



FULL COUNCIL MEETING - FINAL MINUTES

A meeting held on Thursday 4th March 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 Fran Whymark (Norfolk County Council (NCC) & Broadland District Council (BDC)), 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** – no apologies.
2. **DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS** – none.
3. **MINUTES OF PREVIOUS MEETING** - agreed the accuracy of the final minutes of the Parish meeting of the 4th February 2021.
4. **PUBLIC SPEAKING**
 - 4.1. Report from Cllr Martin Murrell of Broadland District Council – a reminder that the Greater Norwich Local Plan is out for consultation until 22 March; for C19 support the Help Hub team at BDC have extended their hours to 7 days a week until 10:00pm and can be contacted on 01603 430431; news on the Work 4 All and Broadly Brew schemes.
 - 4.2. Report from District & County Councillor Fran Whymark – there is a £500 Test & Trace support payment available for those who will lose income due to the need to self-isolate; information about the Kickstart scheme and news on the reopening of Libraries.
 - 4.3. A review of crime figures and update from Norfolk Police. No Parish based figures provided but there will be a Wroxham, Rackheath and Salhouse priority setting meeting on the 31st March at 6.00pm using Microsoft Teams. Cllr Everett to attend. **ACTION CLLR EVERETT**
 - 4.4. Public speaking: Resident followed up on item 4.3.1, accessibility of the Park road footpath (FP2) from the last meeting. Discussed under item 15.2 of this meeting.
5. **MATTERS ARISING FOR INFORMATION ONLY (items received since the agenda was issued)**
 - 5.1. Norfolk County Council response to Highway's consultation (PGA019) on a Traffic Regulation Order for Wroxham to Salhouse road, 50MPH Speed Limit reduction. Officer's response dismissed Parishes concerns whilst incorrectly identifying area affected. County Councillor to follow up. **ACTION CLLR WHYMARK**
 - 5.2. Noted that the memorial wreaths have been removed from the War memorial on the 1st March as agreed. Thanks to Cllr Ireland.
 - 5.3. Broadland District Council – invitation to attend Planning enforcement training on the 17th March. Clerk and Cllrs E & M Allsop to attend.

- 5.4. Request from a resident for an additional litter bin on Salhouse Road. Agreed that the bins on the junction of Preston Close and at Wherry Gardens were sufficient. A WPC wheelie bin for litter picking waste is also available at the Church Hall.
- 5.5. New planning application – 62 Charles Close. To be discussed under item 7, Planning.
- 5.6. Correspondence from CPRE – one on the Norfolk Awards and another on the GNLP. Planning group to discuss the latter. **ACTION PLANNING GROUP**
- 5.7. Invitation from NCC to join a local investment board.
- 5.8. Two new tree works application – Holm Lee, Hartwell Road and Ennerdale II, Beech Road. To be discussed under item 7, Planning.
- 5.9. Freedom on information request on tree works to Keys Hill wood. Only just received, to review request. **ACTION CLERK & CLLR EVERETT**

6. CORRESPONDENCE

- 6.1. Request from a resident for the Parish Council to collate details of recent deaths in the Parish and publicise them. To be considered by The Bridge magazine.
- 6.2. Advice from resident that they are applying to relocate a footpath that runs directly through their property. Noted.
- 6.3. Norfolk Western link - project update. NCC Cabinet review delayed until June 2021.
- 6.4. Sustainable Water Management Plan for Norfolk – invitation to attend a seminar.

