



FULL COUNCIL MEETING - DRAFT MINUTES

A meeting held on Thursday 3rd December 2020, 6.30pm via Zoom

Parish Councillors Present:

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

Cllr Fran Whymark, Broadland District Councillor (BDC) and Norfolk County Councillor (NCC) (part)

No members of the public were present.

Clerk: Clare Male

1. **ATTENDANCE** – All Councillors present.
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 the meeting of the **5th November 2020**.
4. **PUBLIC SPEAKING**
 - 4.1. Report from District & County Councillor Fran Whymark – significant rise in case numbers of C19 in Wroxham ward and Broadland. Help available from Norfolk County Council (NCC) for day to day living costs, energy bills and food vouchers – call 0344 800 8020. New Disability adaptation grants also available. NCC budget likely to be a 2% increase with the additional 3% for social care. Broadland District Council is launching a community lottery scheme with monies going to local charities. Noted that Cllr Martin Murrell has resigned as Chair of Salhouse PC, but remains as Wroxham's District Councillor.
 - 4.2. A review of crime figures and any update from **Norfolk Police** – none received.
 - 4.3. Public speaking – no members of the public were present.
5. **MATTERS ARISING FOR INFORMATION ONLY 34 MINUTES**
 - 5.1. Police & Crime Commissioner – invitation to attend a virtual meeting on Tuesday 15th December. Cllr Everett to attend. Clerk to book.
 - 5.2. Citizens Advice – survey on hardship. Sent onto Wroxham & Hoveton Good Neighbour Scheme.
 - 5.3. Complaint from residents about repeated parking on The Avenue near to the junction with Norwich Road. Letters posted onto cars politely asking them to park elsewhere.
 - 5.4. Finance meeting – agreed to move meeting from evenings to daytime whilst on Zoom. Clerk to arrange.

ACTION CLERK
6. **CORRESPONDENCE**
 - 6.1. Remembrance Sunday – messages of thanks for the Parish Council's role in organising the service to such a high standard in difficult circumstances. Vote of thanks given to Cllr M Allsop and his team for the work they put in to make this such a successful event.

- 6.2. Request to respond to Anglian (Eastern) Regional Flood and Coastal Committee (RFCC) survey. Clerk has responded.
- 6.3. Southerly village sign – various messages of thanks and support for the new winter planting. Vote of thanks to Cllr Ireland for her efforts.
- 6.4. Broads Authority – request for nominations for the appointment of a new independent person.
- 6.5. Norfolk Association of Local Councils – offer of free PPE visors. 100 units have been delivered. To arrange publicity and distribution. **ACTION CLLR FISKE**
- 6.6. Woodland trust – correspondence of mutual thanks for the donation of the hedging plants. Vote of thanks to Cllr Mantle for all his hard work in organising the event.
- 6.7. Broadland District Council – offer of planning training for Clerks and Councillors on the 16th December and the 19th January.
- 6.8. Wroxham-Hoveton river bridge – correspondence about repair work and associated closures in 2021 with NCC Highways. No drainage works offered. Cllr Fiske to compose formal response. **ACTION CLLR FISKE**

7. PLANNING – Cllr M Allsop

- 7.1. Dechrau, 6A Grange Walk, NR12 8RS. Standalone garage and office. Broadland District Council application number – 20202146. Deadline for comments 10th December 2020. No objection.
- 7.2. Pightles Way, 78 Norwich Road, Wroxham, NR12 8RX. Revised application. A shed/store at the bottom of the garden (part-retrospective) and a rear extension and first-floor balcony to the rear of property (retrospective). Broadland District Council application number 20201968. Deadline for comments 9th December 2020. No objection.
- 7.3. 66 Charles Close – appeal against a Tree Preservation Order (TPO) - it was ruled that the TPO would be upheld. Thanks to Cllr M Allsop for attending this appeal hearing.

8. MARKET TOWN IMPROVEMENT STRATEGY – Cllr Fiske – it has been agreed that a visit to the village will be organised by NCC representatives in February/March.

