



FULL COUNCIL MEETING - FINAL MINUTES

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

Parish Councillors Present:

Cllr Elaine Allsop
Cllr Patrick Hadingham
Cllr Peter Mantle

Cllr. Malcolm Allsop
Cllr. Sylvia Holyoake

Cllr Philip Everett
Cllr Ian Joynson

Clerk: Clare Male

Also in attendance: Cllr Fran Whymark (Broadland District Council – BDC & Norfolk County Council - NCC).

Seven members of the public were present at the meeting.

1. **ATTENDANCE** - Apologies accepted from Cllr. Barry Fiske, Cllr Angela Ireland, and Cllr Martin Murrell (BDC). It was noted that Cllr Tony Adams has resigned from the 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 **4th July 2019**.
4. **PUBLIC SPEAKING**
 - 4.1. Report from **District/County Councillor:**
 - 4.1.1. BDC & South Norfolk District Council consulting on changes to the management teams. Two Outreach workers have been appointed to work with homeless people across the District. Working in collaboration with the Probation service.
 - 4.1.2. NCC – A47 alliance have been putting pressure on central government to dual the route. Housing with Care project is working with Saffron Housing for a new setting in Acle. Additional SEN funding with new special schools in the pipeline.
 - 4.2. **Norfolk Police crime figures 1st July to 31st August** - 10 reported crimes in the period - 2 actual bodily harm, 1 residential burglary, 4 assaults in care home, 1 criminal damage to a vehicle and 2 cruelty to children. 33 calls received at the control room.
 - 4.3. **Questions from the public:**
 - 4.3.1. Requested update on the third phase on the Charles Close pavement projects and update on street name signs in Charles Close. **ACTION CLERK**
 - 4.3.2. Requested update on Wherry Gardens handover. Agreed to send out the snagging spreadsheet. **ACTION CLERK**
5. **UPDATES ON MATTERS PREVIOUSLY CONSIDERED – INFORMATION ONLY.**
 - 5.1. Matters arising since the agenda was issued for future consideration:
 - 5.1.1. Castle Street to be closed on the 26th September.
 - 5.1.2. Additional planning application for 155 Norwich Road – see Planning.
 - 5.1.3. Norfolk ALC – request from Task & Finish group for volunteers to support a wellbeing project.
 - 5.1.4. Individual – complaint about barking dogs at Wherry Gardens. Letter being sent to resident.
 - 5.1.5. Broads Authority – August newsletter. To note UEA report on the climate emergency in the East of England.

- 5.1.6. ROSPA – invitation to a play safety conference in Birmingham in December.
- 5.1.7. Emergency road closure on the Hoveton – Coltishall road due to a collapsed sewer.
- 5.2. Report for any other item not covered on the agenda:
- 5.2.1. Voted to give a Good Citizens award to resident Barry Garbould for services to the village. Presentation at the Church next week.
- 5.2.2. Quay heading at Staithe needs repairing. Clerk to speak to Stalham PC re contractors.
ACTION CLERK
- 5.3. Report following the meeting with Hoveton Parish Council (CLLR M ALLSOP)
- 5.3.1. Glover report on National Parks due to be published this month, expecting a change to the management of Parks at a National level.
- 5.3.2. Possible joint Christmas lights/tree project not going ahead. Need to find a volunteer to lead on the Wroxham Christmas tree. Next agenda.
- 5.4. Agnew Gardener playground inspection (CLLR JOYNSON)
- 5.4.1. ROSPA annual report - bearings on tyre swing need replacing. Agreed that this equipment will be replaced by a nest swing, as requested by local residents. Cllr Joynson to price for Finance meeting.
ACTION CLLR JOYNSON
- 5.4.2. Ongoing problem with dogs in the playground despite signage. Keep under review.
- 5.5. Charles Close Street Signs – ordered by BDC – expected replacement September.
- 5.6. Churchyard Wall – Copy of Quinquennial report requested from PCC. Outstanding.
- 5.7. Registration of Trafford Memorial Ground. Still ongoing – refused by land registry initially, better locational map necessary. Awaiting advice from NP Law on status of Staithe and suitable format for maps.
- 5.8. Agreed proposed revisions to Councillors roles and responsibilities. Clerk to publish on the website. (CLLR P EVERETT)
ACTION CLERK