7. PLANNING – Cllr M Allsop

- 7.1. Update on correspondence with the Broads Authority and Norfolk Broads Direct regarding planning for the new quay heading. A new planning application is required and will be submitted imminently.
- 7.2. Garden Cottage, 29 The Avenue, NR12 8TR. New rear dormer. Broadland District Council application no 20210232. Deadline for comments 5th March 2021. No objection.
- 7.3. 48 The Avenue, NR12 8TR. Single storey rear extension and replacement garage. Broadland District Council application no 20210166. Deadline for comments 11th March 2021. No objection.
- 7.4. New TPO 2020 No.11 (1313) - Redwood, 92 Charles Close, Wroxham, NR12 8TT. Noted.
- 7.5. 62, Charles Close, NR12 8TT. 1) Demolish single storey garage/utility and shed. 2) Demolish the two single storey rear extensions and swimming pool. 3) Proposed two storey side extension. 4) Proposed two storey front extension. 5) Proposed single storey rear extension. 6) Proposed rear veranda. 7) Proposed front garage. 8) Removal of two trees. 9) Extend 1.8m high fencing forward on west boundary. Broadland District Council application no: 20210293. Deadline for comments 21st March 2021. To be reviewed. Arboriculture report not yet published by BDC. **ACTION PLANNING GROUP**
- 7.6. Tree works application:
 - 7.6.1. Holm Lee, Hartwell Road. Application Number: BA/2021/0076/TCAA. Proposal: G1: Oak (x2) - reduce crown by 1m on house side. T1: Fir - remove deadwood. T2: Holly - height reduction of 2m. Deadline for comments 23rd March.
 - 7.6.2. Ennerdale II, Beech Road. Application Number: BA/2021/0068/TCAA. Proposal: T1: Alder- repollard at previous cuts. T2: Alder- pollard at 2.0m. T3: Ash- repollard at former. T4: Alder- crown reduction of 2.0m. T5: Willow- reduce branches causing effect on utilities lines. T6: Ash- Remove. G7: Scrub overhang - to cut back to allow safe navigation. Deadline for comments 23rd March. Cllr Joynson to review. **ACTION CLLR JOYNSON**

8. FINANCIAL MATTERS – Cllr Joynson

- 8.1. Reviewed this period's financial position:
 - 8.1.1. Noted total bank balances of £62,312.79 at 25th February 2021.
 - 8.1.2. Receipts - noted receipts in the period of £3,000.
 - 8.1.3. Payments - agreed payments as follows, totalling £2,503.42.

Cemetery costs	Brunel Engraving	£109.74
Footway lighting power	E.On	£78.67
Clerk's mobile phone bill	Vodafone	£21.80
Data protection registration fee	ICO	£35.00
Online meeting fees	Zoom	£14.39
Spare parts for playground	Wicksteed	£33.54
Cemetery water fees	Wave	£11.97
Staff salary, tax, NI & Pension	Clare Male	£1,346.51
Staff salary, tax, NI & Pension	HMRC	£330.50
Staff salary, tax, NI & Pension	Norfolk Pension fund	£474.15
Clerk's expenses	Clare Male	£26.00

Clerk's mileage Clare Male £21.15

9. GOVERNANCE AND ADMINISTRATION – Cllr Everett

- 9.1. Covid19 update. Discussed public meeting legislation which currently requires all meeting after 7th May to be face to face. Clerk to check arrangements with The Hub. Noted Annual Parish Council Meeting and Annual Parish Meeting are on the 6th May so these will be virtual. **ACTION CLERK**
- 9.2. Agreed to renew the NP Law subscription.
- 9.3. Reported that work on accessibility review of the Neighbourhood Plan (NP) as requested by BDC is ongoing. **ACTION CLLR EVERETT**
- 9.4. Agreed to take down the Neighbourhood Plan website, store appropriate documentation and replace it with an up-to-date page on the current website. Agreed to cancel the Facebook page. **ACTION CLLR EVERETT & CLLR M ALLSOP**
- 9.5. Confirmed the renewal of the ICO subscription.
- 9.6. Discussed the protocols in Operation London Bridge. Cllr Everett to review and make a proposal for those other than the Queen. **ACTION CLLR EVERETT**

10. LIASON WITH OTHER BODIES – Cllr M Allsop

- 10.1. Wroxham & Hoveton Alliance – received a report from the first meeting. Agreed to support the work of this group and the first two campaigns, which are to petition to improve the derelict areas of Station Road and to follow up the Market Town Improvement Strategy.
- 10.2. Broadland Futures Initiative – Cllr Mantle. Noted that there are forthcoming events taking place on the 10 & 24 March. Response required by 11 April so will discuss further at next meeting. **ACTION CLLR MANTLE.**

