



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

**A meeting held in the Hub on Thursday 3<sup>rd</sup> March 2022, 6.30pm**

**Parish Councillors Present:**

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

Also present: Cllr Fran Whymark (Broadland District Council (BDC), Norfolk County Council (NCC), Broads Authority (BA)) and 1 member of the public.

**Clerk:** Clare Male

1. **ATTENDANCE** – no apologies were received.
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.
3. **MINUTES OF PREVIOUS MEETING** - agreed the accuracy of the final minutes of the Parish Council meeting of the **3<sup>rd</sup> February 2022**.
4. **PUBLIC SPEAKING**
  - 4.1. Received a report from Cllr Fran Whymark on BDC:
    - 4.1.1. Community Heart Lottery – now running for 1 year and it has raised £50K for charities. There is now a “Get it Started” grant – grants of £300 to get a group up and running.
    - 4.1.2. BDC Council tax is being frozen for the next financial year. Cllr Whymark explained that this was due to significant reserves carried over of nearly £1 million. This will be used to finance the shortfall in spending in the next financial year without cutting services. Other Councils have had to raise their rates to cover increased revenue costs.
  - 4.2. Receives a report from Cllr Fran Whymark on NCC:
    - 4.2.1. NCC are providing free advice and a £500 grant for small – medium businesses called Go Digital.
    - 4.2.2. Roadside nature reserve scheme – 111 sites of uncut verges that provide the opportunity for wild flowers to rejuvenate.
    - 4.2.3. Integrated Care System (ICS) – the new partnership between the NHS, the Districts and voluntary groups has been delayed to July 2022.
    - 4.2.4. Norfolk is one of nine areas that has been put forward for a possible unitary authority, which would result in the abolition of District Councils and the appointment of an elected mayor.
    - 4.2.5. Rackheath North housing development – the Council requested that Cllr Whymark follow up on possible financing of a cycle route link between the new development and Wroxham. This could involve NCC Community Infrastructure Levy funding.

**ACTION CLLR WHYMARK**

- 4.2.6. BA - Farming in Protected Landscapes Programme – match funding available for farmers for environmental schemes.
- 4.2.7. A reminder to respond to the National Parks Landscape Review, closes 9<sup>th</sup> April.

**ACTION CLLR M ALLSOP**

4.3. Public speaking – no members of the public elected to speak.

**5. MATTERS ARISING FOR INFORMATION ONLY:**

- 5.1. Clean Air – noted that Wroxham has two air quality monitors (Norwich Road near the library and The Avenue) but have not received any information on monitoring results. Clerk to chase up with BDC. **ACTION CLERK**
- 5.2. Norfolk Resilience Forum (Norfolk County Council) – funding to add Parish Councils to the cascade alert system. Agreed to join and to agree main point of contact via email. Clerk to follow up. **ACTION CLERK**
- 5.3. Pre-application consultation - Cornerstone 108288 - Proposed upgrade to mobile phone base station at Broadland Funeral Services, 102 Norwich Road, Wroxham, Norfolk, NR12 8TG – deadline for comments 11<sup>th</sup> March. No objection.
- 5.4. Invitation to attend the NALC summer conference and AGM at Fakenham race course on the 6<sup>th</sup> July. Clerk & Cllr Ireland to attend.
- 5.5. Norwich Western Link – noted proposal to alter the route to protect the mega colony of bats. The proposal will be reviewed at Cabinet on the 7<sup>th</sup> March.
- 5.6. New tree works application from the Broads Authority: Longwood, Beech Road, Wroxham. Application Number: BA/2022/0089/TCAA Site Location: Proposal: T1: Fir - fell. T2: Willow - pollard. Comments by 22 March 2022. No comment.
- 5.7. Noted request from Cllr Ireland to obtain a quote from our existing contractor for washing the war memorial.
- 5.8. Clerk's pay award – noted a 1.75% pay award for 2021-22. Noted that the Council has budgeted for a 3% increase, therefore giving a saving for next year. Clerk to advise payroll provider. **ACTION CLERK**
- 5.9. Question from the public. Is the Parish Council willing to freeze the 22-23 increase in precept following BDC's decision to freeze their Council tax? Clerk reported that she has been in contact with BDC and it is too late to make a change to the application. Agreed that in view of the new and unforeseen financial pressures on residents, that the precept for 23 – 24 and planned expenditure would be reviewed at the next Finance committee with a view to keeping the precept as low as possible. Noted that BDC had received a large amount of funding from central government and the Parish Council has limited sources of funding apart from the precept (as reported in item 4.1.2). **ACTION**