6. CORRESPONDENCE

Email	Royal Air Force Benevolent Fund	To increase awareness of fund – noted.	Tabled.
Email	Norfolk and Waveney Health	5 year plan consultation – noted.	Tabled.
Email	Broadland District Council	Confirming Wroxham Library is listed as an asset of community value – noted.	Information.
Email	Individual	Asking for double yellow lines throughout Wroxham – to add to agenda for meeting with NCC Highways engineer. Clerk to arrange. ACTION CLERK	Information.
Email	Individual	The phrase 'Capital of the Broads' – see item 13.	Discussion
Email	Nplaw	20mph speed limit notification – noted.	Information.
Email	Broads Authority	Notification of Boardwalk work in Hoveton from October to January – noted.	Information.
Posters	Broadland District Council	Community award posters – to display.	Information.

7. WHERRY GARDENS (CLLR IRELAND)

Reviewed the updated spreadsheet following the meeting with Hopkins Homes on the 13th August 2019. Noted that the Green needs more than reseeding to improve the condition.

8. HIGHWAYS

- 8.1. ANPR Update (CLLR M ALLSOP) – Norfolk Police have responded that there is no suitable site in Wroxham. Cllr Whymark to raise with BDC.
- 8.2. Ratified the purchase of an additional SAM2 Camera (CLLR I JOYNSON). Cllr Joynson to complete paperwork for NCC and then Clerk to purchase.
ACTION CLERK/CLLR JOYNSON
- 8.3. New footpath from The Avenue (CLLR I JOYNSON). Clerk contacted NCC and they would be willing to maintain it if it has sufficient public benefit. Clerk to provide map to NCC and set up meeting with Countryside Access Officer.
ACTION CLERK

9. CAEN MEADOW

- 9.1. Discussed the installation of an additional bin – Clerk to investigate why second weekly bin collection hasn't been happening and why it isn't possible to have bigger bins. Agreed to withhold payment from BDC until the matter is resolved. Passed along thanks to local residents who have been clearing away rubbish. **ACTION CLERK**
- 9.2. Discussed the possibility and funding of a waterless toilet installation following defecation in Caen Meadow. Agreed that it was not appropriate. Clerk to write to Norfolk Broads Boat Hirer's Association and Broads Authority asking for a leaflet to be produced explaining to day boat users the location of toilet facilities and asking visitors to respect the environment. **ACTION CLERK**
- 9.3. Noted erection of new signs and approved list of restrictions which was expanded to include no BBQ's (CLLR M ALLSOP).
- 9.4. Skinners Lane Park – adoption by Parish Council. Noted this is not going ahead.
- 9.5. Feedback on meeting/actions with Trafford Estates.
- 9.5.1. A survey of number of users at Caen Meadow was undertaken and the conclusion was that no further recreation spaces are required.
- 9.5.2. Side access road to Cemetery extension. Formal legal agreement needs to be made. Have agreed that a tarmac surface is not suitable.
- 9.5.3. New footpath – see 8.3
- 9.5.4. Offer to assist with clearance of area for item 9.6.
- 9.6. Discussed possibility of clearing area along the north of Caen Meadow and installing a more accessible footpath. Concern that deer and bats live here. To approach Norfolk Wildlife Trust re: wildlife survey. **ACTION CLLR M ALLSOP**
- 9.7. Discussed the creation of a 'Friends of Caen Meadow' group. CLLR M ALLSOP to undertake some publicity to gauge interest. **ACTION CLLR M ALLSOP**

