



FULL COUNCIL MEETING - DRAFT MINUTES

held in the Hub on Thursday 6th February 2020, 6.30pm

Parish Councillors Present:

Cllr Elaine Allsop
Cllr. Barry Fiske
Cllr Angela Ireland

Cllr. Malcolm Allsop
Cllr Patrick Hadingham
Cllr Ian Joynson

Cllr Philip Everett
Cllr. Sylvia Holyoake
Cllr Peter Mantle

Clerk: Clare Male

District Councillors Martin Murrell, Wroxham & Hoveton Medical Practice Manager Chris Stace, Nick Hindle stonemason and nine members of the public were present at the meeting.

1. **ATTENDANCE** – Apologies received from Cllr Fran Whymark and PC Steve Clark.
2. **DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS** – Cllr Peter Mantle – item 14.
3. **MINUTES OF PREVIOUS MEETING** - agreed the accuracy of the final minutes of the Parish Council meeting of the **5th December 2019**.
4. **PUBLIC SPEAKING**
 - 4.1. District Councillors report:
 - 4.1.1. Greater Norwich Local Plan (GNLP) consultation – important to note that this is a draft plan and that everybody who has an opinion registers their thoughts. This can be done through the website: www.gnlp.org.uk
 - 4.1.2. Lots of work currently on budget setting
 - 4.1.3. New Tots to Teens programme has been released.
 - 4.2. County Councillors written report:
 - 4.2.1. Boundary Commission is currently looking at the Divisions in Norfolk. There is an ongoing consultation, extended to 24th March.
 - 4.2.2. New Housing with Care, has been approved in Acle. This will provide housing for older people who need varying degrees of support. Cllr Whymark will be discussing bringing the same model to Wroxham Ward.
 - 4.2.3. Broadland and South Norfolk have been successful in bidding for £156k from the Ministry of Housing, Communities and Local Government. This allows the Council to maintain the two rough sleeper workers and be able to employ another worker.
 - 4.3. **Norfolk Police crime figures 1st December to 31st January** - 14 reported crimes in the period – 2 assault occasioning actual bodily harm (ABH) - both domestic; 1 attempted robbery - 14 year old claims to have been threatened when walking home from school and fled; 2 common assault - both domestic; 1 criminal damage (dwelling) – domestic; 1 criminal damage (other) - suspect a neighbour – ongoing issues; 1 engage in controlling/coercive behaviour in an intimate/family relationship – domestic; 1 fear or provocation of violence - neighbour dispute; 1 harassment – pursue a course of conduct amounting to stalking - by known suspect; 1 sexual offence - adolescent victim received inappropriate messages from an unknown person via technology; 1 theft from shops; 2 threats to kill - 1 domestic & 1 by known suspect.

4.4. Annual update from Chris Stace, Practice Manager of the Hoveton & Wroxham Medical Practice:

- 4.4.1. Healthwatch website – 5/5 for “Brilliant doctors”, 1/5 “unable to get an appointment. Working on appointment system to meet demand and growing capacity. Ration of patients to GP’s is almost exactly the national average, but they also have four additional nurse practitioners. Next Monday a new GP is going to the practice to replace Dr Fowler.
- 4.4.2. Now part of the approved access scheme – open one evening a month, and a Saturday or Sunday morning.
- 4.4.3. Primary care networks – working in partnership with neighbouring practices and a lot of the funding comes through the network. Recently employed a clinical pharmacist. Also looking at first contact physio therapist.
- 4.4.4. Discover Me programme – nationwide research study that aims to analyse health and genetic information of thousands of people.
- 4.4.5. Encouraging everyone to correspond with the practice via email to save practice costs.

4.5. Questions from the public:

- 4.5.1. Request to stop fireworks in a Conservation Area. Cllr Murrell raised the problem of enforcement. Clerk to investigate. **ACTION CLERK**
- 4.5.2. Request for update on negotiations with Wherry Gardens. Discussed recent discussions and that the Highways scheme has been reported to Broadland District Council for breach of planning.
- 4.5.3. Issue with dark footways in Hoveton – to raise with HPC. **ACTION CLLR FISKE**
- 4.5.4. Speeding on The Avenue – could this be a 20mph zone?

5. MATTERS ARISING FOR INFORMATION ONLY

5.1. Matters arising since the agenda was issued:

- 5.1.1. Broads Authority – updated Flood Risk Supplementary planning document for consultation by the 4th March.
- 5.1.2. Norfolk Pension Fund – confirmation of new employer rates payable for 2020 – 2023.
- 5.1.3. Cllr Fiske has been nominated, as an outstanding Chair, to represent Norfolk Local Councils at a Buckingham Palace garden party. Congratulations to Cllr Fiske.
- 5.1.4. Cllr Fiske and the Clerk attended a meeting with Trafford Estates.
- 5.1.5. New planning application for 151, Norwich Road, to be covered under planning.
- 5.1.6. Keys Hill Wood – proposal by Broadland Tree Network to hold “A walk in the woods” as part of the Tree Councils initiative on the 17th May. Agreed.