11. ACTION PLAN 20/21:

- 11.1. Wherry Garden adoption - Cllr Ireland. Update on Highways s38 adoption; noted that BDC have said that the Council's request to Hopkins Homes for additional funds to make good certain problem areas has been turned down – Cllr Fiske to raise this directly with Hopkins Homes; discussed Highway's correspondence re trees cut down on Norwich Road and fence; reviewed groundworks and fencing quotes. **ACTION CLLR FISKE**
- 11.2. Cemetery improvements and extension - Cllr Mantle. Discussed that consecration cannot be undertaken until deeds located or land registration completed. Clerk to appoint NP law to resolve. Discussed plans for irrigation; tree and bench donations; agreed residents' fees to be for Wroxham residents only; and spring photographs for marketing plan. **ACTION CLERK**
- 11.3. Agnes Gardner Playground improvements - Cllr Joynson. Received a report on the first project team meeting and subsequent site visit. Discussed the replacement of safety matting throughout, a review of access, possible replacement of fencing and gates, parking issues, signage, planning, procurement & budget. Site meeting to take place with provider of existing equipment.
- 11.4. Wroxham in Bloom – Cllr Ireland. Reviewed the latest report and agreed that beds on the Norwich Road at the junctions with Church Lane and The Avenue will be best. Need to consider forthcoming works for the new Village Sign. Cllr Ireland to prepare location drawings and costs for two beds for Finance committee. **ACTION CLLR IRELAND**
- 11.5. Implement Low Traffic Neighbourhood (LTN) for The Avenue and Church Lane – Cllr M Allsop. A report was given from the exploratory meeting. It had been agreed Church Lane wasn't suitable. Further discussion has been had with Cllr Whymark and there does not appear to be any other such schemes in Norfolk. Clerk to investigate other schemes nationally. **ACTION CLERK**

12. SPEEDING & SAM 2 – Cllr Joynson. Reviewed the data for the SAM2 devices

13. RECREATIONAL AREAS:

- 13.1. **CAEN MEADOW – Cllr Ireland**
- 13.1.1. Caen Meadow boundary insurance claim – noted that the claim has been repudiated on the basis that the boundary and the fence are the property of Holly Cottage. Discussed communications with Trafford Estates, Broadland District Council and the Broads Authority on the matter.

13.1.2. Maintenance of areas not included in the grass cutting contract – agreed to set up a meeting to discuss the detail and report back at Finance committee.

13.1.3. Relocation of bins at the top of Malthouse Lane, including new posts – Clerk to proceed with obtaining permissions for relocation. **ACTION CLERK**

13.1.4. Byelaws – as item 13.1.2. **ACTION CLERK**

13.2. **KEYS HILL WOOD – Cllr Joynson** – Agreed to the purchase of one Tawney owl and two bat boxes. Clerk to ask Target Trees if they would help to fit them. **ACTION CLERK**

14. **1 MILLION TREES FOR NORFOLK CAMPAIGN** – Forthcoming NCC initiative. Angus Turville gave a review of possible areas for tree planting. Many of these areas are owned by private landowners so there would need to be a considerable amount of liaison work. Each Councillor to review the proposals for their areas. **ACTION ALL COUNCILLORS**

15. STREET SPACES –

15.1. **ANTI SOCIAL BEHAVIOUR** – Keys Hill Wood and Wherry Gardens. Noted that the police are focusing on early evening patrols in Wroxham.

15.2. **ACCESSABILITY ON FP2** – request from resident to remove the barriers at each end. Resident to provide dimensions of scooter so width of path can be checked along length. **ACTION CLLR JOYNSON**

15.3. **WROXHAM – HOVETON RIVER BRIDGE** – noted the overnight closure of the bridge from the 9th March for 5 nights.

15.4. **NEW DOG WASTE BIN** – Cllr Ireland – proposal for new dog waste bin at the junction of The Avenue and the private road leading to the yacht club. Agreed it was a useful proposal. Need a firm location so Clerk can assess who owns the land. Cllr Ireland to provide a marked-up map, then budget to be discussed at Finance Committee. **ACTION CLLR IRELAND**

15.5. **NEW GRIT BIN** – Cllr Mantle – discussed the proposal for a new grit bin on the south westerly corner of Charles Close on the inside verge. Agreed to review in October 2021.

15.6. **BRIDGE BROAD MARINA FENCE** – noted Landamore’s lack of progress with the fence and further correspondence with the Broads Authority.

15.7. **HIGHWAYS ISSUES REPORTED** – pothole on Church Lane, flooding on Charles Close (passed to Anglian Water), corroded sign on Salhouse Road.

16. **ITEMS FOR NEXT AGENDA** – 1st April 2020 at 6.30pm – Village Sign opening ceremony

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

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Signed.....

Dated.....