



FULL COUNCIL MEETING - DRAFT MINUTES

A meeting held on Thursday 1st April 2021, 6.30pm via Zoom

Parish Councillors Present:

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

Cllr Martin Murrell (Broadland District Council) & Angus Turville (Tree Warden for Broadland Tree Network).

Two members of the public were present.

Clerk: Clare Male

1. **ATTENDANCE** – apologies from Cllr Fran Whymark (Norfolk County Council (NCC) & Broadland District Council (BDC)), PC Steve Clark
2. **DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS** – item 7.5 – all members of the planning group are members of Norfolk Broads Yacht Club and therefore declined to review the application. Councillors Fiske, Ireland and Holyoake reviewed the application.
3. **MINUTES OF PREVIOUS MEETING** - agreed the accuracy of the final minutes of the Parish meeting of the 4th March 2021.
4. **PUBLIC SPEAKING**
 - 4.1. Report from Cllr Martin Murrell of Broadland District Council – a consultation is taking place for The Homes Fund, which will be a major change to policy. Currently reviewing rolling out a new social prescribing policy which is being used in South Norfolk. SNAP meeting priorities are geared around speeding and anti-social behaviour at Caen Meadow.
 - 4.2. Report from District & County Councillor Fran Whymark – a new portal is being launched for applications for social housing.
 - 4.3. A review of crime figures and update from Norfolk Police. Figures for the last month in Wroxham - 1 assault, 1 case of harassment, several welfare concerns.
 - 4.4. Public speaking – none.
5. **MATTERS ARISING FOR INFORMATION ONLY (items received since the agenda was issued)**
 - 5.1. Notification from Norfolk County Council Highways that the north east section of the Charles Close footpath will be replaced from the 14th June to 16th July 2021.
 - 5.2. Tree works application for 38, Keys Drive from Broadland District Council. The tree has a Tree Protection Order on it and has a history of applications to fell. Clerk to ensure that the Council are consulted. **ACTION CLERK**
 - 5.3. Great British Spring Clean – the Keep Britain Tidy campaign is asking for Parish Councils to pledge to take part between the 28th May – 13th June 2021. Agreed to take part. To discuss further and agree how to participate. Clerk to circulate document. **ACTION CLERK**
 - 5.4. Audit documents received from PKF Littlejohn. Several changes to the accounting requirements. Firstly, a change to coding mileage, which the Clerk has completed and secondly a new requirement

to have a General Reserves Policy including reviewing the level and purpose of all earmarked reserves. Clerk to add to the agenda for the next Finance committee meeting.

- 5.5. Norfolk County Council have a Treescape fund in addition to the One Million Tree initiative.
- 5.6. Opening of the Agnes Gardener Playground new nest swing – proposed and agreed to hold the delayed ceremony on 22nd May 2021 at 10.30am. Clerk to reissue invitations. Cllr Joynson to arrange a working party to tidy up before the event. **ACTION CLERK & CLLR JOYNSON**

6. CORRESPONDENCE

- 6.1. PGA019 - Wroxham to Salhouse 50MPH Speed Limit reduction - Traffic Regulation Order – noted correspondence from Norfolk County Council Highways that the speed limit will be relocated further south. Clerk to ask for information on the new location. **ACTION CLERK**
- 6.2. Request from Broadland District Council to sign the Armed Forces Covenant for Parish Councils. Agreed.
- 6.3. Broads Authority – presentation of plans for Pocket Park, Hoveton. Noted.
- 6.4. Invitation to a seminar - Green ways to Green spaces - An Introduction to the Norfolk Access Improvement Plan & the NLA - Thursday 25th March at 7.00 p.m. on Zoom. Cllr Malcolm Allsop attended and reported on the event.
- 6.5. Invitation to attend the Broads Forum Thursday 22nd April. Cllr M Allsop and Clerk to attend.
- 6.6. Invitation to Meet the Lieutenancy webinar – Tuesday 30th March on Zoom. Cllrs E & M Allsop attended and reported on the event. All honours nominations go through Lady Dannatt's office.
- 6.7. Request to complete a questionnaire on Tourism in the Parish from Norfolk County Council EXPERIENCE project – deadline for responses 16 April 2021. Councillors to respond individually.
- 6.8. One million trees for Norfolk campaign – discussed correspondence from Norfolk County Council. Discussed a publicity campaign to encourage local residents to apply. Cllr Joynson to liaise with the tree warden on where to put new trees in public open spaces. **ACTION CLLR M ALLSOP & JOYNSON**

