. Public speaking – no members of the public were present.
5. **MATTERS ARISING FOR INFORMATION ONLY**
  - 5.1. Dementia café – discussed the current situation and agreed that at the present time it is not feasible to hold the café. To review next year. Cllr Holyoake to advise the organisers.  
**ACTION CLLR HOLYOAKE**
  - 5.2. Engaging your Community – Cllr Ireland reported from a training course she attended and will distribute information.  
**ACTION CLLR IRELAND**
6. **CORRESPONDENCE**
  - 6.1. Update from BDC on the C19 engagement board.
  - 6.2. Boundary Commission review consultation on Norfolk County Council boundaries. There is a change to Wroxham ward area, to exclude Horstead, Coltishall and Spixworth and include the Plumsteads. Deadline for comments 23<sup>rd</sup> November. Clerk to feedback.  
**ACTION CLERK**
  - 6.3. Broads Authority – notice of consultation on residential moorings and peat extraction. Closing date for comments 20<sup>th</sup> November. No comments.
7. **PLANNING – Cllr M Allsop**
  - 7.1.1. Bryn Cottage, Beech Road, NR12 8TP. To build over the existing kitchen to form a new master bedroom and to build a new side extension to create a new playroom, bedroom and bathroom. BDC application no: 20201639. Deadline for comments 9<sup>th</sup> October 2020. **No objection.**

7.1.2.209 Norwich Road, NR12 8RZ. Single storey rear and side extension. BDC application no: 20201639. Deadline for comments 9th October 2020. **No objection.**

7.1.3.129 Norwich Road, NR12 8RY. Single storey rear and side extension. BDC application no: 20201660. Deadline for comments 15th October 2020. **No objection.**

7.2. Tree works application:

7.2.1. The River House, 10 Skinners Lane, Wroxham, Norwich - T1, T2, & T3. Alder tree. Fell. Young trees approx. 12m high & located within 1.5m of a thatched Boat House. Trees 4-15. Lime trees. Removal of epicormic growth up to a height of 5m. Application Number: BA/2020/0290/TCAA. Deadline for comments 18<sup>th</sup> September. **No objection.**

7.2.2. The Old School House, 32 Church Lane, Wroxham – Broads Authority application no BA/2020/0303/TPOA - T1: Copper Beech - crown reduction. Deadline for responses 29<sup>th</sup> September. Concerns as previously objected to. Correspondence with the Broads Authority discussing issues. Likely that the BA will rule in favour.

7.2.3. Hartwell House, 17 Hartwell Road, Wroxham – Broads Authority application no BA/2020/0312/TPOA - T10: Copper Beech - remove branch overhanging number 15 Hartwell Road, reduce height from 16m to 18m, crown reduction from 25m to 15m. Deadline for responses 1<sup>st</sup> October. **No objection.**

7.2.4. Holly Cottage, 22 Church Lane, Wroxham – Broads Authority application no (shared application with BDC) BA/2020/0316/TCAA - G1: Conifers - remove. T2: Golden Conifer - remove. G3: Hollies - remove. G4: Conifers - remove. Re-plant with Hazels, Oak and other native species. Deadline for comments 6<sup>th</sup> October. **No objection.**

**8. MARKET TOWN IMPROVEMENT STRATEGY – Cllr Fiske**

Update from meeting with Norfolk County Council (NCC). Agreed to set up a working party within Wroxham Parish Council of Cllr Fiske, Cllr M Allsop, Cllr Everett and Cllr Mantle, with support from Clerk. Awaiting further information from NCC before proceeding.

**9. FINANCIAL MATTERS – Cllr Joynson**

9.1. Reviewed the period's financial position:

9.1.1. Noted total bank balances of £89,513.81.

9.1.2. Receipts - noted receipts in the period of £22,614.90

9.1.3. Payments - agreed payments of £2756.57 as follows:

Zoom subscription	Zoom GBP	£14.39	
Anti bac surface spray and wipes	Roy's Supermarket	£4.98	
Postage stamps for Cemetery gravel letters	Post Office counters	£9.12	
Hand sanitiser	Reads Pharmacy	£11.98	
Stickers for lamp posts	CIM Signs & graphics	£35.16	
Laptop investigation and repair	Wroxham Computer Services	£40.00	
Clerk's monthly mobile phone	Vodafone	£24.91	
Zoom monthly subscription	Zoom GBP	£14.39	
Meeting at Liberties	Wroxham restaurant	£28.35	
Parts for playground maintenance	Cllr Ian Joynson	£88.95	
Recharge for Clerk's time to Operation Good Neighbour	Internal recharge	£754.81	
Engaging your community training - Cllr Ireland	NALC	£54.00	
Staff costs September	Staff salary, tax, NI & Pension	£1,488.31	
Staff costs September	Staff salary, tax, NI & Pension	£430.18	
Staff costs September	Staff salary, tax, NI & Pension	£474.15	
Staff costs September	Clerk's expenses - September	£26.00	
Staff costs September	Clerk's mileage - September	£11.70	

