



FULL COUNCIL MEETING - FINAL MINUTES

A virtual meeting held on Thursday 2nd April 2020, 11.00am

Due to the C19 global pandemic and government advice at the time, this meeting was not open to the public

Parish Councillors Present via Zoom:

Cllr Elaine Allsop
Cllr. Barry Fiske
Cllr Ian Joynson

Cllr. Malcolm Allsop
Cllr. Sylvia Holyoake
Cllr Peter Mantle

Cllr Philip Everett
Cllr Angela Ireland

Clerk: Clare Male

1. **ATTENDANCE** – All Councillors present.
2. **DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS** – none.
3. **MINUTES OF PREVIOUS MEETING** - the final minutes of the Parish Council meeting of the 5th March 2020 will be approved at the next legally binding meeting of the Council.
4. **LEGAL UPDATE**
 - 4.1. **Public meetings.** There is currently a worldwide global pandemic, and following government advice to stop the spread of the virus all Wroxham Parish Council public meetings have been cancelled until the end of June. Following advice, and until new regulations are in place, decisions will now be made by the Officer of the Council (the Clerk) after seeking the views of members. Only urgent decisions will be made, anything else will be deferred. Wroxham Parish Council agrees to undertake this by holding Full Council and Committee meetings virtually until otherwise instructed. This meeting was recorded to provide a public record.
 - 4.2. **Annual Parish meetings.** These are a legal requirement and Wroxham's was scheduled to take place on the 7th May 2020 which has now been cancelled. Await further advice.
5. **REPORTS**
 - 5.1. **District & County Councillors news** – Cllr Fran Whymark has been central in setting up Operation Wroxham & Hoveton. He now sits on the emergency committee of the District Council. He is currently self-isolating. Cllr Martin Murrell is working with his local Parish of Salhouse to set up a relief scheme there.
 - 5.2. **Review of logged reports from Norfolk Police on the Crime System 1st to 31st Mar 2020** – 7 incidents: Burglary Residential – Non Dwelling - shed break from last year or the year before where items were taken; Common Assault - historical claim from a few years ago; Fear or provocation of violence - unknown male shouted threats at children skateboarding; two incidents of ill treatment/neglect of person lacking capacity by anyone responsible for that person's care - both a report of staff not looking after a resident at a Care Home; Making off without payment - fuel bilking; Theft other - parts of metal shed, in bits in alleyway near victim's house, have been taken.
6. **OPERATION GOOD NEIGHBOUR** - This is an emergency relief project to provide support for the elderly and vulnerable in Wroxham and Hoveton. The scheme has been launched quickly and efficiently working

with the Wroxham Benefice, Hoveton Parish Council, Wroxham & Hoveton Good Neighbour scheme and is being led by Councillor Fran Whymark. Clerk has applied for, and been awarded, a grant for £1000 from the Norfolk Community Foundation to support Operation Good Neighbour.

7. **CLOSURE OF PLAYGROUNDS** – Following government ruling Agnes Gardener Playground has been locked up to prevent social gathering. The Wherry Gardens playground has also been locked in association with Hopkins Homes.

8. **PLANNING**

8.1. BA/2020/0088/HOUSEH - Landings, Beech Road, Wroxham – single storey garage/workshop – deadline for comments 17th April. No objection.

9. **FINANCIAL MATTERS**

9.1. Decided not to subscribe to Zoom video conferencing service for the moment. This limits meetings to 40 minutes per free session.

9.2. Agreed the Council's subscription to Norfolk Association of Local Councils.

9.3. Reviewed this period's financial position:

9.3.1. Noted total bank balances of £70,928.

9.3.2. Receipts - noted receipts in the period of £1,450.

9.3.3. Payments - approved payments as follows:

Annual subscription fees	Dropbox	£95.88
Clerks mobile phone bill	Vodafone	£21.42
Case & screen for Clerks mobile phone	Otterbox	£41.78
Planting of flower bed by village sign	Peter Claxton	£32.48
Tree works to the Cemetery	Target Trees	£350.00
Tree works to Agnes Gardener Playground	Target Trees	£350.00
Foundation design for new village sign	Alcock Lees Partnership	£480.00
Annual support subscription	NALC	£297.11
Deposit for village sign	Nick Hindle stonemason	£4,360.00
Staff costs	Staff salary, tax, NI & Pension	£1,259.79
Staff costs	Staff salary, tax, NI & Pension	£370.71
Staff costs	Staff salary, tax, NI & Pension	£453.26
Staff costs	Staff expenses	£20.00
Staff costs	Staff mileage	£4.50

9.4. Arrangements for end of financial year – awaiting further government and external auditor advice. No annual return documentation yet issued by the auditor. Clerk to schedule a Finance committee meeting for the 23rd April to discuss year-end figures. **ACTION CLERK**

10. **RISK ASSESMENT**

10.1. Existing - Cancellation of public meetings - actioned, overflowing litter bins – will be collected by Broadland District Council, closure of playgrounds - done, payments & payroll services – ongoing.

10.2. New - Clerk illness – Clerk to do process map of job, cessation of public utilities – internet, power. **ACTION CLERK**

11. **AOB.**

11.1. Trees in Keys Hill Wood. A holly has recently fallen – Target Trees to remove. Agreed the Ash tree on the easterly border to also be removed.

11.2. Roles & responsibilities – Clerk to set up virtual meeting to review. **ACTION CLERK**

11.3. CIL funding – will now not meet deadlines. Clerk to write to BDC. **ACTION CLERK**

12. **ITEMS FOR NEXT AGENDA** – 7th May 2020 at 6.30pm

Meeting closed at 11.52am.

Clare Male, Clerk & RFO to the Parish Council

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07341 873375, clerk@wroxhamparishcouncil.org

Signed.....

Dated.....