7. PLANNING – Cllr M Allsop

- 7.1. Hoveton Great Broad Stakeholder Briefing 2021 from the Environment Agency - deadline for comments 6th April. No comment.
- 7.2. Noted the refusal of planning permission for the second stage of the Brook Park development in Hoveton.
- 7.3. CPRE correspondence on GNLP – noted.
- 7.4. 17 Charles Close, Wroxham, NR12 8TU. Demolish existing double garage & build new double garage. Demolish existing front boundary wall and build new boundary wall. Broadland District Council application no 20210374. Deadline for comments 7th April. No objection.
- 7.5. Norfolk Broads Yacht Club, The Avenue. Replacement of existing single storey office building with one of similar size and same location, subsidiary to the main clubhouse building. Broads Authority application no BA/2021/0092/FUL. Deadline for comments 8th April. No objection.
- 7.6. New tree works applications:
- 7.6.1. Burewood House, Beech Road. Broads Authority application number: BA/2021/0100/TCAA. Proposal: T1 - 9m high - Conifer, to remove to ground level, T2 - 9m high - Ash to remove to ground level, T3 - 10m high Thuja to remove the dysfunctional limb only, T4 - 6m high dead alder to remove, T5 - 8m high pollarded willow to remove the limb over the boathouse itself, T6 - 8m high ash to remove. Deadline for comments 12th April. Cllr Joynson to review. Discussed notification of BDC tree works application. Cllr Joynson to follow up.

ACTION CLLR JOYNSON

8. FINANCIAL MATTERS – Cllr Joynson

- 8.1. Reviewed this period's financial position:
- 8.1.1. Noted total bank balances of £61,925.04 at 24th March 2021.
- 8.1.2. Receipts - noted receipts in the period of £1,850.19
- 8.1.3. Payments - agreed payments of £4,230.88 as detailed below:

File storage subscription	Dropbox	£95.88
Owl box and 2 bat boxes, Keys Hill Wood	RSPB Sales Ltd	£158.98
Cemetery costs	Brunel engraving	£127.56
Clerks mobile phone bill	Vodafone Ltd	£21.80
Cemetery costs	www.wealdenbenches	£489.90
Video conferencing subscription	Zoom	£14.39
Broadland Tree Network subscription	Broadland Tree Network	£30.00

Grant for Church Hall roof	Church	£250.00
Support subscription	NALC	£297.11
Plants for village sign	Cllr Ireland	£72.00
Street Lighting Maintenance	TT Jones electrical	£13.50
Green wheelie bin emptying	Broadland District Council	£206.50
Emergency tree works Caen Meadow	Target Trees	£250.00
Staff salary, tax, NI & Pension	Clare Male	£1,346.71
Staff salary, tax, NI & Pension	HMRC	£330.30
Staff salary, tax, NI & Pension	Norfolk Pension Fund	£474.15
Clerks' expenses	Clare Male	£26.00
Clerks' travel	Clare Male	£26.10

8.2. Noted the Finance minutes of the 18th March 2021.

8.3. Noted the end of year balance for 2020-21 of £61,910.65. Underspent due to some expenses not realised due to Covid 19; delay to Footway lighting billing by BDC and increase in income from the Cemetery.

8.4. Audit programme - Clerk proposed that all the information would be finalised by the end of April, passed to the internal auditor to complete by the end of May, signed off by Full Council on the 3rd June with a final deadline of the 1st July. Norfolk Pension Fund year end will be handled by the payroll provider.