9. FINANCIAL MATTERS – Cllr Joynson

9.1. Reviewed this period's financial position:

- 9.1.1. Noted total bank balances of £82,811.09 at 26th November.
- 9.1.2. Receipts - noted receipts in the period of £1,009.40.
- 9.1.3. Payments - agreed payments of £12,324.55 as below:

Bluebell bulbs for Keys Hill wood	Peter Nyssen	£137.75
Clerk's mobile phone bill	Vodafone Ltd	£21.80
Bus shelter replacement glass	Norwich Glass company	£247.61
Online meeting fees	Zoom	£14.39
Water fees for Cemetery	Wave (Anglian Water business)	£21.73
Finance for Councillors training	Norfolk Association of Local Councils	£42.00
Street light maintenance & replacement unit	TT Jones Electrical	£315.54
Grass cutting & hedge cutting for Cemetery, Church, playground	Shaun Hearn Landscapes	£2,970.00
External audit fees	PKF Littlejohn	£360.00
Hessian sand bags to secure Xmas trees	Cllr Fiske (Aspli)	£30.00
Batteries for Christmas trees	Cllr Fiske (Roys)	£26.92
Specimen trees for Cemetery	Romantic Garden Nursery	£921.36
Main grass cutting contract	Garden Guardian	£4,827.30
Final specimen tree for Cemetery	Romantic Garden Nursery	£126.79
Staff salary, tax, NI & Pension - November	Clare Male	£1,346.51
Staff salary, tax, NI & Pension - November	HMRC	£330.50
Staff salary, tax, NI & Pension - November	Norfolk Pension fund	£538.55
Clerk's expenses - November	Clare Male	£26.00
Clerk's mileage - November	Clare Male	£19.80
Staff salary, tax, NI & Pension - December	Clare Male	£1,346.71
Staff salary, tax, NI & Pension - December	HMRC	£330.30
Staff salary, tax, NI & Pension - December	Norfolk Pension fund	£474.15

- 9.2. Accepted the minutes from the Finance committee meeting 19th November. Noted the completion and acceptance of the audit. Documents have been published on the website.

- 9.3. Reviewed and accepted new Action Plan for 2021 – 2022. Add proposed moving of 30mph zone with TRO on Salhouse Road at Wherry Gardens to current Wherry Gardens project: Major projects for the future – add tree planting programme for Caen Meadow and new TROD along the Salhouse Road to join up with the Salhouse PC TROD. Clerk to update. **ACTION CLERK**
- 9.4. Reviewed and signed off Budget for 2021 – 2022. Agreed to increase the emergency tree surgery budget for recreational and burial areas due to increased storm damage.
- 9.5. Agree Precept for 2021 - 2022. Agreed to increase in the precept of £8,165 for the year (£10.33 per band D household), to support projects in the action plan and continue the day to day running of the council. This remains lower per band D household than Horstead and Rackheath. Noted tax base is predicted by BDC to remain at 790.

10. GOVERNANCE AND ADMINISTRATION – Cllr Everett

- 10.1. Covid19 update – discussed increase in cases in Wroxham ward. Agreed to keep playground open.
- 10.2. Reviewed and signed off the Operational risk register update. Clerk to publish. **ACTION CLERK**

11. LIASON WITH OTHER BODIES – Cllrs E & M Allsop

- 11.1. Office of the Police and Crime Commissioner - The Norfolk Independent Advisory Group (IAG) AGM and Q&A Session, Tuesday 1st December. Replaced by the 15th December meeting – see item 5.1.
- 11.2. Wroxham & Hoveton Good Neighbour scheme meeting – meeting cancelled and postponed for 3 months.
- 11.3. Wroxham & Hoveton Cycling hub update – report from the Cycle tourism webinar. Cllr Whymark reported that he has been in communication with the project team who offered an apology that the Council has not been involved with the scheme to date. The Council agreed to formally object to the scheme. Clerk to draft a letter with Cllr E Allsop of complaint to the project team, requesting an on-site visit. **ACTION CLERK & E ALLSOP**

