



FULL COUNCIL MEETING - DRAFT MINUTES

held in the Hub on Thursday 3rd October 2019, 6.30pm

Parish Councillors Present:

Cllr Elaine Allsop
Cllr. Barry Fiske
Cllr Ian Joynton

Cllr. Malcolm Allsop
Cllr Patrick Hadingham
Cllr Peter Mantle

Cllr Philip Everett
Cllr Angela Ireland

Clerk: Clare Male

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

Three members of the public were present at the meeting.

1. **ATTENDANCE** - Apologies accepted from Cllr. Sylvia Holyoake.
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 **5th September 2019**.
4. **PUBLIC SPEAKING**
 - 4.1. Report from **District/County Councillor:**
 - 4.1.1. Liaising with Norfolk Police on a possible ANPR in the area. To continue to follow up.
 - 4.1.2. A reminder that nominations for the BDC community heroes awards close Sunday 6th October.
 - 4.1.3. BDC has received £50,000 grant from the Local Government Association to review the assessment of housing needs.
 - 4.1.4. Bure Valley Path & Railway has received an investment grant for £1.2 million over the next 10 years.
 - 4.2. **Norfolk Police crime figures 1st September to 30th September** - 8 reported crimes in the period - 1 common assault, 3 sexual offences (2 in care homes), 1 criminal damage to a vehicle, 2 thefts and 1 threat to destroy or damage property. 25 calls received at the control room.
 - 4.3. **Questions from the public:**
 - 4.3.1. Request for the pedestrian crossing on the Norwich Road to be relocated further north, closer to the crossroads with The Avenue. Discussed previous attempts to have this moved. Will raise at the next meeting with NCC Highway engineer.
5. **MATTERS ARISING FOR INFORMATION ONLY**
 - 5.1. Matters arising since the agenda was issued:
 - 5.1.1. A resident has offered several trees to be planted by the village sign. To be added to the next agenda.
 - 5.1.2. Request from a resident for a low brick wall and accompanying sign at the entrance to Wherry Gardens. Passed to Cllr Ireland.
 - 5.1.3. To note a possible interment in the Cemetery on the 16th November.
 - 5.1.4. Broads Authority consultation on three planning documents. To be reviewed by Cllr M Allsop and added to the agenda for the next meeting.

ACTION CLLR M ALLSOP

- 5.1.5. Noted phone call from Barclays Bank to dispel rumours that the Hoveton branch is closing. Barclays committed to a branch in the area.
- 5.1.6. Noted communication with NCC Highways that plans to close the Wroxham river bridge for underpinning works in January 2020 have changed and work is being scheduled for 2021.
- 5.1.7. Noted that the southern railway bridge on the Norwich Road will be closed for a bridge inspection on the 21st October from 9.30am to 3.30pm.

5.2. Reports on any other matter not covered on the agenda – none.

6. CORRESPONDENCE – noted:

- 6.1. Disability Network Norfolk Group – letter and “Facts and Figures” document regarding NCC Charging policy.
- 6.2. Broadland District Council (BDC) – no request for an election received to fill the vacancy created by the resignation of Cllr Tony Adams. This vacancy can now be co-opted.
- 6.3. Resident complaint about the cost of the gatepost replacement at Caen Meadow. Reviewed and future improvements noted.
- 6.4. Broadland Tree Network – invitation to attend the AGM 16th October. Tree warden will attend.
- 6.5. Norfolk County Council - Norfolk Minerals and Waste Local Plan - Preferred Options Consultation – closes 30th October.
- 6.6. Norfolk Parish Training & Support – invitation to attend an update conference on the 20th November. Clerk to attend.
- 6.7. Broads Society – invitation to respond to the Glover review on the future of National Parks. To note the next Parish Forum is on the 16th October.
- 6.8. Resident complaint about a broken drain cover in Charles Close – reported to Highways and this has been rectified.
- 6.9. Letter of thanks from the recipient of Citizens Award.
- 6.10. Resident complaint about thorny bushes overhanging Church Lane. Spoken to resident.
- 6.11. Temporary closure of Church Lane in the Parish of Wroxham - Network Rail bridge inspection – 16th October.
- 6.12. Request from a resident for an additional grit bin on Beech Road. Agreed.

ACTION CLLR MANTLE.

7. **GLOVER REVIEW** – Cllr M Allsop briefed Councillors on the report. Agreed to draft a response to the Broads Society. **ACTION CLLR M ALLSOP**

8. **CLIMATE EMERGENCY** - discussed a response to the report “Climate Change Adaptation and Carbon Reduction Action Plan” commissioned by the New Anglia LEP (the Norfolk and Suffolk Local Economic Partnership). It was proposed and agreed that the Council formally recognises the existence of a climate emergency. This will be considered in all actions taken by the Council.

