



FULL COUNCIL MEETING - DRAFT MINUTES

A meeting held on Thursday 4th February 2021, 6.30pm via Zoom

Parish Councillors Present:

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

Three members of the public were present.

Clerk: Clare Male

1. **ATTENDANCE** – Apologies accepted for Cllr. Barry Fiske and Norfolk County Councillor (NCC) and Broadland District Councillor Fran Whymark.
2. **DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS** – item 7.9 Cllr E Allsop is a hirer.
3. **MINUTES OF PREVIOUS MEETING** - agreed the accuracy of the final minutes of the Parish Council the meeting of the **3rd December 2020**.
4. **PUBLIC SPEAKING**
 - 4.1. Report from District & County Councillor Fran Whymark – The Broadland District Council (BDC) Help Hub remains open 7 days a week, 8.15am to 10pm weekdays and 10am to 4pm weekends. If you need support due to Covid 19 please call 0300 333 6542 or email helphub@broadland.gov.uk. They are also undertaking Test and Trace. BDC have just secured an additional £1.7m (after recently securing £1.24m) to provide grants for the Norfolk Warm Homes Partnership. For more information or to apply go to www.norfolkwarmhomes.org.uk or you can call 01603 430103. Norfolk County Council (NCC) is acutely aware of the recent and ongoing flooding in Norfolk. I know of many sites in our villages which have had issues for many years. I am very pleased that NCC will be setting up a task force with our MPs and other stakeholders to ensure the Environment Agency develops comprehensive, costed and funded plans to meet these challenges.
 - 4.2. A review of crime figures and update from **Norfolk Police**. In January 32 incidents were reported. 12 regarding the flooding by the laundrette on the Norwich Road, 7 for mental health issues, 1 domestic related, 1 missing person, 1 highway obstruction, 1 theft from outside the laundrette and the others didn't need police attention.
 - 4.3. Public speaking:
 - 4.3.1. Resident spoke about accessibility issues for those in mobility scooters, particularly the Park Road to the Avenue footpath (passing Keys Hill Wood) (FP2) which is restricted by the metal railings. Agreed to make a request to NCC to have the barriers removed or replaced with something more suitable. Clerk to report at next meeting.

ACTION CLERK
 - 4.3.2. Resident complained about the complete removal of all the trees on the Norwich Road by the railway bridge next to Wherry Gardens. Would like to see replacement trees planted. Concerned about the condition of the fence on the boundary with Wherry Gardens. Also concern that it is not

fit for purpose as an acoustic barrier. Clerk to write to Highways. Wherry Gardens group to consider fence issue.

ACTION CLERK & WHERRY GARDENS PROJECT GROUP

5. MATTERS ARISING FOR INFORMATION ONLY

- 5.1. Request from BDC to review the accessibility of the Neighbourhood Plan document on the BDC website. Cllr Everett to review. **ACTION CLLR EVERETT**
- 5.2. War memorial – agreed to change the agreed removal date for the wreaths from the beginning of January to the 1st March.
- 5.3. Flooding on northern end of the Norwich Road. Enquiries received from residents about the quay heading works at Norfolk Broads Direct. Clerk established that planning permission is not in place. Agreed to lodge a complaint with the Broads Authority compliance department on the grounds of process. **ACTION CLERK**

6. CORRESPONDENCE

- 6.1. Invitation from Thorpe St Andrew Town Council to an exploratory meeting of Town & Parish Councils in the Broads Authority area. Have responded as interested.
- 6.2. NCC Highways consultation (PGA019) on a Traffic Regulation Order for Wroxham to Salhouse road, 50MPH Speed Limit reduction. Deadline for responses 16th February 2021. To respond as before – firstly that 50mph should be reduced to 40mph and that the end of the limit should be moved further south, outside the Wherry Gardens area. To submit SAM2 data and to involve our Norfolk County Councillor and PC Clarke. **ACTION CLERK & CLLR JOYNSON**
- 6.3. Greater Norwich Local Plan Regulation 19 Publication period, 1st February to 15th March. The publication period allows for any concerns to be formally raised as a ‘representation’ regarding the soundness or legal compliance of the GNLP. As no change for Wroxham, no comment.
- 6.4. Broadland Futures Initiative – details of a virtual exhibition on proposals to help improve flood risks. Consultation closes 11th April. Cllr Mantle to review and report at next meeting. **ACTION CLLR MANTLE**