9. GOVERNANCE AND ADMINISTRATION – Cllr Everett

9.1. Covid19 update – legislation governing meeting changes from 7th May. Agreed to move the next meeting from the 6th to 7th May, holding the meeting face to face at The Hub with the public zooming in. Clerk to make arrangements.

ACTION CLERK

9.2. Report on progress with the accessibility review of the Neighbourhood Plan (NP) as requested by BDC. Cllr Everett to use Clerk's laptop to update the document whilst she is on annual leave.

ACTION CLLR EVERETT

9.3. Discussed the removal of the NP website and its replacement. Agreed to hold a meeting to agree further details. Clerk to arrange.

ACTION CLERK

9.4. Review and agree the protocols in Operation London Bridge. Agreed to hold a meeting to agree further details. Clerk to arrange.

ACTION CLERK

9.5. Freedom of Information request update. Request was for information that the Council do not hold, so referred the requestee to BDC.

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

10.1. Wroxham & Hoveton Alliance – first meeting has been held virtually. Discussing the derelict buildings on Station Road, Hoveton. The Broads Authority has since advised that there is an interested party in the site. Cllr M Allsop working on publicity about the issue asking the authorities to take urgent action. Next meeting 19th April.

10.2. Norfolk police - Wroxham, Rackheath and Salhouse priority setting meeting on the 31st March. Cllr Everett gave a report. Police reassured WPC that they will be making regular patrols of Caen Meadow. Discussed speeding, covid rules enforcement, and the policy of "park, walk and talk". Priorities for the next 3 months are speeding, anti-social behaviour and drugs. Discussed possible seasonal parking on Church Lane. Need to follow up no parking cones as seen at Coltishall Green last year. Possibility of white lines outside the main entrance gate to stop parking. Agreed to set up a small working party to review the issues – Cllr Ireland, Cllr Everett & Cllr M Allsop.

ACTION CLLR EVERETT

10.3. BDC Planning enforcement training – report from Cllrs E & M Allsop.

10.4. Broadland Futures Initiative – report Cllr Mantle who has now completed the survey on the Council's behalf.

11. ACTION PLAN 20/21:

ACTIVE PROJECTS:

11.1. Wherry Garden adoption - Cllr Ireland. Reported on the meeting with Hopkins Homes & Broadland District Council. Topics discussed included drainage on the public open spaces, the fence

that borders the Norwich Road, and trees. Agreed Cllr Fiske to contact the senior management team at Hopkins Homes to discuss. Clerk to advise BDC. **ACTION CLERK & CLLR FISKE**

- 11.2. Cemetery improvements and extension - Cllr Mantle.
11.2.1. Land registration – historic documents located. Clerk met with NP Law with the deeds. NP Law are to review the deeds and advise on the best course of action.
11.2.2. Irrigation – some items are on order to assist watering and Cllr Mantle is working on a rota.
11.2.3. Memorials – another memorial plaque has been fitted and a memorial bench is on order.
11.3. New village sign – Cllr E Allsop. New unveiling date 16th July with the Lord Lieutenant of Norfolk. Discussed arrangements for the event including other civic dignitaries, catering in The Hub, publicity for the village, invitations, gazebo. Installation arrangements – base will be fitted at the end of May. Clerk to advise Nick Hindle. **ACTION CLERK & CLLR E ALLSOP**
11.4. Agnes Gardner Playground improvements - Cllr Joynson. Update on the site meeting with Wicksteed – quotes expected in the next week.
11.5. Wroxham in Bloom – Cllr Ireland. Agreed to apply for a licence to cut a new flower bed on the south east side of the Avenue green. Clerk to make the application to NCC Highways.

