



FULL COUNCIL MEETING - FINAL MINUTES

A meeting held in the Hub and via Zoom on Friday 7th May 2021, 6.45pm

Parish Councillors Present:

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

Four members of the public, one in person and three via Zoom.

Clerk: Julie King

1. **ELECTION OF CHAIR** – Cllr M Allsop was unanimously elected Chair.
2. **ELECTION OF VICE CHAIR** – Cllr Everett was unanimously elected Vice-chair.
3. **ELECTION OF FINANCE CHAIR** – Cllr Joynson was unanimously elected as Finance Chair.
4. **ATTENDANCE** – apologies from Cllr Fran Whymark (Norfolk County Council (NCC) & Broadland District Council (BDC)), PC Steve Clark.
5. **DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS** – none.
6. **MINUTES OF PREVIOUS MEETING** – agreed the accuracy of the final minutes of the Parish meeting of the **1st April 2021**.
7. **PUBLIC SPEAKING**
 - 7.1. No District Councillors present.
 - 7.2. County Councillor was not present but had submitted a written report.
 - 7.3. The crime report had been circulated.
 - 7.4. Public Speaking – members of the public raised the following:
 - concern regarding planning application 20210607, 11 Skinners Lane, they felt that it was too cramped and if approved would set a precedent for the remainder of the lane
 - concern regarding the roll top bin at Caen Meadow, the size and colour made the bin unsightly, disappointment with the lack of consultation with the residents of Church Lane, asked if screening could be considered
 - concern regarding the highway surface of Malthouse Lane, Highways had laid a covering of large grey gravel but it was thought that a further, smoother surface should have then been applied the surface was now eroding
 - concern regarding the sign on Malthouse Lane at Caen Meadow, they would like an input into any future signage and suggested that it should contain 10-20 words to ensure that it was read
 - members of the public were going to ask the Trafford Estate for permission to pull up pond liners in the Dell and if permission was granted asked if they could dispose of the liners in the Biffa bin.

The Chair thanked the members of the public for their contributions.

James Knight, Norfolk Broads Direct, joined the meeting a little later to clarify and answer any questions regarding their planning application (item 10.4 on the agenda). The area had sunk by up to 30cm, the work carried out had raised it back up to historic levels. The first entrance had been closed as there was now too much of a difference in levels, this could be reopened if Highways raised the road and footpath to match.

8. MATTERS ARISING FOR INFORMATION ONLY (items received since the agenda was issued)

8.1. None.

9. CORRESPONDENCE

- 9.1. Request from a resident for public outdoor space gym equipment, it was agreed to consider at the Finance Committee along with other future projects **ACTION FINANCE COMMITTEE**
- 9.2. Notification from NCC Highways that work would start on the footway on the north east side of Charles Close earlier than expected, 27 May instead of 14 June – noted.
- 9.3. Message from Hoveton PC re an enquiry from a member of the public on painting the river bridge – “no works are currently planned for painting, there is a scheduled clean at some point, hopefully this year, budget allowing. Annual inspections are being carried out, there should be one for the footbridge soon, they are aware of the current deterioration of the paint, it has been noted but currently it is not a priority.” – noted.
- 9.4. Complaint from a resident of Wherry Gardens about another property using common land for personal recreation – this was noted, the area currently belonged to Hopkins homes but may be an issue that the Parish Council would need to address once they adopted the area.
- 9.5. NALC General Meeting on 20th May 2021 will be via Zoom for Councillors, Clerks and Staff – Cllr Joynson would be attending
- 9.6. Wroxham & Hoveton Community Care Scheme appeal for funds – to be considered by the Finance Committee **ACTION FINANCE COMMITTEE**