7. PLANNING – Cllr M Allsop

- 7.1. Planning enforcement – update following BDC training session. Change from “enforcement” to “compliance”. New Head of Compliance. Head of Planning is now Head of Place for BDC and South Norfolk. Regulations to change in April. Seemingly a more pragmatic attitude to development.
- 7.2. 127 Norwich Road, NR12 8RY, Broadland District Council application no 20202250. Single storey extension and first floor extension to rear. Deadlines for comments 30th December. **No comment.**
- 7.3. The Summerhouse, Beech Road. Broads Authority application number BA/2020/0423/HOUSEH - Installation of a gate & fence. Deadline for comments 29th December. **Object.**
- 7.4. Wroxham Football Club, 35 Skinners Lane, NR12 8SJ - Broadland District Council application no 20202165. Construct a conservatory ancillary to existing kitchen. Deadline for comments 6th January 2021. **No comment.**
- 7.5. 2 Preston Close, NR12 8SP, Broadland District Council application no 20202340. Proposed roof conversion with flat roof dormer, single storey rear and side extension. Deadlines for comments 8th January 2021. **No comment.**
- 7.6. Southerly, 35 Charles Close, NR12 8TU. Broadland District Council application no 20202318. To replace existing wire fence with wooden fence, concrete posts and concrete gravel boards. Deadline for comments 13th January 2021. **No comment.**
- 7.7. 9 Charles Close, NR12 8TU. Hard surfacing of front garden and drive. Broadland District Council application no 20202218. Deadline for comments 3rd February 2021. **No objection.**
- 7.8. 50 Charles Close, NR12 8TU. Demolition of linked single garage and erection of new extension, including associated external works. Broadland District Council application no 20210107. Deadline for comments 17th February 2021. **No objection.**
- 7.9. Manor House, 3 Church Lane, NR12 8SH. Variation to condition on the number of swimming sessions per day (from 5 to 7 and an extension of the opening hours). Broadland District Council application no 20202373. Deadline for comments 20th February 2021. **No objection on the basis that the maximum number of visitors is maintained at 8 per session and parking remains off road.**
- 7.10. Tree works applications:

- 7.10.1.** Laurel, 15 Hartwell Road, Wroxham. Broads Authority application number: BA/2020/0439/TCAA. Proposal: T1 - T4: Beech - Fell. T5: Scots Pine - Crown raise to clear garage roof by 2 meters. Deadline for comments 29th December. **No comment.**
- 7.10.2.** Tawny Lodge, Beech Road, Wroxham. Broads Authority application number: BA/2020/0442/TCAA. Proposal: T1: Weeping Willow- Fell. T2: Douglas Fir- Fell. Deadline for comments 29th December. **No comment.**
- 7.10.3. Tawny Lodge, Beech Road. Broads Authority application Number: BA/2020/0465/TCAA. Proposal - G1: Conifers - fell. Replace with Silver Birch. Deadline for comments 12th January 2021. **No comment.**
- 7.10.4. Monksmead, Beech Road. Broads Authority application Number: BA/2021/0027/TPOA. Proposal: T1: Sycamore - remove. T2: Sycamore - Remove. T3: Sycamore - remove. T4: Sycamore - remove. T5: Sycamore - remove. T6: Sycamore - pollard. G7: Sycamore x 2 - remove. T8: Sycamore - pollard. G9: Ash x 3 – remove. Deadline for comments 9th February. Concern about the number of trees concerned. Cllr Joynson to review.

ACTION CLLR JOYNSON

8. FINANCIAL MATTERS – Cllr Joynson

8.1. Reviewed the period's financial position:

8.1.1. Noted total bank balances of £74,514.94 at 29th January 2021.

8.1.2. Receipts - noted receipts of £6,260.19.

8.1.3. Payments - agreed payments of £15,044.73 as below:

Playground directional road sign	DHF Products Ltd	£118.80	
Donation to Cllr Chris Hall's funeral collection	Big-C	£100.00	
6 nr Christmas trees for village green display	Salle Estate Christmas trees		£205.20
Clerk's mobile phone bill	Vodafone	£21.80	
Online meeting fees	Zoom	£14.39	
New battery pack for defib	Defib pad	£214.80	
Signage for Christmas trees	CIM Graphics	£187.20	
Clerk's mobile phone bill	Vodafone Ltd	£21.80	
Online meeting fees	Zoom	£14.39	
Cemetery costs Brunel engraving		£103.80	
Litter pickers and hoops to replace	Community Payback service	The Helping Hand company	
		£150.94	
Annual bin emptying fees	Broadland District Council	£1,336.50	
New nest swing in playground	Wicksteed Leisure	£9,567.54	
Xmas tree expenses	Cllr Peter Mantle	£25.92	
Fees for submissions to The Bridge (2 years)	The Bridge	£90.00	
Payroll services financial year 2019/20	LGS Services	£79.20	
Test holes and report at Wherry Gardens	Simons Landscaping	£540.00	
Battery for defib case	Cllr Ian Joynson	£8.99	
Staff salary, tax, NI & Pension - January	Clare Male	£1,346.71	
Staff salary, tax, NI & Pension - January	HMRC	£330.30	
Staff salary, tax, NI & Pension - January	Norfolk Pension fund	£474.15	
Clerk's expenses - December & January	Clare Male	£52.00	
Clerk's mileage - December & January	Clare Male	£40.30	

8.2. Noted the minutes from the Finance committee meeting 21st January.

8.3. Noted thanks to Nick Hindle stonemason for a donation for the Christmas trees.

9. GOVERNANCE AND ADMINISTRATION – Cllr Everett

9.1. Covid19 update. Continue to meet remotely although the temporary legislation expires in May. Litter pickers have been purchased to support volunteer litter pickers. No other concerns.

