



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

**A meeting held on Thursday 3<sup>rd</sup> September 2020, 6.30pm at the Wroxham Hub, Norwich Road, Wroxham**

**This meeting was open to the public via Zoom**

### **Parish Councillors Present:**

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

Two members of the public were present.

**Clerk:** Clare Male

1. **ATTENDANCE** – Apologies from Cllr. Barry Fiske, Cllr. Malcolm Allsop, 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 **2nd July 2020**.
4. **PUBLIC SPEAKING**
  - 4.1. Report read from District & County Councillor Fran Whymark – noted points on the C19 outbreak at Banham Poultry, the new Men’s Shed group at Hoveton village hall, hazardous waste collections at recycling centres and reopening Wroxham Library on Monday 7<sup>th</sup> September.
  - 4.2. A review of crime figures and any update from **Norfolk Police** – 22 calls in the period, although nothing of untoward concern to report. Rackheath layby - noted that the undergrowth will be cut right back over the winter period.
  - 4.3. Public speaking – the Editor of the Bridge magazine responded to the complaint sent by Cllr M Allsop about content in the September edition.
5. **MATTERS ARISING FOR INFORMATION ONLY**
  - 5.1. Request for a feature about Wroxham in the North Norfolk News – Cllr M Allsop to respond. **ACTION M ALLSOP**
  - 5.2. New tree works application – see 7.9
6. **CORRESPONDENCE**
  - 6.1. NCC Highways – response on comments on the upgrade to the pedestrian crossing on the Norwich Road outside the laundrette. Noted.
  - 6.2. GA Model Member Code of Conduct Consultation – closing date 17th August. Noted.
  - 6.3. Norwich Western Link Local Access Consultation – closing date 20th September. No comment.
  - 6.4. Broads Authority – update to its policy on Community Engagement to reflect Covid 19. Noted.

- 6.5. Wroxham, Hoveton and Belaugh Voluntary Community Care Scheme will once again be in operation 1 September 2020. Noted.
- 6.6. Broadland District Council - final offer of free C19 confidence kits, including a foot pedal sanitiser station, to hospitality and retailers. Clerk to pursue. **ACTION CLERK**

## 7. PLANNING - Cllr M Aillsop

- 7.1. Wroxham Parish Cemetery, Nobel Crescent - BA/2020/0208/NONMAT. Non-material amendment to permission BA/2020/0017/CU - Shortening and straightening the roadway. To remove all other hard surfaced areas and accoutrements. Deadline 21st July. **No comment.**
- 7.2. Landings, Beech Road, Wroxham - Non material amendment to permission BA/2020/0088/HOUSEH. To raise the roof by 150mm from approved plan. Pitch to remain the same. Deadline 17th July. **No comment.**
- 7.3. Broom Haven (boat House), Adjacent to Willow Bend, Beech Road, Wroxham. Extension of boat shed to provide workshop and store. BA/2020/0221/FUL. Deadline 31st July. **No comment.**
- 7.4. Church Cottage, Saint Marys Close, Wroxham, NR12 8SG – Part demolition of existing previous 2 storey extension, construction of 2 storey extension & relocation of greenhouse from previously approved location. Deadline 8<sup>th</sup> August. Broadland District Council application no 20201277. **No comment.**
- 7.5. Mallards, Beech Road, Wroxham - to allow any moored boat using the approved lay-by/mooring to protrude from near edge of the existing dyke, removal of condition 5 of permission BA/2019/0050/FUL. Broads Authority application no BA/2019/0409/COND. Deadline for comments 18th August. **No comment.**
- 7.6. Coot Corner, Beech Road, Wroxham, Broads Authority application no BA/2020/0225/FUL. Single storey tandem carport. Deadline for comments 28th August. **No objection.**
- 7.7. Wroxham Fire Station, 5 Park Road, NR12 8SB Norfolk County Council application no FUL/2020/0035. Replacement of hose drying tower with training tower. Deadline for comment 31<sup>st</sup> August. No objection.
- 7.8. Barton House, 19 Hartwell Road, Wroxham - Broads Authority application no BA/2020/0261/HOUSEH. Replacing 43m wooden quay heading on river frontage with steel quay heading. Deadline for comments 11th September. **No objection.**
- 7.9. Tree works application:
- 7.9.1. Bryn House, Beech Road, Wroxham-T1 & T2: Copper Beech - remove due to honey fungus.: BA/2020/0215/TPOA. Deadline 24<sup>th</sup> July. Withdrawn, as trees already dead and application not required. **Comments submitted.**
- 7.9.2. Heronby, Beech Road, Wroxham, Norwich - T1: Willow - pollard to 6m. Application Number: BA/2020/0239/TCAA. Deadline 11<sup>th</sup> August. **No objection.**
- 7.9.3. Mallards, Beech Road, Wroxham. G1: Conifer - remove. Application Number: BA/2020/0243/TCAA. Deadline for comments 13th August. **No objection.**
- 7.9.4. Laurel, 15 Hartwell Road, Wroxham - T1&T2: Cherry - fell to ground level. T3: Sycamore - fell to ground level. T4: Lime crown lift to 5m on the southern aspect, reduce southern aspect of the crown by 1.5m in order to reduce bias. Application Number: BA/2020/0247/TCAA. Deadline for comments 13th August. **No objection**
- 7.9.5. 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 epicormice growth up to a height of 5m. Application Number: BA/2020/0290/TCAA. Deadline for comments 18<sup>th</sup> September. **To be reviewed.**

