



FULL COUNCIL MEETING - DRAFT MINUTES

held in the Hub on Thursday 7th November 2019, 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

Eight members of the public were present at the meeting.

1. **ATTENDANCE** – Apologies received from PC Steve Clark.
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 **3rd October 2019**.
4. **PUBLIC SPEAKING**
 - 4.1. No report received from District Councillors.
 - 4.2. No report received from County Councillor for Wroxham Ward.
 - 4.3. **Norfolk Police crime figures 1st October to 31st October** - 5 reported crimes in the period - 1 burglary in a residential dwelling, 1 criminal damage to a vehicle, 1 engage in controlling/coercive behaviour in an intimate/family relationship, 1 possession of Class A Cocaine and 1 domestic sexual offence.
 - 4.4. **Questions from the public** – none.
5. **MATTERS ARISING FOR INFORMATION ONLY**
 - 5.1. Matters arising since the agenda was issued:
 - 5.1.1. Consultation on “Digging Up Norfolk” – consultation on the impact of the two offshore windfarm developments.
 - 5.1.2. Complaint on trip hazard outside the Hub, potentially Highways area. Clerk to follow up with Norfolk County Council (NCC) Highways boundary team. **ACTION CLERK**
 - 5.1.3. Norfolk Fire & Rescue Service – draft integrated risk management plan consultation, deadline 10th December.
 - 5.1.4. NCC Highways Ranger – asking for reports of potholes, mud on the road etc. Councillors to review their assigned areas and report any concerns to Clerk. Clerk will publicise on FB. **ACTION COUNCILLORS**
 - 5.1.5. Malthouse Lane – email from resident regarding fencing. Clerk have asked them to speak with NCC footpaths.
 - 5.1.6. Planning application in Hoveton for all year-round car boot sale every Sunday on the village hall field. WPC not yet consulted. Agreed to raise concerns about traffic on the A1151 to be consistent with comments on previous applications. **ACTION CLERK**
 - 5.2. Reports on any other matter not covered on the agenda:

5.2.1. New grit bin for Beech Road – NCC Highways conformed they require a licence application.
Clerk to complete. **ACTION CLERK**

5.2.2. Community Land Trusts – Cllr E Allsop has made arrangements to meet a representative from Broadland District Council to discuss. To report at the next meeting.

6. CORRESPONDENCE – noted:

- 6.1. Complaint about vehicle damage to Malt House Lane and tree felling's blocking the slipway.
- 6.2. Norfolk County Council Budget Consultation 2020/21 – deadline for response 10th December.
- 6.3. Rough sleeper count by Broadland District Council taking place 11th November 2019.
- 6.4. Invitation to attend the Norfolk Pension Fund Employer Forum on Tuesday 26 November 2019.
- 6.5. Two complaints re barking dogs in Wherry Gardens. One complaint with Norfolk Police and the other with Environmental Health at Broadland District Council.
- 6.6. Planting of Crocuses by Rotary Club of Wroxham Bure Valley will take place again this year around the village sign.

7. LIASON WITH OTHER BODIES

- 7.1. Discussed and agreed a response to the Broads Authority consultation on three planning documents - Cllr M Allsop to formulate a response. **ACTION CLLR M ALLSOP**
- 7.2. Cllr Fiske reported on the Norfolk Police SNAP meeting on the 9th October. In the future Wroxham, Salhouse and Rackheath will share a SNAP meeting. Next one will be Monday 13th January 2020, 7pm, at the Wroxham Hub, Norwich Road.
- 7.3. Cllr Fiske reported on the Broads Authority (BA) Parish Forum on the 16th October. Focus on the BA declaration of a climate emergency and the subsequent work to reduce emissions.
- 7.4. Cllr Fiske reported on a meeting with John Packman, Broads Authority. Discussed:
 - 7.4.1. Issues with defecation at Caen Meadow and a possible booklet on WC's for hire boats.
 - 7.4.2. Staithe at Caen Meadow – discussed that the staithe has had to be closed due to poor state of repair of the quay heading. The staithe is not owned by anybody, and when it was last replaced in 2005 the Broads Authority paid for a percentage of the works. BA are reviewing if they could take over responsibility of the staithe under the laws of adverse possession.
- 7.5. Cllr Fiske reported on a meeting with Phil Courtier, Head of Planning at BDC, regarding a possible Wherry Gardens 2 development. Advised that the results of the Greater Norwich Local Plan review will be published for consultation in January and no information on the actual site location will be available until then.