5.2. Report on any other matter not covered on the agenda:

- 5.2.1. Boundaries Commission – consultation on possible changes to the boundaries for County Councillors in Norfolk. Should Wroxham and Hoveton have the same County Councillor? To formulate a response.
- 5.2.2. Dementia group – agreed to investigate costs for a boat trip for about 20 people. Cllr Fiske to talk with local businesses to gain support. Would also need a bus transfer. Cllr Holyoake to investigate further. **ACTION CLLR FISKE & CLLR HOLYOAKE**
- 5.2.3. Remembrance Sunday event. A meeting has been held with the Rector and agreed that the Parish Council will support the Church in organising this year’s event. More news to follow.
- 5.2.4. To note that the Clerk will be on annual leave from the 14th to 23rd February and on a training course on Tuesday 11th February.

6. CORRESPONDENCE

- 6.1. Post Office – notification that the Post Office van service ceased as of the 23rd January 2020.
- 6.2. Norfolk Police – advice given on seasonal Community Safety.
- 6.3. Rotary Club of the Broads – offer of support for community projects.
- 6.4. Environment agency – consultation on flood risk activity permit following the erection of temporary fish barriers at the entranceway to Hoveton Great Broad and the main river Bure. Deadline for comments 17th February.
- 6.5. Norwich Western Link update.
- 6.6. Broads Authority update on the National Park signage project.
- 6.7. Great British Spring Clean: information about the scheme which runs from the 20th March to 13th April.
- 6.8. Norfolk ALC Well-being Task & Finish Group – invitation to the Spring conference on the 4th April.

7. LIASON WITH OTHER BODIES

- 7.1. **GNLP** – briefing from the presentation by Greater Norwich Growth Board on the 22nd January. Housing allocations for the Parish have been rejected. Proposals will be changed if a need can be identified, especially for social housing. Deadline for responses 16th March 2020.
- 7.2. **Norfolk Police** – report from January SNAP meeting. Discussed issues:
- 7.2.1. Speeding - noted Cllrs Joynson latest report that incorporates the second, new SAM2 unit.
 - 7.2.2. Parking – especially with contractors' vehicles during building works.
 - 7.2.3. Cruising and indecent exposure at the layby on the A1151. Norfolk Police have a policy document on sexual activity and it was agreed to write to the Chief Constable, copied to Lorne Green, complaining about this area and asking to see the policy document. **ACTION CLERK**
- 7.3. **Market Town Improvement Strategy** – Cllr Everett presented a report on the final draft report and discussed the inclusion of the Wroxham Green Loop. Noted that it does not include simple solutions such as double yellow lines on the Norwich Road. To make a formal response before the deadline of the 13th February. **ACTION CLLR FISKE, EVERETT, M ALLSOP**

8. PLANNING

- 8.1. Discussion on the Wroxham Conservation Zone and Article 4. Agreed that it is necessary to create a protocol to clarify the Parish Council's position and to help publicise the issue. Need to review any budget implications. **ACTION PLANNING GROUP**
- 8.2. Wroxham Cemetery extension, Nobel Crescent. Noted that Broadland District Council granted planning for the project. Need to clarify no dig area. Noted that a new Broads Authority application has been requested and submitted, application no BA/2020/0017/CU. Deadline for consultation 13th February. **ACTION CLLR MANTLE**
- 8.3. Wroxham Football Club, 35 Skinners Lane, NR12 8SJ – 20191750. Reconsultation following submission of additional information. Deadline for comments 16th January 2020. Objected. Still not formally decided but Officer has indicated that it will be approved. Agreed to escalate objection. Cllr Murrell to follow up. **ACTION CLLR MURRELL**
- 8.4. 18, The Avenue, erection of fence (retrospective), application no 20191944. Deadline for comments 10th January 2020. Deadline extended to the 10th February. Object, but to contact Officer about what can be done to rectify the situation. **ACTION CLLR FISKE**
- 8.5. 68 Norwich Road, Wroxham, NR12 8RX – 20200132. Single storey rear extension and alterations to roof to front and side. Deadline for comments 13th February. No objections.
- 8.6. Initial planning consultation for the second phase of the Brook Park housing development in Hoveton. North Norfolk District Council - application number PF/19/1659. Deadline for comments 14th February. There will be a public meeting hosted by Hoveton Parish Council on the 11th March at 6.30pm. Object. Clerk to formulate response and distribute. **ACTION CLERK**
- 8.7. 151, Norwich Road, Wroxham, NR12 8RZ - 20200242. Conversion of a garage into a two-storey office. Deadline 29th February. Clerk to query boundary and usage. **ACTION CLERK**
- 8.8. Tree works:
- 8.8.1. BA/2019/0453/TCAA - Hill House, 2 Skinners Lane. Sycamore – reduce height from 6m to 4m. Deadline for comment 23rd January.
 - 8.8.2. BA/2020/0014/TCAA - Campbell Cottage, Beech Road. T1: Sycamore(?) - fell. Deadline for comments 11th February.

