



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

**A meeting held in the Hub on Thursday 7<sup>th</sup> April 2022, 6.30pm**

**Parish Councillors Present:** Cllr Elaine Allsop, Cllr. Malcolm Allsop (Chair), Cllr Barry Fiske, Cllr Sylvia Holyoake, Cllr Peter Mantle.

Also present: 11 members of the public.

**Clerk:** Clare Male

1. **ATTENDANCE** – Apologies from Cllr Philip Everett, Cllr Angela Ireland, Cllr Ian Joynson, Cllr Fran Whymark (Broadland District Council (BDC), Norfolk County Council (NCC), Broads Authority (BA)) and Cllr Martin Murrell (Broadland District Council (BDC)).
2. **DECLARATION OF INTEREST** Members are invited to declare a previously undisclosed interest relating to any item on the agenda and to ask for a dispensation to vote on matters in which they have a disclosable pecuniary interest or other non-financial interests. None declared.
3. **MINUTES OF PREVIOUS MEETING** - agreed the accuracy of the final minutes of the Parish Council meeting of the **3<sup>rd</sup> March 2022**.
4. **PUBLIC SPEAKING**
  - 4.1. Received a report via the Clerk from District Councillor Martin Murrell. He has been in communication with NNDC about bins in tourism spots (item 12.1) and noted BDC's work on Homes for Ukraine.
  - 4.2. The written report from County Councillor for Wroxham Ward was noted.
  - 4.3. Public speakingL
    - 4.3.1. Re item 6.3 – requested additional clarity on air source heat pumps and wind mills.
    - 4.3.2. New planning application (under item 5) 4 Hartwell Road – resident gave some background and details of the application.
    - 4.3.3. Re item 13.2 – noted that the Broads Authority do not appear to report on people sleeping on abandoned and derelict vessels. Resident has had correspondence with BDC on the matter but these people appear to be falling through the net. Clerk to raise with Cllr Fran Whymark. **ACTION CLERK**
5. **MATTERS ARISING FOR INFORMATION ONLY**
  - 5.1. Report from the BDC Town & Parish Forum attended by the Clerk & Cllr M Allsop. BDC's Homes for Ukraine response is now open for application. Nutrient neutrality - Natural England have advised that all new planning applications which provides additional overnight accommodation will have to be postponed whilst solutions are identified.

- 5.2. New planning application - 4 Hartwell Road - Existing flat roofed garage to be replaced with duo pitched roof and single storey rear extension. BDC application number 20220534. Agreed there was NO OBJECTION to the application.
- 5.3. Invitation to attend further BDC Town & Parish Council Forum for dates in May, June & July via Zoom.

## 6. PLANNING – Cllr M Ailsop

- 6.1. Former Windboat's site, Staitheway Road – James Knight from Norfolk Broads Direct talked through the pre planning designs for a mixed development of holiday houses and retirement apartments. Access for the retirement properties will be via Staitheway Road and the holiday lets will be from the Norwich Road. Pedestrian access from Staitheway Road will be maintained. The development is likely to be delayed by Nutrient Neutrality (see item 5.1).
- 6.2. Rackheath North housing development – noted the February 2022 NCC Cabinet paper regarding the Greater Norwich Growth Board's infrastructure proposal to further plans for a green loop to connect north city growth areas with the Bure Valley Railway with a budget of £5.8 million. Agreed to maintain a watching brief and ensure that the Wroxham section takes cyclist and pedestrian off the Norwich Road.
- 6.3. Solar panels – discussed ambiguities over planning permission, especially for Conservation areas. Noted correspondence with BDC that properties inside and outside of general conservation areas, solar panels are permitted. However, in Article 4 areas (Staitheway Road, Charles Close, The Avenue, Hartwell Road) planning consent IS required. Planning for other types of green energy equipment is unclear. To raise at the next meeting with BDC and NCC Councillors.
- 6.4. 17 Charles Close, NR12 8TU, demolish existing double garage and boundary wall & build new double garage and boundary wall. Broadland District Council application no 20220302. Deadline for comments 16th April. OBJECT to the application on the grounds that it is out of keeping with the Close, it is forward of the existing building line and it changes the building from one to two storeys.

