



FULL COUNCIL MEETING - FINAL MINUTES

held in the Hub on Thursday 5th December 2019, 6.30pm

Parish Councillors Present:

Cllr Elaine Allsop

Cllr. Malcolm Allsop

Cllr Philip Everett

Cllr. Barry Fiske

Cllr. Sylvia Holyoake

Cllr Angela Ireland

Cllr Ian Joynson

Cllr Peter Mantle

Clerk: Clare Male

District and County Councillors Fran Whymark and Martin Murrell and three members of the public were present at the meeting.

1. **ATTENDANCE** – Apologies received from Cllr Patrick Hadingham and PC Steve Clark.
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 **7th November 2019**.
4. **PUBLIC SPEAKING**
 - 4.1. District Councillors report
 - 4.1.1. Availability of Warmer Home Fund & Handyperson Plus scheme. Both working to help people in their homes.
 - 4.1.2. Rough Sleeper Count – two dedicated staff members who are working with people to find suitable long term accommodation. Also working with people released from prison.
 - 4.1.3. County Councillors report. NCC have agreed an environmental policy. Will be undertaking a carbon audit and planting one tree for every resident over the next 4 years.
 - 4.2. **Norfolk Police crime figures 1st November to 30th November** - 8 reported crimes in the period - 1 burglary in a residential dwelling, 2 incidents of common assault in Care Homes, 1 harassment without violence, 1 robbery, 2 send letters etc. with intent to cause distress or anxiety, 2 threats to destroy or damage property in Care Homes.
 - 4.3. **Questions from the public:**
 - 4.3.1. Request for double yellow lines on the Norwich Road. Noted that this was covered in a Highways meeting in October and the cost of a traffic order was prohibitive. Construction and delivery lorries associated with construction sites should have a licence.
 - 4.3.2. Litter picking – complaint about Community Payback leaving litter behind after their break. Clerk to follow up. **ACTION CLERK**
 - 4.3.3. Suggestion to ask residents to take responsibility for clearing up leaves from their property from the Highway.
 - 4.3.4. Possible subsidence on Charles Close – logged with Anglian Water and NCC Highways.
 - 4.3.5. Possibility of a street light on the corner of Charles Close and the Avenue.
5. **MATTERS ARISING FOR INFORMATION ONLY**
 - 5.1. Matters arising since the agenda was issued:

- 5.1.1. Heronby, Beech Road – have requested a Lawful Certificate of Development in addition to their Planning application. Clerk has spoken to the Broads Authority officer and they are taking legal advice on the matter.
- 5.1.2. Two additional planning applications received – 25 Skinners Lane and 44 Keys Drive. Discussed under planning.
- 5.1.3. Complaint from a resident about the state of verges at Preston Close and on the green around the village sign. Request for a no parking sign. Agreed unlikely to have any impact. Agreed that Clerk would contact Royal Mail who have been driving on the verges. **ACTION CLERK**
- 5.1.4. Discussed the death of a dog after being hit by a car on the pedestrian refuge outside Roy's garage on the Norwich Road.
- 5.2. Report on any other matter not covered on the agenda – none.

6. CORRESPONDENCE – noted:

- 6.1. Norfolk County Council Passenger Transport Unit - changes to the earlier and later 5b bus service from January 2020.
- 6.2. Broadland District Council on behalf of BT – consultation for the removal of the phone box outside 170, Norwich Road. No comments.
- 6.3. Boundaries Commission – consultation on possible changes to the boundaries for County Councillors in Norfolk. Deadline for comments 11th February 2020. Agreed Cllrs Fiske, M Allsop and Everett to meet and agree a response. **ACTION CLLR FISKE**
- 6.4. Noted that Cllr Holyoake attended the Christmas event of the Dementia Friendly Café on the 5th December. To contact Nancy Oldfield Trust about organising a day trip. **ACTION CLLR HOLYOAKE.**

7. LIASON WITH OTHER BODIES

- 7.1. Community Land Trusts – report from meeting with Broadland District Council from Cllr E Allsop. In abeyance as Parish Council owned land is required to form a Trust to build a community centre.
- 7.2. Wroxham Home Farms – report from the meeting 25th November from Cllr Fiske. Discussed Wherry Gardens 2 and the Greater Norwich Local Plan; Trafford Estates agreement to a new footpath from Salhouse Road to Wroxham Beach to the footpath that links with Park Road; catch up on the Cemetery; fencing on Malthouse Lane.