**FINANCE COMMITTEE**

**6. ACTION PLAN:**

- 6.1. Cemetery – **Cllr Mantle** - noted that the nameplates have now been fitted to the pillars, which concludes the work to the Cemetery. Discussed plans for the consecration ceremony on the 23<sup>rd</sup> March at 2.30pm and refreshments to be provided at the Scout hut afterwards. Cemetery will be tidied up. Agreed to commemorate the specimen oak for the Queens jubilee and to order a plaque from Nick Hindle. Agreed to publicise the event to the public via Facebook. Agreed a donation for the use of the Scout hut.
- 6.2. Wherry Gardens public open space adoption – **Cllr Fiske**. Noted that the Clerk met with NP Law and all legal transfer issues have been finalised. There are some searches outstanding and then the legal transfer can go through. Estimate is May/June 2022 for completion.
- 6.3. Agnes Gardner King Playground improvements - **Cllr Joynson**. Work is programmed for late April/early May. Clerk to plan group meeting to agree signage and an opening event. Discussed a sign that explains who Agnes Gardner King was. The WI have expressed possible interest in planting a tree on the site. **ACTION CLERK**

6.4. Village trees – **Cllr Joynson** – St Mary’s site – still awaiting a site meeting to review the position of the trees in response to comments from the Benefice. **ACTION CLERK**

6.5. Platinum Jubilee – **Cllrs E Allsop & Ireland** –

6.5.1. **Beacon lighting event on the 2<sup>nd</sup> June.** Received an update on the latest group meeting. A member of the football club has joined the group. The W&H Lions will also be joining to provide support. Confirming arrangements with the Taverham Band. Need to create posters. Heard a report from the Clerk on the Safety Advisory Group Workshop provided by BDC. Clerk has created a project plan. Cllr E Allsop to arrange a further meeting. **ACTION CLLR E ALLSOP**

6.5.2. **Jubilee flowerbed** – agreed to cancel the flowerbed due to the lack of progress with the project and to reduce capital and revenue expenditure. It was hoped this could be revisited in the future.

## 7. **PLANNING – Cllr M Allsop**

7.1. 15 Charles Close, NR12 8TU. Demolition of existing conservatory and replacement garden room. BDC application no - 20220132. Closing date for comments 10th March. No objection.

7.2. Tree works applications:

7.2.1. Hill House, 2 Skinners Lane. Proposal: T1: Holm Oak - reduce height to previous reduction points (approximately 3m reduction, reduction the height to 4.5m). BA application Number: BA/2022/0058/TCAA. Deadline for comments 2<sup>nd</sup> March. No objection.

7.2.2. Goldfinch, Beech Road. Proposal: T1: Lime – fell. BA application Number: BA/2022/0057/TCAA. Deadline for comments 4<sup>th</sup> March. No objection.

8. **COMMUNICATIONS STRATEGY – Cllr M Allsop** – received an update on the new email newsletter which has begun and has a circulation of sixty-one. Anyone can sign up via the website. Noted that The Bridge magazine is starting again under the title “The New Bridge” as a CIC. First edition will be May 2022.

## 9. **FINANCIAL MATTERS – Cllr Fiske**

9.1. Reviewed this period’s financial position:

9.1.1. Noted total bank balances for period of £55,436.55

9.1.2. Receipts – noted there were no receipts in the period.

9.1.3. Payments - agreed total payments of £4,375.85 as follows:

Power for footway lighting	Npower business	£47.41
Members Allowance	No 14	£27.75
Clerks mobile phone bill Feb	Vodafone	£28.09
Data protection renewal	ICO	£35.00
Replacement tree plaque	Brunel Engraving	£66.08
Water supply for Cemetery	Anglian Water Business	£12.58
Hall hire - Feb	Wroxham Hub	£26.00
Plants for village sign	Cllr Ireland	£70.00
Jubilee beacon	21CC Group Ltd	£588.00
NP Law charges and fees for War Memorial land registration	Norfolk County Council	£500.00
Granite name plaques for Cemetery	Hindle stonemasons	£225.60
Hall hire - Jubilee meeting (additional)	Wroxham Hub	£8.00
Staff salary, tax, NI & Pension	Clare Male	£1,587.92
Staff salary, tax, NI & Pension	HMRC	£502.04
Staff salary, tax, NI & Pension	Norfolk Pension Fund	£612.78
Clerk’s expenses	Clare Male	£26.00
Clerk’s travel	Clare Male	£12.60