## 8. FINANCIAL MATTERS - Cllr Joynson

- 8.1. To review this period's financial position:
- 8.1.1. To note total bank balances of £76,217.97
- 8.1.2. Receipts - noted receipts in the period of £7,459.77
- 8.1.3. Payments – agreed payments totalling £17,390.50
- |   |                        |         |
|---|------------------------|---------|
| Prepayment for the pad for the new village sign | Norfolk County Council | £978.20 |
| Printer cartridges                              | Cartridge Save         | £48.53  |
| A4 copy paper and scissors                      | Amazon.co.uk           | £31.82  |
| Water charges for Cemetery                      | Anglian Water business | £7.81   |
| Clerk's mobile phone bill                       | Vodafone Ltd           | £21.80  |
| Postage   | Royal Mail             | £1.15   |

|   |                                  |           |            |
|---|----------------------------------|-----------|------------|
| Zoom for WPC meetings   | Zoom GBP                         | £14.39    |            |
| Search engine visibility fee renewal                                | GoDaddy                          |           | £31.19     |
| Website renewal   | GoDaddy                          | £143.86   |            |
| Clerk's mobile phone bill   | Vodafone Ltd                     | £21.80    |            |
| Gravel top up for war memorial                                      | GRS Roadstone.com                | £194.40   |            |
| Deposit for memorial trees for Cemetery project                     | Romantic Garden nursery          |           | £300.00    |
| Water fees for Cemetery   | Wave                             | £14.76    |            |
| Please shut the gate signs  |                                  | £17.52    |            |
| Zoom expenses - Operation Good Neighbour (May, June, July & August) |                                  |           | £57.56     |
| Annual playground inspection fee                                    | Playsafety Ltd                   | £103.20   |            |
| Signage for Caen Meadow   | Hussey Knights                   | £120.00   |            |
| Thank you cards for OGN   |                                  | £80.99    |            |
| Roadway and landscaping Cemetery extension                          | Simons Landscaping               |           | £11,984.40 |
| Tree work for Cemetery  | Target Trees                     | £350.00   |            |
| Emergency tree work to Willow at Trafford Memorial Ground           | Target Trees                     |           | £200.00    |
| Grind out two stumps at Cemetery                                    | Target Trees                     | £180.00   |            |
| Power wash 2 bus shelters and 7 noticeboards                        | Odd bods                         |           | £306.00    |
| Staff costs August  | Staff salary, tax, NI & Pension  | £1,318.35 |            |
| Staff costs August  | Staff salary, tax, NI & Pension  | £310.35   |            |
| Staff costs August  | Staff salary, tax, NI & Pension  | £461.27   |            |
| Staff costs August  | Clerk's expenses - July & August |           | £52.00     |
| Staff costs August  | Clerk's mileage - July & August  | £39.15    |            |

## 9. GOVERNANCE AND ADMINISTRATION – Cllr Everett

- 9.1. Coronavirus risk assessment – noted the risk assessment for face to face meetings.
- 9.2. Website accessibility – noted work completed as part of the action plan and accessibility statement to comply with new legislation commencing 23<sup>rd</sup> September 2020.
- 9.3. Standing order – approved the full revision with NALC terms. Clerk to publish. **ACTION CLERK**
- 9.4. Privacy policy – approved the adoption of the policy. Clerk to publish. **ACTION CLERK**
- 9.5. Roles & responsibilities – noted the update to add Cllr Ireland as responsible for the war memorial. Clerk to publish. **ACTION CLERK**
- 9.6. Procurement – reminder of policies regarding procurement of goods and services and the entering into of contracts. Noted.