12. ACTION PLAN 20/21

- 12.1. Cemetery improvements and extension (Cllr Mantle) – updates on:
- 12.1.1. New hedge & gravel interment area. Completed.
- 12.1.2. Sales - memorial trees, benches, including VAT issue. Sales price agreed, T&C's required for sales – Clerk to set up a meeting to draft before next Finance committee. One bench and one tree already sold. **ACTION CLERK**
- 12.1.3. Consecration – Clerk has contacted Reverend to ascertain programme for joint consecration with Hoveton. Clerk to chase. **ACTION CLERK**
- 12.2. Agnes Gardner Playground (Cllr Joynson) – update on the installation of the arrow swing. Agreed to replace current lock with a combination padlock. Cllr Joynson to source and pass Clerk code. Agreed communal tidy up on the 16th January (to include moving tree on Park Road footpath) and an opening ceremony on the 23rd January. Clerk to liaise with Cllr E Allsop on details. **ACTION CLLR JOYNSON & E ALLSOP**
- 12.3. Wherry Garden adoption (Cllr Ireland) – Agreed to include funding a possible relocation of the 30mph on the Salhouse Road with s 106 funds (see new action plan 2021 – item 9.3). Discussed proposed drainage investigations on the public open spaces – awaiting approval for trial holes from Hopkins Homes. Reported on the snagging inspection. More trees have been replaced.
- 12.4. War memorial improvements and registration (Cllr Ireland) – noted the completed application for land registration. Agreed to meet to agree plans for additional gravel, tree works and planting. Clerk to arrange. **ACTION CLERK**

13. **COMMUNITY VOLUNTEERS – Cllr M Allsop** – Noted recent successes in approaching existing organisations to help with projects. Appeals for individuals does not seem to work. To note for future projects.

14. SPEEDING & SAM 2 – Cllr Holyoake & Joynson

- 14.1. Reviewed the data for the SAM2 devices. Discussed “20 is plenty” signage. Cllr Fiske and Mantle to take this up as a locality project outside of the Parish Council.
- 14.2. Discussed the lack of interest in community Speedwatch campaign. Agreed to revisit the issue in March. Possibility of involving existing community groups.

15. **CHRISTMAS TREES – Cllr Fiske** - Update on the arrangements for installation on the 12th December. Noted need to track & trace all volunteers in attendance.
16. **WROXHAM IN BLOOM – Cllr Ireland** - Reviewed the proposal and agreed to adopt option 2, up to programme point 6, but with a review of positions for new planters. Agreed budget as per new action plan, item 9.3.
17. **KEYS HILL WOOD – Cllr Joynson** – New trees delayed, should be delivered in mid December. Bluebell bulbs planting completed.
18. **STREET SPACES –**
 - 18.1. **BRIDGE BROAD MARINA FENCE** – noted Landamore’s have been served with a s215 notice by the Broads Authority.
 - 18.2. **PARK ROAD FOOTPATH (FP2)** – NCC have inspected the compliant about cars parking across the entrance restricting access and have not found an issue.
 - 18.3. **GRIT BINS** – all Councillors to check all grit bins are full ready for the winter season.
 - 18.4. **FOOTWAY LIGHTING** – update on faulty units. All completed.
 - 18.5. **MALTHOUSE LANE** - repair works – NCC to repair surface.
 - 18.6. **BUS SHELTER OPPOSITE ROYS GARAGE** – broken pane has been replaced.
 - 18.7. **HIGHWAYS ISSUES REPORTED** – Salhouse Road (broken manhole cover - completed), Norwich Road (blocked drains & flooding south of river bridge - ongoing), The Avenue (flooding – to be completed).
19. **ITEMS FOR NEXT AGENDA** – 4th February 2020 at 6.30pm

Meeting closed at 8.30pm

Clare Male, Clerk & RFO to the Parish Council

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Clerk working hours in December: Monday to Thursday, 8.30am to 3.30pm. Annual leave 18th December to 28th December 2020 inclusive.