9. FINANCIAL MATTERS

- 9.1. Review this period's financial position:
- 9.1.1. Noted total bank balances of £78,576.91
 - 9.1.2. Receipts - noted receipts in the period of £3,425.90
 - 9.1.3. Payments - approved payments of £5,802.28, as below:

Clerks regional lunch	Meales & Sons	£9.24
Christmas tree	Manor Farm Partners	£126.00
Office equipment	Comms Express	£5.29
Road grit	Jewson Ltd	£101.04
Grit bin for Beech Road	www.saltmerchant.com	£138.00
Office equipment	Amazon	£32.24
Office equipment	Amazon	£21.59
Printer cartridges	Cartridge Save	£51.14
Clerk and Chair mobile phone	Vodafone	£53.58
Article 4 planning leaflets	Wensum Print	£110.00

Meeting Clerk & Cllr Everett	Costa Coffee	£5.35	
Clerk & Chair mobile phone	Vodafone	£79.22	
Office cabinet	Ashmanhaugh PC	£60.00	
Design fees to Planning stage	CAM Architects	£1,164.00	
Grass cutting AGP, St Marys, Cemetery	Shaun Hearn Landscapes		£1,320.00
Hall hire for January	The Wroxham Hub	£36.00	
Refreshments for working party for Xmas tree	Cllr Peter Mantle		£9.70
Hall hire for February	The Wroxham Hub	£46.00	
Emergency tree work Caen Meadow	Target trees	£150.00	
Charity donation in exchange for additional works from Shaun Hearn	Nelsons Journey		£30.00
Digitisation of old Church records	David Vyse (Fabric Officer, St Marys Church)		£24.00
Equipment for marking out Cemetery extension layout	Cllr Peter Mantle		£38.68
Brackets for new SAM2 Westcotec		£60.00	
Staff costs	Staff tax, NI & Pensions	£1,259.79	
Staff costs	Staff tax, NI & Pensions	£370.71	
Staff costs	Staff tax, NI & Pensions	£453.26	
Staff costs	Expenses	£20.00	
Staff costs	Mileage	£27.45	

9.2. To note the minutes of the Finance committee of the 16th January – not completed.

9.3. To note budget position until the end of the Financial year – not completed.

10. **VILLAGE SIGN – CLLR E ALLSOP.** Presentation by Nick Hindle, Wroxham stonemason, on the scheme, including the types of granite. No need to stop traffic for installation. Foundations will need time to settle. Have discussed the scheme with Highways on site. They will do a desktop utilities search but trial holes will also be required. Agreed on the procurement of the sign with Nick Hindle associated foundation design and build. Approved the budget of £10,500. Clerk to issue work orders. **ACTION CLERK**
11. **INVESTMENTS – CLLR I JOYNSON.** Discussed the need for a robust policy that ensures the Council is suitably protected. Clerk unable to access the required Code from CIPFA. Spoken with NALC and BDC who are unwilling to lend the required document for copyright reasons. Cllr Murrell to follow up. **ACTION CLLR MURRELL**
12. **CASTLE STAITHE – CLLR P MANTLE.** Agreed that the Staithe is repaired, maintained, and appropriate signage installed by the Broads Authority. WPC signage will need to be removed/relocated. Clerk to advise BA and pass liability. **ACTION CLERK & CLLR MANTLE**
13. **FOOTWAY LIGHTING – CLLR P HADINGHAM.** Agreed to accept the final inventory of footway lighting from Broadland District Council, in preparation for signing the final contract at the next Full Council meeting and adopting the lighting on the 31st March 2020. Clerk investigating energy tariffs that comply with the Neighbourhood Plan.
14. **TREES ON THE AVENUE – CLLR B FISKE.** Met with Highways to discuss ownership of the trees. To review Target Trees report and ascertain position of trees that require immediate works. **ACTION CLLR FISKE**
15. **ITEMS FOR NEXT AGENDA – 5th March 2020 at 6.30pm**
- 15.1. Review of roles and responsibilities
 - 15.2. Councillor recruitment
 - 15.3. Rescheduling Full Council meetings to an alternative evening.

Meeting closed at 8.31pm.

Clare Male, Clerk & RFO to the Parish Council

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