8. COMMUNICATIONS – Cllr M Allsop

- 8.1. Update on responses to article in the Bridge about a possible “Wroxham Watch” scheme. No interest expressed.
- 8.2. Discussed arrangements for Remembrance Sunday 2020. Agreed that arrangements for this civic event need to be improved. Agreed to contact the Rector to offer support from the Parish Council in organising next years event. **ACTION CLLR E & M ALLSOP**

9. PLANNING

- 9.1. Discussion on the Wroxham Conservation Zone and Article 4. Cllr Fiske raised the issue of the lack of public knowledge on the three Article 4 planning zones in Wroxham, the main area is around Charles Close, The Avenue, Beech Road, Staithe Way Road and Hartwell Road. Agreed to create a leaflet that can be delivered to residents and to post a copy of the notice on local noticeboards. **ACTION CLLR M ALLSOP**
- 9.2. Windboats appeal update. Noted that Norfolk Broads Direct has been sold to the owner of the Windboats site. Not known if this will have an impact on the planning appeal.
- 9.3. Springfield, 25 Skinners Lane, Wroxham, NR12 8SJ - Broadland District Council (BDC) application no - 20191869. One and a half storey rear extension and front extension. Deadline for comments direct to BDC 26th December. No objection.
- 9.4. 44 Keys Drive, Wroxham, NR12 8SS - Broadland District Council (BDC) application no - 20191831. Retrospective part change of use to run an IT business. Deadline for comments direct to BDC 26th December. Object on the grounds of Wroxham Neighbourhood Plan policy BUS2, parking issues and the log cabin with antennae and air conditioning being out of keeping in a residential area.
- 9.5. Yeoman House, Beech Road, Wroxham, Norwich. Replace conservatory with garden room, BA/2019/0375/HOUSEH. Deadline for comments 29th November. No objection.
- 9.6. Quercus, 229 Norwich Road, Wroxham, NR12 8SL. Extension to detached garage, application number 20191745. Deadline for comments 4th December. No objection.
- 9.7. Wroxham Football Club, 35 Skinners Lane, Wroxham, NR12 8SJ. To install a Diesel Generator and Feeder Pillar on Concrete Plinth – 20191750. Deadline for comments 19th December. Numerous public complaints about this application. Object on the grounds of Wroxham Neighbourhood Plan

policy ENV5; air and noise pollution; breach of planning on floodlight usage; lack of community benefit via financial gain to Club, landlord and developer and breach of BDC's Environmental strategy.

9.8. Tree works:

9.8.1.BA/2019/0387/TCAA - Cobwebs, Beech Road, Wroxham, Norwich - T2: Crack Willow - remove. T3: Crack Willow - pollard. Comments by 27th November. No objection.

9.8.2.BA/2019/0404/TCAA - Goldfinch, Beech Road, Wroxham, Norwich - T1-4: Beech – fell. Comments by the 10th December. Clarified that these are Ash, not Beech trees. No objection.

10. FINANCIAL MATTERS - Cllr Joynson

10.1. Reviewed this period's financial position:

10.1.1. Noted total bank balances of £85,428.06.

10.1.2. Receipts - noted receipts in the period of £13.74.

10.1.3. Payments - approved payments of £9,594.99, as below:

Clerk & Chair mobile phone bill	Vodafone	£45.58	
Agenda meeting	The Old Mill	£10.65	
Water charges for Cemetery	Wave (Anglia Water Business)	£13.48	
Planning application fee for Cemetery	www.Broadland.gov	£462.00	
Stickers ordered by Cllr Mantle	CIM Signs	£42.84	
Cllr Fiske meeting expenses	Cllr B Fiske (Old Mill)	£9.80	
Batteries for Christmas tree	Cllr B Fiske (Roy's)	£4.47	
Broadland Tree Network donation	Broadland Tree Network		£25.00
Grass cutting for 2019	Garden Guardian	£4,700.40	
Meeting room costs December	Wroxham Hub	£62.00	
Staff costs	Staff salary	£1,259.79	
Staff costs	Staff tax, NI & Pensions	£370.71	
Staff costs	Staff tax, NI & Pensions	£453.26	
Staff costs	Staff salary	£1,259.59	
Staff costs	Staff tax, NI & Pensions	£370.91	
Staff costs	Staff tax, NI & Pensions	£453.26	
Staff costs	Expenses	£11.25	
Staff costs	Mileage	£40.00	

10.2. Noted the minutes of the Finance committee of the 27th November. Intend to find a better rate of interest for Council's cash in bank.