## 7. ACTION PLAN:

- 7.1. Reviewed the Action Plan for 2022/23 and discussed new projects, including the s106 project monies. Discussed the need to take forward the supplementary sum project for the Wherry Garden site. Cllr Fiske outlined an idea for using the s106 income as a treasury bank for new capital projects.
- 7.2. Cemetery – **Cllr Mantle**. Thanks to everyone who attended the Consecration ceremony with the Bishop of Thetford on the 7<sup>th</sup> April. Aim to make the Cemetery self-funding in the long term. Noted that report from NP Law/Land Registry that it will be a further 3 to 4 months for the registration of the site (submitted 10 months ago). The Chair thanked Cllr Mantle for all his hard work on this project over the last few years.
- 7.3. Agnes Gardner Playground improvements - **Cllr Joynson**. Clerk is working on the design of the signage and a descendant of Agnes Gardener King has confirmed she is willing to cut the ribbon at the opening event.
- 7.4. Village trees – **Cllr Joynson**. St Mary's Churchyard – Clerk updated on site meeting – there is a proposal to add one tree into the churchyard. This must be approved by the Norwich diocese. A request for additional trees at Caen Meadow has been made.
- 7.5. Platinum Jubilee – **Cllrs E Ailsop & Ireland**. Norfolk website will be launched shortly – [www.platinumjubileenorfolk.org](http://www.platinumjubileenorfolk.org). Clerk to add details of event. **ACTION CLERK**
- 7.6. Caen Meadow management plan – **Cllr Mantle**. Have been looking at costs to fence off the eroded central slope. To be reported at next Finance meeting. **ACTION CLLR MANTLE**

## 8. GOVERNANCE AND ADMINISTRATION – Cllr Everett

- 8.1. Freedom of Information requests – Clerk updated the Council that these have been completed.
- 8.2. Parish Council support subscription – approved the Clerks recommendation to renew the Norfolk Association of Local Councils subscription.

- 8.3. Norfolk Resilience Forum – Clerk and Cllr E Allsop have agreed to be the points of contact on the emergency notification system. Agreed to review the Community Emergency Plan for next meeting. **ACTION GOV & ADMIN GROUP**

8.4. Policies:

- 8.4.1. Model Publication – requires further review.  
8.4.2. Data protection - reviewed and approved.  
8.4.3. Privacy Notice - reviewed and approved.

**CLERK TO PUBLISH**

9. **LIASON WITH OTHER BODIES – Cllr M Allsop**

- 9.1. Noted the verbal report on the Norfolk Police Priority Setting Meeting for Wroxham, Rackheath & Salhouse held on the 28th March.  
9.2. Noted the communication with Norfolk Police on the arson attack to hedges on the Norwich Road. Cllr M Allsop has written to the Police Commissioner about the lack of communication with the community on this matter.

10. **FINANCIAL MATTERS – Cllr Fiske**

10.1. Reviewed the period's financial position:

- 10.1.1. Noted total bank balances for period of £51,118.40  
10.1.2. Receipts - noted receipts in the period of £33.04  
10.1.3. Payments - agreed payments as below totalling £4,435.67:
- |  |                         |           |       |
|--|-------------------------|-----------|-------|
| Ink cartridges for office printer  | Cartridge Save          | £58.03    |       |
| Cloud storage  | DropBox                 | £95.88    |       |
| Clerks mobile phone  | Vodafone                | £28.09    |       |
| Clerks networking lunch  | A G Meale & Sons        | £10.25    |       |
| Donation to the Scouts for use of Scout hut (agreed Full Council - March item 6.1) |                         |           | First |
| Hoveton & Wroxham Scout group  | £50.00                  |           |       |
| Grant to The New Bridge magazine (agreed Finance - March item 11b)                 | The New Bridge magazine | £250.00   |       |
| Subscription for Broadland Tree Network  | Broadland Tree Network  | £30.00    |       |
| Cleaning products for Cemetery   | Cllr Peter Mantle       | £9.99     |       |
| Street furniture, Cemetery & playground cleaning                                   | G Garfoot               | £160.00   |       |
| Hall hire  | The Wroxham Hub         | £38.00    |       |
| Support subscription   | Norfolk ALC             | £306.02   |       |
| Street lighting maintenance  | TT Jones Electrical     | £13.70    |       |
| Staff salary, tax, NI & Pension  | Clare Male              | £1,897.03 |       |
| Staff salary, tax, NI & Pension  | HMRC                    | £720.75   |       |
| Staff salary, tax, NI & Pension  | Norfolk Pension Fund    | £760.36   |       |
| Clerk's expenses   | Clare Male              | £26.00    |       |
| Clerk's travel   | Clare Male              | £39.60    |       |

