



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

**A meeting held in the Hub on Thursday 5<sup>th</sup> May 2022, 6.30pm**

**Parish Councillors Present:** Cllr Elaine Allsop, Cllr. Malcolm Allsop (Chair), Cllr Philip Everett, Cllr Barry Fiske, 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 Cllr Martin Murrell (Broadland District Council (BDC)); 4 members of the public.

**Clerk:** Clare Male

1. **ELECTION OF CHAIR** – Cllr Malcolm Allsop was unanimously elected as Chair.
2. **ELECTION OF VICE CHAIR** – Cllr Philip Everett was unanimously elected as Vice Chair.
3. **ELECTION OF FINANCE CHAIR** – Cllr Barry Fiske was unanimously elected as Chair of the Finance Committee.
4. **TO REVIEW THE STRUCTURE OF THE COUNCIL – FINANCE COMMITTEE, GROUPS AND ROLES & RESPONSIBILITIES** – agreed to remain as is.
5. **ATTENDANCE** – Apologies from Cllr Sylvia Holyoake & PC Al Jennings.
6. **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.
7. **MINUTES OF PREVIOUS MEETING** - agreed the accuracy of the final minutes of the Parish Council meeting of the 7<sup>th</sup> April 2022.
8. **PUBLIC SPEAKING**
  - 8.1. Received a report from our District Councillor – following up regarding the provision of bins in Tourism spots. Discussed the options available and agreed to take the matter to the BDC Scrutiny committee. Clerk to progress. **ACTION CLERK**  
Nutrient neutrality – BDC are reviewing the situation, in the meantime all new development submissions with additional overnight accommodation will be put on hold.  
Recycling - New small electrical, textile and battery collection has begun with a massive take up in the first few weeks. Food waste collection will begin by October with weekly collections.  
Food hub – topping out ceremony has taken place on the building. Will work to distribute food produced in Norfolk-to-Norfolk communities. There will also be a vertical farm.
  - 8.2. Received a report from our County Councillor – Help Hub now has additional staff to help people with budgeting and what benefits people may be able to access. There will also be a Discretionary energy grants available for those outside of the A-D Council Tax bands.

Wroxham Library – registration centre is opening on the 10<sup>th</sup> May, provisionally for one year, depending on take up. They also have a business and intellectual property centre available. Free advice and one to one sessions are available.

New from the Broads Authority (BA) – electrifying the Broads. Norfolk Broads Direct are working with the BA at how to convert existing hire boats to electric and designing a new style electric boat. Big issues with infrastructure at staithe and boat yards.

**8.3.** Public speaking – no issues raised.

## **9. MATTERS ARISING FOR INFORMATION ONLY**

**9.1.** New planning items:

- 9.1.1. Manor House, 3 Church Lane. Variation to a planning condition for the swimming pool. Broadland District Council application number: 20220649. To increase the number of sessions from 7 to 8 per day and to extend the opening time from 8.30am to 7.30am. Reasons – to meet demand & increase revenue to meet increased energy bills. Deadline 26<sup>th</sup> May. No comment.
- 9.1.2. 1 Saint Margaret's House, Staithe Road. Broadland District Council application number: 20220702. Installation of 16 solar panels to garage. Deadline 26<sup>th</sup> May. No comment.
- 9.1.3. Bure Meden, 31 Skinners Lane. Revised planning application, Broadland District Council application number 20220071. Remodelling of bungalow to form two storey house. Deadline 12<sup>th</sup> May. Object, as per previous comments.

**9.2.** Change of property name from BDC - Liberty restaurant changing to The Bridge.

**9.3.** Noted offer of help from Aviva to bring in a group of volunteers to do jobs in the village. Clerk to ask about helping out with the Platinum Jubilee event. **ACTION CLERK**

**9.4.** Noted that BA intend to undertake works to Castle Staithe at CM – Clerk finding out more.

**9.5.** Invitation from BDC to a Jubilee flag raising on 2<sup>nd</sup> June – also to residents who remember the Queen's Coronation in 1953. Cllr Everett to attend on behalf of the Council. Clerk to publicise the event to older residents. **ACTION CLERK**

**9.6.** Cemetery – Cllr Mantle reported that all the memorial cherry trees have been allocated. To pass on details to the Clerk. **ACTION CLLR MANTLE**

## **10. PLANNING – Cllr M Allsop**

**10.1.** Discussed whether Wroxham Parish Council should ask BDC to review their Planning policies in the light of the current energy crisis, especially for Article 4 areas. Agreed to write to the Portfolio holder of Planning at BDC and to ask for the item to be put on the agenda for the BDC Parish Forums. **ACTION CLLR M ALLSOP**

**10.2.** Squirrels, Beech Road, NR12 8TP. Single storey front extensions to provide new porch & garage & first floor side extension. Broadland District Council application no 20220310. Deadline for comments 5<sup>th</sup> May 2022. Please note this is a resubmission of an application from 2019 as the 3-year deadline for starting work has passed. No comment.