10.3. Budget & precept – received and agreed a recommendation from Finance committee to increase the precept for 2020-21 by £6.61 per band D household to £40,825. This is to fund the adoption of the footway lighting, the extension of the Cemetery, the replacement of old playground equipment in Agnes Gardener playground and the possible creation of a new footpath running from Salhouse Road to The Avenue. Grants for improving accessibility will also be sought.

11. HIGHWAYS - Clerk

11.1. Staitheaway and Hartwell Road area review by Highway Ranger. Clerk to set up a meeting with the Ranger to discuss the issues. **ACTION CLERK**

11.2. Flooding in Charles Close and the Avenue and response from BDC re: street sweeping regime. BDC Councillors to follow up. **ACTION CLLR WHYMARK & MURRELL.**

11.3. SAM2 – Cllr Joynson

11.3.1. Review of SAM2 data. Currently positioned on the Salhouse Road, travelling away from Wroxham. Average daily count: 1814 vehicles / day. Busiest traffic hours: 08:00 to 09:00 and 17:00 to 18:00. % of vehicles over speed limit of 30 mph: Range from 53 to 57% of vehicle movements depending on day of the week. Highest recorded speed: 65 mph 07.11.19 at 19:05.

11.3.2. Installation and training of the second unit. Unit collected, training received, bracket outstanding.

12. AMENITIES – Cllr Mantle

12.1. St Mary's churchyard – discussed the quinquennial report which has been received from the Benefice several years after it was published. Agreed to write to the Diocese and request that the next report is sent direct to the Parish Council who are responsible for the churchyard. **ACTION CLERK**

12.2. Beech Road grit bin – to note Highways licence granted. Clerk to order new bin and grit. Noted that Liberty's restaurant has obstructed the Norwich Road river bridge grit bin with an A frame advertising sign. **ACTION CLERK**

- 12.3. Caen Meadow – updates on:
 - 12.3.1. Friends of Caen Meadow’ group. First meeting took place this week, 8 people attended. Follow up meeting to be arranged with PC Clarke in January. Discussed availability of keys for the gate at top of Malthouse Lane. **ACTION E ALLSOP**
 - 12.3.2. Staithe. No response yet from Broads Authority on the future of the staithe. Noted that they have recently adopted Stalham staithe. Friends expressed interest in maintaining the staithe as a community asset.
 - 12.3.3. Meeting with Norfolk Wildlife Trust re: wildlife survey will take place on the 13th December.
 - 12.3.4. Discussed the fence that borders the Dell and why the Dell is excluded from the lease at Caen Meadow.
 - 12.3.5. Main gate catch now fixed.
- 12.4. Agnes Gardner update, including replacement of tyre swing with nest swing. Investigating funding options.

13. ACTION PLAN PROJECTS – updates on:

- 13.1. Village signage and branding. Cllr E Allsop presented a design by Nick Hindle, which is 7ft high solid granite plinth. Support for the design but currently over budget. Also need price for NCC Highways to supply the foundation. Cllr E Allsop to provide a spec to Clerk who will liaise with Highways. **ACTION E ALLSOP & CLERK**
- 13.2. Wherry Gardens transfer. Meeting 2nd December to discuss the snagging list. Follow up meeting booked in the diary for March 2020.
- 13.3. Keys Hill Wood. First tree planting session has taken place with Broadland High. A further session will be undertaken shortly. Discussion about the safety of the logs that have been used to line the path.
- 13.4. Cemetery memorial garden – waiting for quotes for design and planting.
- 13.5. Cemetery extension – planning application has been submitted.
- 13.6. Footway lighting – no update.
- 13.7. New footpath to the Avenue – see previous items.
- 13.8. Christmas tree – to be installed 6th December.

14. GOVERNANCE & ADMIN – Cllr Everett

- 14.1. Proposal to nominate a Councillor for Equality - pass over to next meeting.
- 14.2. Information audit – pass over to next meeting.

15. ITEMS FOR NEXT AGENDA – 6th February 2020 at 6.30pm

Meeting closed at 8.38pm.

Clare Male, Clerk & RFO to the Parish Council

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Signed.....

Dated.....