ACTION CLERK

FUTURE PROJECTS:

- 11.6. Management plan for Caen Meadow and Trafford Memorial Ground, including a tree planting programme – Cllr Ireland. Agreed to upgrade this to an active project. Cllr Everett is working on a draft document. **ACTION CLLR EVERETT**
11.7. Discussed the implementation of a Low Traffic Neighbourhood (LTN) for The Avenue – Cllr M Allsop. Public consultation – a Facebook poll showed minimal support and concern about the amount of traffic that would be forced into Charles Close. Agreed to review the situation later in the year.

12. **SPEEDING & SAM 2 – Cllr Joynson.** Reviewed the data for the SAM2 devices. One device to be relocated to Norwich Road.

13. RECREATIONAL AREAS:

- 13.1. **CAEN MEADOW – Cllr Ireland –**
13.1.1. Litter – increase in litter, especially with the warmer weather. Litter on the grass and additional bags of litter stacked up around the bins. Roll top bin has been ordered with Biffa – to be delivered next week. Regular bin collections have now been increased from weekly to bi-weekly.
13.1.2. Bins at the top of Malthouse Lane – discussed changing the posts to composite plastic. Cllr Mantle and Fiske to discuss. **ACTION CLLR MANTLE & FISKE**
13.1.3. Signage review – consulted with Friends of Caen Meadow. Looking to reduce the amount of wording and focus the signs in more impactful locations. Cllr Ireland went through the proposals. Discussed the size of the signs, wording – especially legal implications. Cllr Ireland to agree wording with Cllr Everett. **ACTION CLLR IRELAND & EVERETT**
13.2. **KEYS HILL WOOD – Cllr Joynson** - Update on the fitting of bird, owl and bat boxes. Target Trees to fit them as a community project. Many thanks to Target Trees.

14. HISTORIC & BURIAL SPACES –

- 14.1. War memorial boundary with Church – broken fence update. Cllr Mantle to arrange repair. Unclear who is responsible for the boundary. Awaiting a response from the Diocese. **ACTION CLLR MANTLE**

15. STREET SPACES –

- 15.1. **DEFIB LIGHT** – Cllr Joynson – update. Church have asked for a PIR to be fitted to reduce the electricity bill. Agreed to go ahead. Cllr Joynson to arrange. **ACTION CLLR JOYNSON**
15.2. **ACCESSABILITY ON FP2** – request from resident to remove the barriers at each end. Clerk confirmed that the footpath is of suitable width for mobility scooters. Norfolk County Council have advised that the barrier at the footpath end will be removed as it was originally fitted without permission. However, NCC may improve the surface along the length of the footpath as part of the initiative in item 6.4. Clerk to clarify. **ACTION CLERK**
15.3. **NEW DOG WASTE BIN THE AVENUE** – Cllr Ireland – licence has been submitted.
15.4. **DOG WASTE BIN OUTSIDE THE HUB** – requires a new post. See 13.1.2

- 15.5. **BRIDGE BROAD MARINA FENCE** – job remains unfinished, noted further correspondence with the Broads Authority.
- 15.6. **DITCH ALONG SALHOUSE ROAD (adjoining Wherry Gardens)** – noted update on discussions on ownership with resident and NCC Highways. Ditch now added to the programme for clearance and regrading.
- 15.7. **HIGHWAYS ISSUES REPORTED** – broken drain cover on Norwich Road, street name sign on Keys Drive opposite Trafford Walk, fingerpost on the junction of FP1 and Staitheaway Road, blocked drains on Staitheaway Road.
16. **CHAIR'S STATEMENT** – Cllr Fiske announced that he will not be standing for re-election as Chair at the next Full Council meeting. He thanked Councillors for their support.
17. **ITEMS FOR NEXT AGENDA** – 7th May 2021 at 6.30pm – Annual Parish meeting and Annual Parish Council meeting – to discuss format by email.
18. **CLOSED SECTION OF THE MEETING** – the meeting was closed to the public to discuss confidential employment issues. It was proposed and agreed to increase the Clerk's hourly pay rate to be in line with the NALC 2020 Job Evaluation Schedule. To run from April 1st 2021

Meeting closed at 8.35pm
Clare Male, Clerk & RFO to the Parish Council

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