



FULL COUNCIL MEETING - DRAFT MINUTES

A virtual meeting held on Thursday 7th May 2020, 11.00am

This meeting was open to the public

Parish Councillors Present via Zoom:

Cllr Elaine Allsop
Cllr. Barry Fiske
Cllr Ian Joynson

Cllr. Malcolm Allsop
Cllr. Sylvia Holyoake
Cllr Peter Mantle

Cllr Philip Everett
Cllr Angela Ireland

Clerk: Clare Male

1. **ATTENDANCE** – All Councillors present 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 meeting of the **2nd April 2020**.
4. **PUBLIC SPEAKING**
 - 4.1. Received a report from District Councillor Murrell who gave an update on Broadland District Council's (BDC) response to Covid-19. Reported on the reopening of recycling centres in the next couple of weeks to alleviate problems with fly tipping. Councillors responded that fly tipping is exacerbated by charging at the sites.
 - 4.2. Received a report from County Councillor for Wroxham Ward.
 - 4.3. Reviewed crime information from PC Steve Clarke (info no longer provided centrally). Advised that the Police will not be joining Zoom meetings. Over the past four weeks there are no pressing issues, with 25 calls to police over this period. Two incidents of note: theft of honesty box from The Hub 13/4/2020 and violence resulting in two arrests in Loynes Drive 4/4/2020. Discussed need for up to date crime information. Cllr M Allsop to draft letter to Norfolk Police and to share with Salhouse Parish Council.
ACTION CLLR M ALLSOP
 - 4.4. Public speaking – no members of the public present.
5. **MATTERS ARISING FOR INFORMATION ONLY**
 - 5.1. Victory in Europe day – Cllr Mantle to fly the Lest we Forget flag.
 - 5.2. Royal Garden Party 2020 – Cllr Fiske's attendance postponed to 2021.
6. **CORRESPONDENCE**
 - 6.1. Local Government Boundary review – suspension of Norfolk electoral boundaries review.
 - 6.2. Community Payback team – to advise on the suspension of all activities, including litter picking in Wroxham. Councillors and the public to pick up litter where safe to do so. Publicised on Facebook.
 - 6.3. Broads Authority – request for details of angling in the Parish.
7. **LIASON WITH OTHER BODIES – Cllr M Allsop**

Discussed complaint from a Councillor from Hoveton Parish Council about WPC's objection to the Village Halls planning application for twice weekly car boot sales.

8. OPERATION GOOD NEIGHBOUR – Cllr E Allsop

Scheme going very well, with 50 volunteers signed up. Committee has produced a leaflet that has been delivered to all the households in Wroxham and Hoveton.

9. PLANNING – Cllr M Allsop

- 9.1. Update on the advice from Broadland District Council on advertising and consultation for planning applications during lockdown. Noted that there is no need for the Council to discuss all applications at Full Council meetings. Comments can be made on small scale applications without discussion at Full Council. This follows existing WPC procedure.
- 9.2. 51 Charles Close, NR12 8TT – Demolition of existing garages and stores, erection of new garage and single storey rear and side extensions & alterations to existing front entrance. Broadland District Council application no 20200890. Deadline 17th May. Agreed to support the application.
- 9.3. Tree works application:
 - 9.3.1. Landings, Beech Road - BA/2020/0116/TCAA. Fell liquid amber. Deadline 6th May.
 - 9.3.2. Hartwell House, 17 Hartwell Road - BA/2020/0121/TPOA. Remove a Beech and two Limes. Pollard other limes. Deadline 13 May.
 - 9.3.3. Hill House, 2 Skinners Lane - BA/2020/0124/TCAA. Fell Sycamore. Deadline 14 May.