9. **COMMUNICATIONS** – Cllr M Allsop

- 9.1. Meeting with Norfolk Police and the new area Inspector. Discussed the concept of a “Wroxham Watch”. Agreed to publicise the idea in the Bridge to gauge support. Then hold a public meeting to discuss. **ACTION CLLR M ALLSOP**
- 9.2. Social media – agreed that the closed Facebook group is working better. The Our Wroxham page will expire shortly.
- 9.3. Armistice Day arrangements - 11th November. Clerk to purchase a commemorative wreath. Agreed longest serving member to lay the wreath – Cllr Ian Joynson. Agreed a policy that wreaths will remain for the Christmas period and then be removed in the New Year. To note that the Tommy statue will be reinstalled by the Lions shortly for the period. **ACTION CLERK**

10. **COMMUNITY LAND TRUSTS** – Cllr E Allsop gave a report on a presentation she attended. Agreed to investigate further in collaboration with Richard Squires from BDC.

11. **HIGHWAYS** – Clerk

- 11.1. Noted a meeting with Highways NCC is booked for mid-October. Clerk to circulate a list of topics. **ACTION CLERK**
- 11.2. Charles Close pavement replacement project. Remaining areas on the central ring - Highways ran out of money on the last phase due to the large amount of drainage works that needed to be

completed. They will submit those remaining areas for funding in the 2020/21 financial year. The eastern spur will not be included as the footpath is considered to be of sufficient quality.

- 11.3. Charles Close -street name signs – to be replaced at the end of September. Not yet done – Clerk to chase. **ACTION CLERK**
- 11.4. SAM2 – confirmed purchase order issued for second unit. Cllr Joynson to confirm bracket size.
- 11.5. ACTION CLLR JOYNSON
- 11.6. Noted complaints from residents about speeding in Staitehway Road. Clerk to write to company concerned. **ACTION CLERK**

12. VILLAGE SIGNAGE AND BRANDING - Cllr E Allsop

- 12.1. Talking to Nick Hindle, as Wroxham's local artisan about a possible design. Project for next financial year. To be added to action plan and budget. To be raised at the Highways meeting.
- 12.2. Broads Authority National Park signs – Clerk to chase up. **ACTION CLERK**

13. AMENITIES

- 13.1. Caen Meadow bins –approved replacing the two green bins at the top of Caen Meadow with bigger bins on existing posts. Clerk to order. Cllr Mantle to fit. One bin to be disposed of the other stored. Clerk to write to BDC and ask them to replace the Malthouse Lane bins with the same spec bins. Approved the expenditure from the recreational spaces budget. **ACTION CLERK/CLLR MANTLE**
- 13.2. Caen Meadow – agreed to seek quotes for larger signage saying no camping, no bbq's/fires, and also fisherfolk to make way for mooring boats. **ACTION CLLR EVERETT**
- 13.3. Area along the north of Caen Meadow. Cllr M Allsop consulting with the Norfolk Wildlife Trust and tree warden. To report at next meeting.
- 13.4. 'Friends of Caen Meadow' group – Cllr E Allsop reported that they are collating a list of interested parties.
- 13.5. Replacement quay-heading at Caen Meadow – Broads Authority agreed that the piling can be steel which will last much longer. Will need a planning application. Need to agree the specification and then the funding. Consider possible grants. **ACTION CLERK**
- 13.6. Agnes Gardner update. Cllr Joynson had quotes for a new unit to replace the tyre swing with a nest swing. Meeting shortly with a supplier to discuss updating the existing frame and looking at a few other minor issues from the ROSPA report.
- 13.7. Churchyard wall – copy of quinquennial report for the churchyard outstanding from PCC.

14. PLANNING

- 14.1. 25 Charles Close, Wroxham, NR12 8TU – 20191219 – new fencing, retrospective. Extension of time agreed until 20th September. No objection.
- 14.2. Broad House Barns, The Avenue, Wroxham, NR12 8TS – 20191432 - Conversion of two barns into class B1 commercial units, parking and soft landscaping – deadline 10th October 2019. No objection to the application with a comment regarding dark skies.
- 14.3. Former Windboats Marine Site, Grange Walk, Wroxham. Discussed the response from the Chief Executive of the Broads Authority in response to the Parish Council's letter about the site. To raise at the next Broads Forum.
- 14.4. Tree works:
 - 14.4.1. BA/2019/0280/TCAA - Hill House, 2 Skinners Lane, Wroxham – fell a line of Leylandii. Deadline passed, no objection but asked for some replanting.
 - 14.4.2. BA/2019/0319/TCAA - Campbell Cottage, Beech Road, Wroxham – fell 2 Ash trees – deadline 10th October. Cllr Everett to review.
 - 14.4.3. BA/2019/0282/TCAA - 34 Church Lane, Wroxham – reduce height of Beech from 22m to 18m, prune to shape and prune away from BT phone cable – deadline 14th October. No objection.