8. COMMUNICATIONS – Cllr M Allsop

- 8.1. Update on responses to article in the Bridge about a possible “Wroxham Watch” scheme. Bridge not yet published.
- 8.2. Armistice Day arrangements for the 11th November. Thanks to Cllr Mantle for making the centre of the wreath and for flying appropriate flags. Cllr Joynson to lay the wreath at the ceremony as the longest serving member. Thanks to the Lions for installing the Tommy statue by the village sign. Times for the ceremony have been circulated by the Clerk.

9. FINANCIAL MATTERS - Cllr Joynson

- 9.1. Reviewed the period's financial position:
 - 9.1.1. Noted total bank balances of £102,142.00
 - 9.1.2. Receipts – noted receipts in the period of £8,052.78
 - 9.1.3. Payments - approved payments totalling £18,575.31, as below

2 nr Litter bin for Caen Meadow Melba Products Ltd	£206.85		
Poppy wreath Poppy Lottery	£20.00		
Parking for Broads Authority Parish Forum - Clerk plus 2 Cllrs		Rose Lane car park	£4.00
Meeting with Jon Winnett Highways	The Old Mill Restaurant		£9.80
Clerk & Chair mobile phones	Vodafone Ltd		£51.30
Clerks regional networking lunch	Allen Meale & Son		£9.24
Land registry for the Avenue crossroads	Land Registry		£6.00
Land registry for Malthouse Lane	Land Registry		£6.00
Book of Condolences - Operation London Bridge	Amazon marketplace		£27.00
Training course - Cllr Ireland	NPTS		£45.00
Additional meetings (Oct) - hall hire	The Hub		£8.00
Gardening works	Shaun Hearn Landscapes		£130.00
Enabling works for Cemetery extension	Simons Landscaping		£2,154.00

Refreshments for Memorial garden opening	Cllr E Allsop	£25.50
Annual rent for Caen Meadow	Wroxham Home Farms	£1.00
November room bookings	The Hub	£56.00
Prep for Cemetery memorial opening ceremony	Shaun Hearn Landscapes	£92.47
Benches, sculpture & fitting for Cemetery memorial garden	Nick Hindle Stonemasons	£9,169.20
SAM2 unit with Bluetooth download	Westcotec	£3,780.00
Meeting & car parking expenses	Cllr B Fiske	£25.10
New cord for flag pole	Cllr P Mantle	£6.16
Wooden posts for emergency signs for staithe	Cllr Mantle	£6.58
Emergency signs for staithe	CIM	£24.00
Repair/rebuild Cemetery pillar	Andy Payne	£580.00
Staff costs	Staff salary	£1,259.59
Staff costs	Staff tax, NI & Pensions	£370.91
Staff costs	Staff tax, NI & Pensions	£453.26
Staff costs	Expenses	£28.35
Staff costs	Mileage	£20.00

9.2. Reviewed and approved the revised CIL cashflow forecast following discussion at the capital projects meeting on the 30th October:

9.2.1. Income – agreed to put on hold cash flowing any future funding from Wherry Gardens s106 adoption funding and possible Wherry Garden 2 CIL.

9.2.2. Agreed to support the revised budget to provide £43,000 to support the extension of the Cemetery. Of this £14,400 is the remainder of the CIL funding which must be spent by October 2020. This includes the reallocation of budget from Caen Meadow regeneration and Keys Hill wood projects.

9.3. Budget & precept – following review of the capital projects budget as above, and following a precept freeze in the last two years the Clerk proposes an increase in the precept in the next few years. Detail to be covered at the next Finance committee and then signed off at the next Full Council.