## 10. **STREET SPACES**

10.1. Litter picking – noted that the Community Payback litter picking service has been withdrawn. Agreed to set up a group independent of the Parish Council with several groups of pickers. Discussed the possibility of applying for a Get it Started grant from BDC. Cllr E Allsop to look into the matter further. **ACTION CLLR E ALLSOP**

- 10.2. Flooding on the Norwich Road adjacent to Norfolk Broads Direct – Clerk gave an update from Highways. A variety of options have been investigated and it has been concluded to raise the carriageway by between 300 – 500 mm. Further investigations are underway.
- 10.3. Northerly and southerly village signs – discussed the proposal from Cllr Ireland to consider relocating the northerly sign. To be added to the Action Plan as a future project. Agreed that the hedge around the northerly sign protects pedestrians from road spray and noise and should remain. Clerk to request Highways reduce the height of the hedge. Cllr Mantle to arrange repainting. Southerly village sign – thanked Councillor Ireland for replanting the bed with spring colour. **ACTION CLLR MANTLE & CLERK**
- 10.4. Salhouse Road ditch – noted that the ditch has been cleared but the trees haven't been removed. The ditch is now full of water. Highways have agreed to undertake the tree work in the next financial year.
- 10.5. Park Road bench – thanks to Cllrs Joynson and Mantle for removing the bench. It needs substantial work which Cllr Joynson kindly volunteered to undertake.

## 11. RECREATIONAL SPACES

- 11.1. Waste removal in tourist spots – discussed lack of response from BDC on the difference between NNDC and BDC policy in this area. Cllr Whymark to chase up. **ACTION CLLR WHYMARK**
- 11.2. Caen Meadow bins – Cllr Ireland – noted that BDC have frozen litter bin ordering at BDC whilst final arrangements are made under the new contracts. Cllr Whymark to chase up. **ACTION CLLR WHYMARK**
- 11.3. Caen Meadow boundary and fallen tree clearance – update on the meeting with Trafford Estates (TE) to discuss the northerly side of the meadow. Resident unable to find a contractor to undertake the replacement fence works. Clerk to chase TE for contractor recommendations. **ACTION CLERK**

## 12. GOVERNANCE AND ADMINISTRATION – Cllr Everett

- 12.1. Data protection update – reviewed and approved the updated data audit. Clerk to publish. **ACTION CLERK**
- 12.2. Vexatious correspondence policy – reported that the policy has been enacted on the basis that an individual resident has placed excessive demands on the Council by engaging in lengthy and repetitious correspondence asking for information, they have an inability to accept the Council is unable to give them the details they demand and making false or malicious or unsubstantiated statements or allegations regarding councillors. They have then made a number of requests under the Freedom of Information Act. See item below. The Clerk talked about how unpleasant the correspondence is and how distressing and stressful it is for her personally.
- 12.3. Freedom of Information – the resident has made three requests for recorded information regarding finance, the reasoning for the enactment of the vexatious correspondence policy and asking an internal review. The Governance and Admin group will meet next week to review the applications and will report back to Full Council.
- 12.4. Confirmed the renewal of the ICO subscription.

## 13. CORRESPONDENCE

- 13.1. Complaint from a resident about overgrown and rubbish strewn property in the south of the village. Have advised resident to take it up with Wroxham's MP.
- 13.2. Norfolk Local Access Forum volunteer vacancies – request for volunteers from Community and Environmental Services at Norfolk County Council.
- 13.3. Request from a resident to ask local landowners to donate land to create a Queens Jubilee footpath from Wroxham to Salhouse. This is being investigated via item 4.2.5.
- 13.4. Request from a resident for the Parish Council not to TROD FP2 but to either leave it as it is or tarmac (Park Road to The Avenue). Noted, however the surface is very muddy and the

barriers at either end have been removed to improve disabled access. Clerk to continue lasing with NCC about a possible TROD.

- 13.5. Concern from resident about the speed of traffic approaching the village on the Salhouse Road. Chasing the relocation of the 30mph sign and asking about the possibility of a pedestrian crossing.

14. **ITEMS FOR NEXT AGENDA** – 7th April 2022 at 6.30pm.

**Meeting closed at 8.05pm**  
**Clare Male, Clerk**

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Signed by.....

Dated.....