10. FINANCE (CLLR I JOYNSON)

- 10.1. Noted receipts in the period of £400.
- 10.2. Authorised payments of £10,488.39, as follows:
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| Mobile phone bill | Vodafone | £45.58 | |
| Website renewal fees | GoDaddy | £218.44 | |
| Mobile phone bill | Vodafone | £51.00 | |
| Cemetery water charges May - August | Wave | £13.34 | |
| AED Heartsafe Defibrillator monitoring service | AED Locator | £58.80 | |
| Bin emptying 1.4.19 - 27.9.19 | BDC | £352.00 | |
| Bin emptying 1.3.19 - 31.3.20 | BDC | £728.00 | |
| Hub Room Rental July | Sarah Hunt | £28.00 | |
| Hub Room Rental August | The Hub | £42.00 | |
| Replacement gate post at Caen Meadow | Simons Landscaping | £546.00 | |
| Clean and renovate war memorial | Nick Hindle Stonemasons | £510.00 | |
| Repair fencing at Agnes Gardener Playground | Sarah Hunt | £90.00 | |
| Grass cutting & cemetery project works | Shaun Hearn | £2,299.89 | |
| Additional signage for Caen Meadow | Signs Express | £676.92 | |
| Staff costs | Staff salary | £840.42 | |
| Staff costs | Staff salary | £389.00 | |
| Staff costs | Staff salary | £389.00 | |
| Staff costs | Staff salary | £388.80 | |
| Staff costs | Staff salary | £269.40 | |
| Staff costs | Staff salary | £1,259.59 | |
| Staff costs | Staff tax, NI & Pensions | £453.26 | |
| Staff costs | Staff tax, NI & Pensions | £790.48 | |
| Staff costs | Expenses | £7.32 | |
| Staff costs | Expenses | £20.00 | |
| Staff costs | Expenses | £21.15 | |
- 10.3. Noted that Catherine Moore is unable to undertake the internal audit next year and quotes are being collated. To be considered at Finance committee.
- 10.4. Considered quotation received for bus shelter cleaning - £185.00 per visit. £1,665.00 for 9 visits. Street signs £2.50 each. Quotes to be reviewed in more detail and reviewed at Finance.
- 10.5. External Audit – completed.

11. PLANNING

- 11.1. Considered any applications issued to Wroxham Parish Council for comment:

- 11.1.1. BA/2019/0248/COND. Hoveton Great Broad, Lower Street, Hoveton, Norfolk. Change of approved plans and materials, variation of conditions 2 and 3 of permission BA/2018/0325/FUL. **No comment.**
- 11.1.2. BA/2019/0261/COND. Bewilderwood, Horning Rd, Hoveton, NR12 8JW. Change of access and egress requirements, variation of condition 7 of permission BA/2012/0038/FUL. **No comment.**
- 11.1.3. BA/2019/0266/HOUSEH. Heronby, Beech Rd, Wroxham. Replace thatch with pintiles, vertical and timber boarding with fibre cement. Replace single door and windows with sliding doors and French doors. Replace timber windows with aluminium. **Object on the basis that it does not comply with Neighbourhood Plan policy HBE4.**
- 11.1.4. BA/2019/0262/TCAA. Heronby Beech Rd, Wroxham. T1 & T2 Willow – Pollard to 6m. T3: Ash – Fell. T4: Willow – Remove lowest limb overhanging the water. **No comment.**
- 11.1.5. BDC – 20191219 – 25 Charles Close, Wroxham, NR12 8TU. Construction of Boundary Fence and Trellis (retrospective). **Ask for an extension of time to consider in more detail.**
- 11.1.6. BA/2019/0258/HOUSEH. The Summerhouse, Beech Road, Wroxham, NR12 8TP. Single storey extension, conversion of roof space and erection of outbuilding. **Object on the basis that it does not comply with Neighbourhood Plan policy HBE4.**
- 11.1.7. 155 Norwich Road, Wroxham, NR12 8RZ – 20191319 - Extension/Conversion of Existing Garage to Timber Framed Cart Lodge (work already begun). **Object on the basis that it does not comply with Neighbourhood Plan policy HBE4.**
- 11.2. Received notification of decisions made by Broadland District Council – none.
- 11.3. Received notification of decisions made by the Broads Authority
 - 11.3.1. BA/2019/0214/FUL – redundant Car Park serving former Windboats Marine Site, Grange Walk, Wroxham. REFUSED. Cllr Allsop to write to the Chief Executive of the Broads Authority and the Chair of the Planning Committee expressing disappointment and calling for the Authority to enter into meaningful dialogue with the developer and the Parish Council about the future of the site for the benefit of the community. **ACTION CLLR M ALLSOP**
 - 11.3.2. BA/2019/0218/TCAA – The Glade, Beech Road, Wroxham. Proposed Tree works, no objection.
 - 11.3.3. BA/2019/0189/NONMAT – Hoveton Great Broad, Lower Street, Hoveton. Change of design and engineering of viewing platform. Non-material amendment to permission BA/2018/0325/FUL. REFUSED.
 - 11.3.4. BA/2019/0225/NONMAT – Hartwell House, 17 Hartwell Rd, Wroxham, NR12 8TL. Revised patio doors and side panels detailed GRP flat roof design finalised. Single flat roof window (previously two) side window design clarified, non-material amendment to permission BA/2018/0520/HOUSEH. APPROVED.