10. HIGHWAYS - Clerk

10.1. Reported on the meeting with Highways on the 16th October, including:

10.1.1. Trees on the Avenue – report from tree surgeons on the condition of trees has been handed over to Highways and the Highways boundary team are reviewing who is responsible for each tree.

10.1.2. Permission to site the Christmas tree on The Avenue given.

10.1.3. New village sign – advised would need foundation which NCC could install, removing the need for a works licence.

10.1.4. Verge way by the railway bridge - on the Highways winter flailing programme.

10.1.5. Football club sign – Highways to inspect and speak to Club about location.

10.1.6. Speed limits and double yellows in various areas of the village – require a traffic order which would be expensive and not supported in the current financial climate of NCC.

10.1.7. Pedestrian crossing on the Norwich Road – discussed the possibility of reviewing this as part of the Market Town Improvement Strategy

10.1.8. Closing the Avenue - would only be likely to happen with the development of the top field, part of developer package.

10.1.9. Green spaces by the village sign - yes can have more trees

10.1.10. Southern entrance to the village signage - need to agree the content - Highways to put WPC in touch with a designer

10.1.11. WG bus shelter - would it need a traffic study? Have to take a view first. Contact Daniel Yallop, NCC passenger transport team.

10.2. Charles Close - street name signs have finally been replaced.

10.3. SAM2 – Cllr Joynson

10.3.1. Review of SAM2 data for the period. 2,500 vehicles a day travelling along the Salhouse Road into Wroxham, 60% over the speed limit. For the next period the unit will be repositioned to capture data on vehicles leaving Wroxham on the Salhouse Road. Reports are being supplied to PC Steve Clarke and Salhouse Parish Council. The data is showing a reduction in traffic following the opening of the NDR.

10.3.2. The newly purchased second SAM2 unit will be collected in early December and Cllr Joynson will receive additional training from Westcotec.

11. **VILLAGE SIGNAGE AND BRANDING - Cllr E Allsop.** Waiting for a design, might be some time yet. To be removed from the agenda until Cllr E Allsop advises otherwise. Clerk confirmed there is £8,000 in the budget for next Financial year.

12. AMENITIES

12.1. Caen Meadow:

12.1.1. Staithe – report from Cllr Mantle on assessment of condition, see item 7.4.2. Discussed legal redress on camping including terms of the lease, byelaws and legislation. Agreed enforcement is the issue and this, and signage should be reviewed by the future FoCMG (see 12.2).

12.1.2. New bins – Cllr Mantle confirmed installation of two new larger bins at the top of Caen Meadow. Agreed disposal of the old bins.

12.1.3. Rabbit/mole/deer holes – agreed to review following 12.2.

12.1.4. Top pedestrian gate – reported as not closing and has been repaired.

12.1.5. Area along the north of Caen Meadow. Cllr M Allsop reported that Norfolk Wildlife Trust are scheduled to visit in December.

12.2. 'Friends of Caen Meadow' group (FoCMG) – Cllr M Allsop reported that there has been interest in the group. Clerk to book a meeting room for a first meeting. **ACTION CLERK**

12.3. Agnes Gardner playground – two companies have given indicative quotes for a new cantilever nest swing to replace the tyre swing of c£11K. Agreed Clerk to research possible grants. Noted that a white van is repeatedly parking in the mouth of the footpath and blocking access to the footpath and the playground. **ACTION CLERK**

12.4. Grit bins – Cllr Mantle to arrange replenishment of all bins. **ACTION CLLR MANTLE**

13. PLANNING

13.1. 100 Norwich Road, Wroxham, NR12 8RY – 20191506. Rendering of Front and Side Elevations, Alterations to Rear Conservatory and Insertion of Rooflights. Deadline - 23rd October. No comment.

13.2. 38 Charles Close, Wroxham, NR12 8TU - 20191559. Take down existing flat roof double garage, re build bedroom, en-suite and entrance hall with internal alterations. Deadline 9th November 2019. No comment.