15. ACTION PLAN PROJECTS:

- 15.1. Draft project plan for 2020 – 2023. Agreed to roll over ongoing projects - adoption of Wherry Gardens, extension to Wroxham Cemetery and adoption of footway lighting. Noted the possible CIL funding from a further Wherry Gardens development and agreed, in principle, the exploration of a community building project going forward.
- 15.2. Wherry Gardens – noted leylandii hedge has been cut back. Hopkins Homes have agreed joint responsibility with the resident. Meeting next week to agree a maintenance contract list.
- 15.3. Footway lighting – concrete posts and all electrical works being completed by BDC. Next is a maintenance tender and power supply tender.

- 15.4. Cemetery extension – signed contract with architects as agreed at Finance committee.
- 15.5. Cemetery memorial garden – opening ceremony confirmed for the 17th October at 10am with refreshments to follow at St Mary's Church.
- 15.6. Speeding – agreed to remove the speedwatch budget.
- 15.7. Land registrations – no update at present.
- 15.8. New footpath to the Avenue – discussions ongoing with Trafford Estates. Clerk to go back to NCC footpaths team and to discuss proposals with Hopkins Homes at the next meeting.
- 15.9. Keys Hill Wood – signed off project plan and management plan from Broadland Tree Network as proposed by Cllr Joynson.
- 15.10. Christmas tree – Cllr Fiske volunteered to organise the project. Need to ask Highways for permission to site the tree on the green at The Avenue/Norwich Road crossroads.

16. FINANCIAL MATTERS - Cllr Joynson

- 16.1. Noted the minutes of the Finance meeting of the 23rd September 2019. Correction needs to be made that the new trees for the Keys Hill Wood project will be funded by the Broadland Tree Network and not the Woodland Trust.
- 16.2. Reviewed this period's financial position:
 - 16.2.1. Noted total bank balances of £99,124.52
 - 16.2.2. Receipts - noted receipts in the period of £18,544.25.
 - 16.2.3. Payments - approved payments of £2985.32 as follows:

Meeting costs	The Old Mill	£10.50	
Printer paper	Roys Department Store	£7.98	
ADOBE renewal - annual	ADOBE	£21.14	
Union Flag	Hampshire flags	£83.87	
Mobile phone bill	Vodafone	£45.58	
Meeting costs	The Old Mill	£15.90	
Finance training for Cllr Mantle	NALC	£42.00	
Mileage for Cllr Mantle	Cllr Peter Mantle	£18.00	
Supply of Good Citizens Award	Nick Hindle Stonemasons		£57.60
External audit fees	PKF Littlejohn	£360.00	
Hall hire	The Hub, Wroxham	£48.00	
Replacement battery for Defib	Cllr Ian Joynson	£8.99	
Update seminar for Clerk	NPTS	£60.00	
Staff costs	Staff salary	£1,259.79	
Staff costs	Staff tax, NI & Pensions	£437.91	
Staff costs	Staff tax, NI & Pensions	£453.26	
Staff costs	Expenses	£21.50	
Staff costs	Mileage	£33.30	
- 16.3. Noted that the audit for 2018/19 has been completed with a clean bill of health and details have been publicised on the Council's website.

17. GOVERNANCE & ADMIN – Cllr Everett

- 17.1. Clerks mobile phone – permission to change contract from 1GB to 5GB per month. Agreed.
- 17.2. Councillor emails – noted that all emails must be to the new address by end of October for GDPR reasons.
- 17.3. Noted and agreed meeting dates 2020. Clerk to book the Hub. **ACTION CLERK**

18. POLICIES – all to be reviewed for the next meeting – Cllr Everett

- 18.1. Operation London Bridge.
- 18.2. Operational risk register.
- 18.3. Information audit.
- 18.4. Procurement policy.

19. ITEMS FOR NEXT AGENDA - 7th November 2019 at 6.30pm – noted as above.

Meeting closed at 8.32pm.

Clare Male, Clerk & RFO to the Parish Council

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07341 873375, clerk@wroxhamparishcouncil.org