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

Face to face meetings are temporarily suspended whilst the rule of six is in place. The Hub has issued new terms and conditions for hirers. It requires hirers to move all the church furniture and then replace it after the event. Agreed this is unacceptable. Clerk to liaise with the Hub. **ACTION CLERK**

**11. ACTION PLAN 20/21**

11.1. Cemetery improvements and extension (Cllr Mantle) – noted the forthcoming delivery of 420 hedging plants from the Woodland Trust and agreed arrangements for teams planting, including a C19 risk assessment and the need for track and trace. Discussed plans for marketing trees, rose bushes and benches with full page advertising in the Bridge. Full plans to be submitted to future meetings.

Clerk to investigate VAT. Agreed to arrange consecration of old and new areas. Clerk to contact Rev Jump. **ACTION CLERK**

11.2. Footway lighting adoption (Cllr Mantle) – noted completion of the project. Issue with faults in two of the units in Preston Close and Nobel Crescent. BDC to replace Nobel Crescent unit. Preston Close is a sodium unit which will need replacing with a LED. Clerk to organise. **ACTION CLERK**

11.3. Agnes Gardner Playground (Cllr Joynson) – noted that the order has been placed for the new arrow swing with Wicksteed. 8 to 10 weeks lead time and then 4 to 5 days to install. Update on grants, Tesco still outstanding. The Council gave a vote of thanks to local residents who have contributed funding to the scheme and also to the Lions for their exceptional donations. The Council is especially grateful to all who contributed despite the rigours of Covid. Contributors will be invited to a grand opening of the swing once installed and ready for use.

11.4. Wherry Garden adoption (Cllr Ireland) – update from BDC that Hopkins Homes have provided more information on drainage which they are reviewing.

11.5. New village sign (Cllr E Allsop) – brief update on carving and installation.

11.6. War memorial improvements and registration (Cllr Ireland) – it was noted, with thanks to Cllr Ireland and volunteers, that the memorial was looking much improved. Agreed to purchase additional gravel and plants. Clerk to complete the application for land registration. **ACTION CLERK & CLLR IRELAND**

## 12. REMEMBRANCE SUNDAY (Sunday 8<sup>th</sup> November) – Cllr Allsop

Discussed plans for a Service of Remembrance. Discussions with the Rev Jump that the service will need to be very limited and will be held in the Church Hall car park. Church of England Covid 19 rules will need to be adhered to, which includes no singing. Plans to use a PA system to allow for recorded music and for the service to be heard over a wider area. Rev Jump to run the service and the memorial. Parish Council to organise the car park and to contact the organisations who might wish to attend. Cllr Allsop to draw up a list. **ACTION CLLR M ALLSOP**

Noted plans to install the Tommy statue again by the Lions next to the village sign opposite Roy's fuel station.

## 13. SPEEDING & SAM 2 – Cllr Holyoake & Joynson

An advert has been placed in the October edition of the Bridge calling for volunteers. Cllr Holyoake to put posters up in Roys and the Post Office. **ACTION CLLR HOLYOAKE**

New location for a SAM2 device in the Avenue decided – awaiting permission from Norfolk County Council Highways. Old unit requires new batteries, Clerk to order. **ACTION CLERK**

## 14. CHRISTMAS TREE – Cllr Fiske

Discussed and agreed the proposals for a number of smaller trees for the 2020 festive season. Agreed the budget. Issues with transporting a larger number of trees back from the supplier. Cllr Fiske to write a specification for a firm pricing by the supplier. **ACTION CLLR FISKE**

## 15. KEYS HILL WOOD – Cllr Joynson

Discussed plans for additional tree planting work to replace the new trees that failed and fill in other gaps. Trees have been awarded by Broadland Tree Network, funded by BDC. Cllr Joynson will organise a small working party of Councillors for planting. **ACTION CLLR JOYNSON**

## 16. BRIDGE BROAD MARINA FENCE – Cllr Fiske

Discussed the correspondence between parties, complaints from residents and communication with BDC planning enforcement and the Broads Authority. Cllr Mantle to pursue with Landamore's. **ACTION CLLR MANTLE**

## 17. BROADBAND – Cllr Ireland

Discussed correspondence with NCC on the Better Broadband scheme. Concluded that they cannot use existing schemes to support the Parish. Discussed the possibility of using the mast at the Football Ground to provide superfast Broadband to the village.

## 18. ITEMS FOR NEXT AGENDA – 5<sup>th</sup> November 2020 at 6.30pm

Meeting closed at 8.00pm

Clare Male, Clerk & RFO to the Parish Council

Published 6<sup>th</sup> October 2020

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*Signed*.....

*Date*.....