10. PLANNING – Cllr Everett

- 10.1. Proposed extinguishment of part of Footpath 3 Wroxham [BIRKETTS-LEGAL.FID9773356] – the Parish Council had no objection, there was an alternative route through Wherry Gardens.
- 10.2. 11 Skinners Lane, NR12 8SJ - Erection of a new single dwelling. Broadland District Council application no 20210606. The Parish Council had objected for the following reasons: infill contrary to the Neighbourhood Plan, unsuitable location for the type of dwelling proposed, insufficient plot size, it would set a precedent for similar schemes.
- 10.3. Land to the west of Church Terrace, NR12 8SH - Erection of a new dwelling. Broadland District Council application no 20210607. The Parish Council had objected for the following reasons: development would go beyond the building line, in direct view of the Church, adjacent to and opposite listed buildings, it would set a precedent for similar schemes. It was noted that Highways had objected on the grounds of additional traffic exiting onto Church Terrace.
- 10.4. Norfolk Broads Direct Ltd, Norwich Road. Replacement of 95m of dilapidated quay heading with new sheet steel piling and associated timber quay heading furniture. Broads Authority application no BA/2021/0128/FUL. It was noted that this was a retrospective application for work that had already been carried out to improve the car park. The Parish Council had no objection.
- 10.5. New tree works applications – 7 Charles Close, removal of lower limbs of beech tree – no objection. 148 Norwich Road, removal of two groups of sycamores, previous approved application had expired before the second group could be removed – no objection.

11. FINANCIAL MATTERS – Cllr Joynson

- 11.1. Reviewed this period's financial position:
 - 11.1.1. Noted total bank balances of £82,542.44 at 6th May 2021.
 - 11.1.2. Receipts – noted receipts in the period - £24,495 Precept from Broadland District Council, £1,100 cemetery.
 - 11.1.3. Payments – the following payment had made since the last meeting:

NPLaw	Subscription	£500.00
The following payments were agreed:		
Norfolk Parish Training & Support	Seminar attendance	£240.00
The contractual payments to the Clerk, HMRC and Norfolk Pension Fund would be made.		
- 11.2. Audit programme and Norfolk Pension Fund year-end – Norfolk Parish Training and Support would be providing the Responsible Financial Officer role whilst the Clerk was away and would complete the year-end as required.

12. GOVERNANCE AND ADMINISTRATION – Cllr Everett

- 12.1. Covid19 update – all Covid19 precautions had been in place for the meeting and the same arrangements would be in place for the meeting the following month. The room had been booked for the Finance Committee Meeting on 20th May.
- 12.2. Removal of the NP website and its replacement – This was in hand; Vicky West from Broadland District Council was ensuring that the material complied with accessibility requirements and once complete would forward to the Parish Council
- 12.3. Local Government Association’s revised model code of conduct had been published – it was noted that NALC would be issuing guidance and training and then a policy review would be required.

13. LIASON WITH OTHER BODIES – Cllrs E & M Allsop

- 13.1. Wroxham & Hoveton Alliance – Cllr Mantle, Cllr Holyoake and Cllr M Allsop had attended a meeting. The Broads Authority and Broadland District Council had been written to regarding the clearing of the site at Station Road, Hoveton, it had been suggested that Hoveton Parish Council request that Broadland District Council serve a section 215 notice under the 1990 Town and County Planning Act. A joint infrastructure study had been carried out and a joint meeting with Highways to discuss had been requested.
- 13.2. Wroxham & Hoveton Good Neighbour Scheme – concern was expressed regarding the management of this organisation; it was agreed to refer this to the Wroxham & Hoveton Alliance.

ACTION WROXHAM & HOVETON ALLIANCE

14. ACTION PLAN 20/21:

ACTIVE PROJECTS:

- 14.1. Wherry Garden adoption - Cllr Ireland. There had been no meeting held although informal talks continued. It was understood that an offer had been submitted to Broadland District Council, this would be referred to the Finance Committee. It was noted that Lamberts were on site installing new drainage.
- 14.2. Cemetery improvements and extension - Cllr Mantle.
 - 14.2.1. Land registration – was in hand, a response from NP Law was awaited.
 - 14.2.2. Irrigation – an update would be circulated.
 - 14.2.3. Marketing Plan – the discussed extension had been put on hold until October or November when it was proposed to plant addition trees to extend the avenue.
- 14.3. New village sign – Cllr E Allsop. Opening ceremony 16th July, councillors were asked to be in attendance. Many local dignitaries had accepted their invitations including the Lord Lieutenant, the local MP, District Councillors, County Councillor and the Police Crime Commissioner. The invitees would be offered refreshments at The Hub, it was hoped that these would be provided by the WI. The event would be advertised in The Bridge. Two uniformed Police Officers would be in attendance as well as the Head of the Norfolk and Suffolk roads Policing Unit. Cllr E Allsop would circulate a list of invitees, any suggestions for additional invitees should be directed to Cllr E Allsop.

ACTION CLLR E ALLSOP

- 14.4. Agnes Gardner Playground improvements - Cllr Joynson. One quote had been received and more were being sought, this would be referred to the Finance Committee.