10. GOVERNANCE AND ADMINISTRATION – Cllr Everett

- 10.1. Reviewed, made some changes to the assigned village areas, trees in the village and the convener of the Cemetery project. Agreed the proposed roles and responsibilities update. Clerk to publish on the WPC website. **ACTION CLERK**
- 10.2. Coronavirus risk assessment – discussed Clerk not being able to work due to lack of childcare and procedure for reopening of playgrounds. Agreed new signage will be required for when this happens. Cllr M Allsop to prepare signs ready for opening. **ACTION CLLR M ALLSOP**

11. FRIENDS OF CAEN MEADOW – Cllr Ireland

- 11.1. The Dell. Discussed recent correspondence over the possible purchase of this area by a local resident, to be landscaped and opened as an area for the over seventies. Agrees that the Council would prefer for it to remain as a valuable wildlife resource. To be discussed at the next meeting between WPC and Trafford Estates. Clerk to write to Trafford Estates to clarify position. **ACTION CLERK**
- 11.2. Reviewed and agreed the proposed Terms of Reference for the Friends of Caen Meadow group. Agreed to update the signage on Trafford Memorial Ground to reflect the maintenance of the Staithe by the Broads Authority with a vinyl overlay. Litter picking equipment to be investigated. **ACTION CLLR IRELAND.**

12. CEMETERY - Cllr Mantle

- 12.1. Extension — discussed the proposed tender document for works. Agreed that the Cemetery project group should meet before the next Finance meeting to discuss in light of revised CIL funding impact on the scope of the design. **ACTION CLLR ALLSOP**
- 12.2. Memorial garden – replanting and maintenance contract. Clerk to write to the contractor to express dissatisfaction with outcome of scheme. **ACTION CLERK**

13. FOOTWAY LIGHTING - Cllr Mantle

- 13.1. Update. A lot of work still to be done. BDC contract not completed with the details of the proposal and the original maintenance quotes need revising. Cllr Mantle to contact BDC to discuss completing the documentation and to produce a specification to go with the asset list to facilitate a procurement for maintenance. **ACTION CLLR MANTLE**
- 13.2. To sign off BDC transfer agreement. As above.

14. VILLAGE SIGN – Cllr E Allsop

- 14.1. Update. Stone in transit but delayed due to C19. Stonemason wants the erection to happen in good weather so it may have to be postponed until 2021.
- 14.2. Discussed and agreed the relocation of existing road signs. This will require additional budget which will need to be allocated into next financial year. Clerk to approach Highways to discuss and get a quote. **ACTION CLERK**

15. FINANCIAL MATTERS – Cllr Joynson

- 15.1. Reviewed this period's financial position:
- 15.1.1. Noted total bank balances of £81,424.02
- 15.1.2. Receipts - noted receipts in the period of £22,162.50
- 15.1.3. Payments - approved payments of £3,688.80 as follows:
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|---|------------------|-----------|-----------|
| Clerk's mobile phone bill | Vodafone | £45.81 | |
| 2 Year anti-virus package laptop | Kaspersky | £35.99 | |
| Clerk professional subscription | SLCC Enterprises | | £180.00 |
| Zoom subscription monthly payment | Zoom GBP USA | | £14.39 |
| Operation Good Neighbour costs | Tom Herman | £106.64 | |
| Remove leaning Ash and fallen Holly, KHW | Target Trees | | £1,110.00 |
| Remove fallen tree Caen Meadow | Target Trees | £80.00 | |
| 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 | |
- 15.2. Discussed the programme for end of financial year. Clerk will present the finished, internally audited accounts for the July Finance meeting. To book auditor. **ACTION CLERK**
- 15.3. Reviewed and approved the 20/21 action plan. Updated the Cemetery registration budget. Discussed the possible registration of Malthouse Lane. To add to next meeting agenda for discussion on inclusion and Clerk to send around previous correspondence. **ACTION CLERK**
- 15.4. Noted the minutes of the Finance committee meeting.
- 15.5. Discussed the grant request from Priscilla Bacon Hospice and agreed that it complies with the grant policy. Agreed a donation of £250.

16. **ITEMS FOR NEXT AGENDA – 4th June 2020 at 10.30am**

Meeting closed at 12.59pm.

Clare Male, Clerk & RFO to the Parish Council

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