9.2. Pension Fund – noted they are transitioning to a new online system. Payroll operator confirmed they can upload data this way and will start in the new financial year.

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

10.1. Wroxham & Hoveton Good Neighbour scheme update. No recent meetings. Engaged very successfully in the recent call out for volunteers to support vaccinations at Hoveton Village Hall.

10.2. Wroxham & Hoveton Medical practice – noted vaccinations began on the 11th January.

- 10.3. Hoveton Parish Council – reported that following the resignation of the Chair and Clerk informal meetings have been held to discuss a Wroxham and Hoveton joint action group. Agreed the proposal to form the Wroxham & Hoveton Alliance (WHA). Agreed Cllr M Allsop, Cllr Holyoake and Cllr Mantle to represent WPC.
- 10.4. Cllr Everett reported from the Q&A with the Police and Crime Commissioner and the Chief Constable 15th December 2020.
- 10.5. Update on distribution of free PPE visors from the Clerk. About 20 still available if anyone would like one, apply to Clerk.
- 10.6. Cllr Mantle reported from the Broadland District Council Town and Parish Council Forum on the 22nd January 2021.

11. ACTION PLAN – discussed updates on:

- 11.1. Wherry Garden adoption - Cllr Ireland. Meeting has been held with Boadland District Council re handover. Trial holes have taken place, giving an indication of drainage issues and costs involved in rectifying the issue. BDC have written to Hopkins Homes with a proposal to make a financial settlement for WPC to resolve the issue. Project team meeting taking place next week to discuss further.
- 11.2. Cemetery improvements and extension - Cllr Mantle. First memorial tree plaque going in shortly. Discussed the consecration to the extension. Concerns about a further delay due to the Hoveton churchyard extension. Agreed to write directly to the archdeacon. Cllr M Allsop to provide details to Clerk.
ACTION CLLR M ALLSOP AND CLERK
- 11.3. Agnes Gardner Playground improvements - Cllr Joynson. Following discussions at Finance committee agreed that the project team will be Cllr Joynson, Cllr M & E Allsop and Cllr Mantle. Cllr Joynson to set up a meeting.
ACTION CLLR JOYNSON

- 12. **SPEEDING & SAM 2 – Cllr Joynson.** Reviewed the data for the SAM2 devices. Original SAM has been checked and calibrated by the manufacturer. Relocated to Norwich Road.

- 13. **CHRISTMAS TREES –** thanks to all those who assisted throughout the Christmas period. Feedback was that they did not stand out as much as would have been liked. Issues are costs of professional lights and power source.

- 14. **KEYS HILL WOOD – Cllr Joynson –** A further 55 trees have been planted. Research being undertaken on the fitting of bird, owl and bat boxes. Discussed approaching charities for funding and advice. Cllr Joynson to approach Wroxham's Tree warden for support.
ACTION CLLR JOYNSON

15. STREET SPACES –

- 15.1. **WROXHAM – HOVETON RIVER BRIDGE AND NORWICH ROAD FLOODING –** Clerk reported on correspondence with Highways that a scheme is to be investigated by Norfolk County Council. A topographical survey will be undertaken and then round table meetings held.
- 15.2. **REDUCING TRAFFIC VOLUMES IN THE AVENUE AND CHURCH LANE –** discussed possible use of Low Traffic Neighbourhood (LTN) guidance following the popularity of the closure of The Avenue due to emergency gas works. To add as a long-term intention to the Action Plan. Clerk to arrange a meeting to discuss.
ACTION CLERK
- 15.3. **DISABLED ACCESS –** request from resident to improve access to areas – CM, KHW, Park Road footpath. See item 4.3.1.
- 15.4. **PARK ROAD-KEYS HILL WOOD FOOTPATH –** request from NCC Countryside Access Officer to clear vegetation coming from Keys Hill Wood. Cleared by Tree Warden.
- 15.5. **BRIDGE BROAD MARINA FENCE –** noted Landamore's progress with the fence and further correspondence with the Broads Authority. Ongoing.
- 15.6. **LEAVES –** sweeping of leaves into the road by residents, further blocking the drains and creating flooding issues. This constitutes fly tipping. Will consider a leaflet campaign for next year.
- 15.7. **HIGHWAYS ISSUES –** visit from Ranger due 15th February & Clerk's report on issues reported and resolved.

- 16. **ITEMS FOR NEXT AGENDA –** 4th March 2021 at 6.30pm. Wroxham in Bloom.

Meeting closed at 8.10pm
Clare Male, Clerk & RFO to the Parish Council

Published 9th February 2021
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