ACTION FINANCE COMMITTEE

- 14.5. Wroxham in Bloom – Cllr Ireland. An application had been made to Highways to ascertain the positioning of cables before the area at the top of The Avenue could be dug out. Cllr Joynson would look at the crumbling base of the old village sign before the soil beneath it could be prepared for planting. Cllr Ireland would prepare costings for the Finance Committee.

ACTION CLLR IRELAND, CLLR JOYNSON, FINANCE COMMITTEE

- 14.6. Management plan for Caen Meadow and Trafford Memorial Ground, including a tree planting programme – Cllr Everett had produced a draft plan recording the four areas of ownership, each of which had a different legal status, as well as an audit of the facilities. It would contain operational contractor commitments, proposals for community engagement and the development and renewal of the assets. The draft plan was in dropbox – Land & Assets/Cain Meadow/Management Plan

ACTION CLLR EVERETT

- 15. **SPEEDING & SAM 2 – Cllr Joynson.** Review the data for the SAM2 devices. The latest data had been circulated which showed a rate of 6,500 cars per day each way and an increase in the percentage of speeding motorists to 22%. Consideration was given to positioning the device on The Avenue by Beach Road

16. **RECREATIONAL AREAS:**

- 16.1. **CAEN MEADOW – Cllr Ireland** – Request from neighbours for a screen behind the roll-top bin at the entrance to Caen Meadow – it was anticipated that the bin would be required until the end of August to cope with the number of visitors expected but it would be kept under review and would be removed as soon as possible. Cllr Fiske and Cllr Mantle would look at the possibility of screening, however it was recognised that it was important that visitors could see and use the bin and Biffa would also need to be able to see it when they attended to empty it. **ACTION CLLR MANTLE & FISKE**
- 16.2. Bin collections, additions, relocation. Signage Review. Bench repair and branch down on Holly Cottage side – The frequency of bin collections would be reviewed now that the roll top bin was in place. The review of signage was part of the main plan. It was noted that the wording on a sign on Malthouse Lane was inconsistent with other signs at the site. The bench had been repaired.
- 16.3. **AGKP – Cllr E Allsop** – Opening ceremony 22nd May at 10.30am. The ribbon would be cut by one of the contributors and the child who had inspired the addition of the nest swing. The Lions had also been invited **ACTION CLLR E ALLSOP**
- 16.4. **KEYS HILL WOOD – Cllr Joynson** – The fitting of bird, owl and bat boxes – straps had been ordered, once received the boxes would be fitted. **ACTION CLLR JOYNSON.**

17. **HISTORIC & BURIAL SPACES –**

- 17.1. War memorial boundary with Church Hall – broken fence update. The fence had been repaired.

18. **STREET SPACES –**

- 18.1. **PGA019 – Wroxham to Salhouse 50mph speed limit reduction.** Signs still awaited
- 18.2. **DEFIB LIGHT** – Cllr Joynson – The estimate from the contractor was awaited which would include a revamp of the switches.
- 18.3. **ACCESSABILITY ON FP2** – request from resident to remove the barriers at each end. Highways had confirmed that the barriers had been erected without proper authority. The Clerk had requested that either Highways remove the barriers or the pay the Parish Council to do so.
- 18.4. **NEW DOG WASTE BIN THE AVENUE** – Cllr Ireland – permission had been granted and the bin had been installed.
- 18.5. **DOG WASTE BIN OUTSIDE THE HUB** – requires a new post. The post needed to be ordered, the bin would be resited in the same position.
- 18.6. **BRIDGE BROAD MARINA FENCE** – job remains unfinished. The Broads Authority were dealing, the remaining panel would be installed as soon as the swan nest had been vacated.
- 18.7. **DITCH ALONG SALHOUSE ROAD (adjoining Wherry Gardens)** – Norfolk County Council would be clearing the ditch. It was noted that contractors working for Hopkins Homes were depositing grass cuttings into the ditch.
- 18.8. **HIGHWAYS ISSUES REPORTED** – noisy drain cover on Norwich Road. There were a number of drain covers that had been reported to Highways including one outside the laundrette.

- 19. **ITEMS FOR NEXT AGENDA** – 3rd June 2021 at 6.30pm – Cllr Joynson – proposed tree planting mapping. Street sign, Preston Close – previously reported to Broadland District Council

Meeting closed at 8.22pm
Julie King, Locum Clerk

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Signed.....

Dated.....