**10.3.** Tree works applications:

- 10.3.1. Campbell Cottage, Beech Road, Wroxham. Broads Authority Application Number: BA/2022/0134/TCAA. Proposal – remove 9 trees. Deadline for comments 3<sup>rd</sup> May – OBJECT.
- 10.3.2. The Annexe Barton House 19 Hartwell Road Wroxham. Broads Authority application number: BA/2022/0148/TCAA. Proposal – remove 4 holly trees. Deadline for comments 11<sup>th</sup> May. No comment.

## **11. ACTION PLAN:**

**11.1.** Wherry Gardens – **Cllr Fiske** – NP Law have advised that the Highways s38 transfer is now ready to complete so hopefully the s106 will not take too much longer to complete.

**11.2.** Agnes Gardner Playground improvements - **Cllr Joynson**. Noted that the works will start on the 9<sup>th</sup> May. Need to make some progress with the signage. **ACTION CLERK**

- 11.3. Platinum Jubilee – **Cllrs E Allsop & Ireland**. Received an update on the preparations. Need to make arrangements for collecting the gas for the beacon. Agreed costs for promotional posters & bunting. Meeting to be set up to agree the running order.

**ACTION CLLR FISKE, CLERK & E ALLSOP**

- 11.4. Tree planting – **Cllr Joynson** – tree planting has finished for the season. Planning some additional trees for Caen Meadow. NCC footpath team have come back with plans of the area – to review at the next meeting.

- 11.5. Caen Meadow management plan – **Cllr Mantle**. Agreed costs to fence off the eroded central slope. Clerk to order fencing and chase up change to the grass cutting regime with the contractor.

**ACTION CLERK**

## 12. GOVERNANCE AND ADMINISTRATION – Cllr Everett

- 12.1. Norfolk Resilience Forum – reviewed the Community Emergency Plan and agreed that it was beyond the scope of the Parish Council. The Clerk & Cllr E Allsop are registered as point of contacts for notification of flood warnings etc.

- 12.2. Noted the request for an internal review of a Subject Access Request from a resident following their FOI's. Noted that the group had agreed to turn down this request on the basis that it was manifestly excessive.

- 12.3. Policies: to review and approve:

- 12.3.1. Model Publication scheme – agreed as a temporary update but Clerk to take advice from NALC over hourly charging rates to respond to FOI's. **ACTION CLERK**

- 12.3.2. Operation London Bridge – reviewed policy and Clerk's comments. Agreed a detailed review is required. Group to discuss and report at next meeting.

**ACTION CLLR EVERETT**

- 12.3.3. Finance committee Terms of Reference – agreed with no changes.

**CLERK TO PUBLISH**

## 13. LIASON WITH OTHER BODIES – Cllr M Allsop

- 13.1. Discussed the Police Commissioners response about the lack of communication following the hedge fire on the Norwich Road. Received a report on the meeting with Inspector Terry.

- 13.2. Updated the meeting on the old Riverside Rooms site in Hoveton and noted the forthcoming meeting with Hoveton PC re the McCarthy & Stone pre-application plans.

## 14. FINANCIAL MATTERS – Cllr Fiske

- 14.1. Reviewed this period's financial position:

- 14.1.1. Noted total bank balances for period of £73,366.20

- 14.1.2. Receipts - noted receipts in the period of £26,944.50 (first half of the precept).

- 14.1.3. Payments - agreed payments of £3,792.20 as listed below:

Footway lighting energy bill - first quarter	N Power	£131.43	
Clerk's mobile phone bill	Vodafone	£29.82	
Clerks SLCC membership fee	Society of Local Council Clerks		£234.00
Hall hire	The Wroxham hub	£30.00	
Platinum Jubilee meeting	The Wroxham hub	£8.00	
NALC summer conference - Clerk and one Cllr	Norfolk ALC	£50.00	
Plaque for Queens Jubilee Oak tree, Cemetery	Nick Hindle stonemasons		£236.40
Advertising for Platinum Jubilee event	The New Bridge	£90.00	
Street furniture cleaning	G Garfoot	£160.00	
Clerk employment costs	Clare Male	£1,601.58	
Clerk employment costs	HMRC	£546.69	
Clerk employment costs	Norfolk Pension Fund		£635.68
Clerk employment costs	Clare Male	£26.00	
Clerk employment costs	Clare Male	£12.60	

## 15. STREET SPACES

- 15.1. Repainting of village signs – agreed that the sign will be cleaned and then reassessed.  
**ACTION CLLR MANTLE**

**16. RECREATIONAL SPACES**

- 16.1. Waste removal in tourist spots – as per item 8.1.
- 16.2. War memorial cleaning – thanks to Cllr Fiske & Mantle who undertook the cleaning.
- 16.3. Discussed maintenance issues at Caen Meadow and the need for more on-site help. Cllr Ireland to raise the issue with Friends of Caen Meadow. Clerk to raise the issue of beach erosion with the Broads Authority.  
**ACTION CLLR IRELAND & CLERK**

**17. CORRESPONDENCE**

- 17.1. Noted response from Highways re litter on the NDR and A1151 – responsibility of the District Council.

- 18. **ITEMS FOR NEXT AGENDA** – 9th May 2022 at 6.30pm. Response to tree works applications.

Meeting closed at 8.30pm  
Clare Male, Clerk

Published 16th May 2022  
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Signed.....

Dated.....