## 10. ACTION PLAN 20/21

- 10.1. Cemetery improvements and extension (Cllr Mantle) - noted the discussions of the 1st September meeting of the Cemetery project including gravelling of ash internment area, progress with new flowering cherries and oak, memorial bench plans, reduction in hedge height, plans for planting new hedge in autumn season, grass cutting contract for new extension.
- 10.2. Footway lighting adoption (Cllr Mantle)
  - 10.2.1. Discussed the Broadland District contract for transfer of footway lights to Wroxham Parish Council. Clerk to review and then to convene an extraordinary meeting to approve. **ACTION CLERK**
  - 10.2.2. Approved the contract for the provision of the associated power supply.
  - 10.2.3. Approved the contract for the provision of maintenance of the light columns.
- 10.3. Agnes Gardner Playground (Cllr Joynson)
  - 10.3.1. Concrete base needs to be removed before the nest swing can be ordered. **ACTION CLLR JOYNSON**
  - 10.3.2. Noted that the Tesco grant award is still outstanding.
- 10.4. Wherry Garden adoption (Cllr Ireland) – noted the report of the meeting of the 26<sup>th</sup> August with Broadland District Council.
- 10.5. New village sign (Cllr E Allsop) – noted future relocation of Highways directional signage onto

lamppost and removal of redundant post. Article to be produced for the Bridge noting the history and the origin of the project in the Wroxham Neighbourhood Plan consultation. **ACTION CLLR E ALLSOP**  
10.6. War memorial improvements and registration (Cllr Ireland) – Agreed an improved planting scheme for the November Remembrance service under the direction of Cllr Ireland with volunteers to be coordinated by Cllr Ireland. Also noted progress on the registration of the site.

#### **10. STREET SPACES–CLLR MANTLE**

Agreed to sign the SLA for Community Payback litter picking.

#### **11. AGNES GARDENER PLAYGROUND–Cllr Joynson**

Report on the annual ROSPA safety report, discussed the items identified and noted that Cllr Joynson will rectify the points needing attention.

#### **13. OPERATION GOOD NEIGHBOUR–Cllr E Allsop**

13.1. Noted the disbandment of the Operation Good Neighbour scheme

13.2. Cllr E Allsop presented the details of the revised Good Neighbour Scheme and agreed to the co-option of Councillor E Allsop onto this group.

13.3. Agreed the propose that a charge for some of the Clerks administration time is deducted from the grant.

#### **14. SPEEDING & SAM 2–Cllr Holyoake & Joynson**

Noted that SAM2 data is being passed along to Norfolk Police. Discussed recent complaints about speeding from residents on the Salhouse Road and Norwich Road. Agreed to see if there is any appetite in the village for resurrecting the Speedwatch group. Cllr M Allsop to add to next Bridge article. Discussed speeding on The Avenue, Cllr Joynson to review possible locations. **ACTION CLLR JOYNSON & M ALLSOP**

#### **15. CLOSURE OF BLUEBELL DEMENTIA CAFÉ–Cllr Holyoake**

Agreed not to fund takeaway food to allow the café to continue as a new leader needs to be found first. To propose to the Café group that they seek new volunteers via the Bridge.

#### **16. CYCLING – Cllr E Allsop**

Agreed to register disapproval that the Council has not been consulted on Wroxham's inclusion in the "Experience project" as a cycling hub to extend the tourist season. Agreed to urgently seek details. This is a Norfolk County Council and Cycling UK project

#### **17. BROADBAND–Cllr Ireland**

Agreed that the Council will ascertain community interest for a Parish campaign for better broadband speeds in Wroxham via the Bridge. **ACTION CLLR M ALLSOP**

#### **18. ITEMS FOR NEXT AGENDA–1<sup>st</sup> October 2020 at 6.30pm**

#### **19. CLOSE THE MEETING (as per Schedule 12A to the Local Government Act 1972)**

19.1. Noted that the NJC pay agreement has now been agreed.

19.2. Agreed the Clerks appraisal and salary award.

Meeting closed at 8.20pm

Clare Male, Clerk & RFO to the Parish Council

07341 873375, [clerk@wroxhamparishcouncil.org](mailto:clerk@wroxhamparishcouncil.org)

Clerk working hours in September: Tuesday to Friday, 9am to 3pm. Clerk will be on annual leave from the 21st to 25th September.

Published 15<sup>th</sup> September 2020

Signed.....

Dated.....