12. ADMINISTRATIVE MATTERS - CLLR EVERETT

- 12.1. Confirmed that the Parish Council may now co-opt to fill one vacancy. The second vacancy is being advertised as per regulations.
- 12.2. Noted minutes from the Finance Meeting held on 18th July 2019.
- 12.3. Agreed and Adopted revised Standing Orders
- 12.4. Review and Approval of Operation Risk Assessment – outstanding. **ACTION CLLR EVERETT & CLERK**
- 12.5. Agreed that the Parish Ranger Role be withdrawn. Clerk to complete administrative matters. Agreed the mobile phone and laptop be passed to Cllr Fiske. **ACTION CLERK**
- 12.6. Received and approved Policies: Expenses, Gifts and Hospitality.
- 12.7. Investment Policy to be passed to Cllr Joynson and the Finance committee for consideration. **ACTION CLLR JOYNSON**
- 12.8. Discussed 'Operation London Bridge'. Agreed flag lowering, condolence book in Library (needs to be agreed with Library), designated area for flowers will be the war memorial, dress code will be black armbands, Chair to lead a two minute silence on the day of the funeral in Broads Tour carpark, webpage to be added to website, long term memorial - tree at Caen Meadow. Assigned Cllrs Everett & M Allsop to be responsible for Operation London Bridge. Clerk to work on budget for Finance meeting. **ACTION CLERK**
- 12.9. NCC's market town research programme – outstanding.
- 12.10. BDC model contract re Lighting Adoption. Pass to Cllr Hadingham.
- 12.11. Noted that the Clerk has been awarded the Health and Safety Within the Workplace Level 2 qualification.

13. VILLAGE SIGN (CLLR E ALLSOP)

Looking to work with a local artist, will be using the title "Capital of the Broads" as there is evidence that this has been used since WW2. Design will need to include a location plan for submission to Highways.

14. CEMETERY EXTENSION (CLLR P MANTLE)

14.1. Noted that the Simons Landscaping quotation accepted total value £1,795.00 relating to the erection of posts and wire, and the removal of hedgerow, removal of oval to west end of cemetery and making good, closing of opening by wire fencing. All as quotation 10267P.

14.2. Proposal made and agreed to appoint design Company to produce drawings and process Planning Application.

14.3. Memorial Garden Update – benches and stone base for sculpture has been installed. Shaun Hearn to maintain the flowerbed temporarily whilst the contract issues are resolved at Finance. Dedication ceremony to take place in October. Three churches in Wroxham to be invited along with other dignitaries. Opportunity to have the Cemetery consecrated. Need to agree which areas will be consecrated.

15. ITEMS FOR NEXT AGENDA – 3rd October 2019 at 6.30pm

15.1. Our Wroxham Facebook page – has been converted to a Group due to trolling. To consider for the next meeting if the Council should continue to use social media.

Meeting closed at 8.30pm.

Clare Male, Clerk & RFO to the Parish Council

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07341 873375, clerk@wroxhamparishcouncil.org

Signed.....

Date.....