13.3. 50 Charles Close, Wroxham, NR12 8TU - 20191556. Demolition of linked single garage and erection of new extension, including associated external works. Deadline – 11th November 19. No objection with a couple of comments on the front fence and the impact on the trees.

13.4. Wherry Gardens 2 – to update following meeting with Hopkins Homes. Discussed Council's request for pedestrian crossing, TRO for speed limit change on Salhouse Road and Superfast Broadband in any new proposal. As reported in item 7.5.

13.5. Former Windboats Marine Site, Grange Walk, Wroxham. Application going to appeal.

13.6. Tree works:

13.6.1. New tree works application - Landings , Beech Road, Wroxham, Norwich -

BA/2019/0288/TCAA. Ongoing maintenance application, proposed continuation of BA/2014/0046/TCA and BA/2017/0343/TCAA Deadline 30 October 2019. No objection.

13.6.2. 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. At the previous meeting this was recorded as “no objection”. Following subsequent professional advice, the Council agreed to object to this application.

13.6.3. BA/2019/0281/TCAA - 34 Church Lane, Wroxham, Norwich, Norfolk - T1: Horse chestnut - Reduce crown in height from 24m to 17m and prune to shape. T2: Tilia spp. - Reduce crown height from 22m to 17m and prune to shape. T3: Tilia spp. - remove deadwood. The Council objected to this application on the basis that the application was for works to trees on another property and the landowner was incorrectly listed.

13.6.4. BA/2019/0349/TCAA - Mallards, Beech Road, Wroxham, Norwich - T1: Willow – fell. Deadline for comments 1st November. No objection.

14. ACTION PLAN PROJECTS:

14.1. Noted minutes of the Capital project meeting took place 30th October.

14.2. Wherry Gardens transfer –still no programme received from Hopkins Homes for the resolution of snagging issues. Meeting being arranged by BDC for early December. Group is reviewing maintenance contracts required and working to estimate per annum costs. Noted that Highways will adopt the footway lighting in Wherry Gardens.

- 14.3. Keys Hill Wood – first working party, which includes tree planting, will take place on the 22nd November. Work will be supervised by the school. Bat and bird boxes to be built by the school. Benches to be created out of logs.
- 14.4. Cemetery memorial garden:
- 14.4.1. Thanks to those involved in the completion of the garden, the dedication service and refreshments.
- 14.4.2. Approved the procurement of a professional to design and plant the bed with regard to long term maintenance.
- 14.5. Cemetery extension – reviewed designs from architects. Agreed that the three plans submitted did not meet the brief. Cllr Fiske and Mantle to meet with the designer again and agree a reduced scheme based on the original scheme proposed by Cllr Mantle that fits the agreed budget. This scheme then to be circulated for approval for submission to planning. **ACTION CLLR FISKE & MANTLE**
- 14.6. Footway lighting – Clerk corresponding with UK Power Networks to transfer supply and agreed to sign an agreement for metering. Clerk to complete. **ACTION CLERK**
- 14.7. New footpath to the Avenue – discussions ongoing with Trafford Estates. Meeting with TE on the 25th November.
- 14.8. Christmas tree – Highways have given permission to site the tree on the green at The Avenue/Norwich Road crossroads. Asked Roys for lights. Need to consider vision for vehicles pulling out of The Avenue.

15. GOVERNANCE & ADMIN – Cllr Everett

- 15.1. Operation London Bridge – approved updates. Clerk to publish. **ACTION CLERK**
- 15.2. Operational risk register – approved updates. Number of actions that have been circulated. Clerk to publish. **ACTION CLERK**
- 15.3. Information audit – to approve. To be reviewed at Finance.
- 15.4. Procurement policy – to approve updates. To be reviewed at Finance.
- 15.5. Financial regulations – to approve minor adjustment to incorporate Clerks absence. To be reviewed at Finance.

16. ITEMS FOR NEXT AGENDA - 5th December 2019 at 6.30pm

Meeting closed at 8.14pm.

Clare Male, Clerk & RFO to the Parish Council

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