- 10.2. Noted the Finance minutes of the 22<sup>nd</sup> March 2022 and that the 2022-23 budget has now been published on the website.  
10.3. Noted end of year figures for 2021-22 – total receipts of £65,400.04 and total payments of £76,182.04  
10.4. Agreed the proposed, unaltered, fee schedule for the Cemetery. **CLERK TO PUBLISH**

11. **STREET SPACES**

- 11.1. NCC Highways - Wroxham to Salhouse PJA019 Proposed 30 & 50mph Speed Limit Orders. Noted that a further consultation was published on moving the 30mph speed limit further south down the Salhouse Road past the residential area. The closing date was the 5<sup>th</sup> April and the Clerk responded in support of the scheme.  
11.2. Clean Air data from BDC – last 3 years data now available. Needs to be reviewed and understood. Clerk to publish the data on the WPC website. **CLERK TO PUBLISH**  
11.3. Repainting of ironwork village signs – Cllr Mantle to undertake with a volunteer. **ACTION CLLR MANTLE**  
11.4. Litter picking – received an update from Cllr Fiske on the newly formed community litter picking group. Grant application submitted to BDC.

**12. RECREATIONAL SPACES**

- 12.1. Waste removal in tourist spots – received an update from Cllr M Allsop on correspondence with Jerome Mayhew MP. Jerome has been in contact with BDC and the BDC Tourism department have been in contact with the Clerk to arrange a meeting. Cllr M Allsop to follow up.  
**ACTION CLLR M ALLSOP**
- 12.2. Tree reports – discussed the quotes to update tree surveys. Clerk recommended and it was agreed that Angus Turville, the Wroxham tree warden, would be appointed. **ACTION CLERK**
- 12.3. War memorial cleaning – Clerk waiting for a further specialist quote.

**13. CORRESPONDENCE**

- 13.1. Complaint from a resident about the amount of rubbish on the A1151, particularly after the NDR.
- 13.2. BDC rough sleeper count – request for details by the 7<sup>th</sup> April. See item 4.3.3.
- 13.3. Complaint from a resident about speeding on The Avenue and a driver hitting and killing a deer. Noted.
- 13.4. Enquiry from a resident about the progress of Ultra-Fast Broad Band following roadworks at various sites and a request to raise this with Wroxham’s MP. **ACTION CLERK**
- 13.5. Notification from Anglian Water of 6 months of works around the NDR and Salhouse Road to facilitate new water supplies for new housing.
- 13.6. Noted the complement from a resident on the bulbs in the verges.
- 13.7. Noted that the Norfolk Registration Service will be opening a Registration Office in Wroxham library, from May 2022 for face-to-face appointments for births, deaths and notice of intention to form marriages or civil partnerships. Ceremonies will not be delivered from these premises.
- 13.8. Norfolk Broads Direct are considering painting a mural on the former Windboats shed and would like Councillors views on the matter. The mural was not widely supported.
- 13.9. Invitation from Norfolk ALC to Highways Webinar in conjunction with Norfolk County Council for Parish & Town Councils on Wednesday 20 April.

**14. ITEMS FOR NEXT AGENDA – 5th May 2022 at 6.30pm.**

Meeting closed at 8.05pm  
Clare Male, Clerk

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Signed.....

Dated.....