



FULL COUNCIL MEETING - FINAL MINUTES

A meeting held in the Hub on Thursday 3rd June 2021, 6.30pm

Parish Councillors Present:

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

Also in attendance: Cllr Martin Murrell (Broadland District Council (BDC)) & Cllr Fran Whymark (BDC & Norfolk County Council (NCC))

Clerk: Clare Male

1. **ATTENDANCE** – apologies received and accepted from Cllr Peter Mantle and to note item 6.1.
2. **DECLARATION OF INTEREST** Members are invited to declare a previously undisclosed interest relating to any item on the agenda and to ask for a dispensation to vote on matters in which they have a disclosable pecuniary interest or other non-financial interests. None.
3. **MINUTES OF PREVIOUS MEETING** - agreed the accuracy of the final minutes of the Parish Council meeting of the 7th May 2021.
4. **PUBLIC SPEAKING**
 - 4.1. A report was received from District Councillor, Martin Murrell. Update on Community Connectors & Social Prescribing; new employment “Work for All” programme; big infrastructure project is the new food innovation hub at Honingham now has all the required funding in place; at Rackheath Taylor Wimpey have now taken possession of the new development site that goes up to Bear’s Grove.
 - 4.2. A report was received from County Councillor, Fran Whymark. Thanked everyone for re-electing him in recent elections. Four new mental health workers will be recruited with central government funding; new joint Broadland & South Norfolk Council website has been launched; update on the Western Link and the dualling of the A47 at Tuddenham; plans for 4G across Norfolk with a new phase of the Better Broadband for Norfolk scheme; new Care Homes planned; new investment in Libraries including adding in educational services; further £1 million for Norfolk cycle paths and trails; 1 million new trees programme.
 - 4.3. Review of crime figures and any update from **Norfolk Police** – Norfolk Police have advised that the resources are not available to provide figures – see item 6.1.
 - 4.4. Public speaking – no members of the public were present.
5. **MATTERS ARISING FOR INFORMATION ONLY (INCLUDING ITEMS RECEIVED SINCE THE AGENDA WAS ISSUED)**
 - 5.1. It was noted that WPC, unlike many other parish councils including Hoveton, does not have a vexatious complaints policy. It was agreed Cllr Everett would work with the Clerk to produce a draft for the next meeting.
 - 5.2. Correspondence received from Lloyd’s bank suggesting that the Parish Council’s Treasurers account is not covered by the Financial Services Compensation Scheme (FSCS). Clerk

contacted Lloyds by phone and has not received a satisfactory answer. Advised to write and seek clarification. To be added to agenda of next Finance meeting.

- 5.3. Cemetery management training – Cllr Mantle and Clerk attended. Identified a need for a qualified company to undertake topple testing of memorials at the Cemetery and St Marys Churchyard. Clerk has had quote from Abbey Memorials. Seeking further contractors. Budget needs to be checked. To be added to agenda of next Finance meeting.
- 5.4. Blocked drains in Staithe Way Road – complaint from resident – first reported to NCC 24/3 for 6-week resolution. Chased with NCC.
- 5.5. FP3 – new signage has been installed to identify the path clearly that the extinguishment order discussed at the last meeting (item 10.1). The existing tarmac path has also been signposted as part of the s38 agreement with Hopkins Homes.
- 5.6. Complaint from resident about AGP – sharp edge on the wooden steps to the slide caused a cut to a child. This has been addressed quickly by Councillor Joynson.
- 5.7. Notification that BDC and SNC Council have launched a new joint website - www.southnorfolkandbroadland.gov.uk
- 5.8. Wherry Gardens – noted several enquiries from residents about the adoption. Enquiries regarding allocation of s106 monies, additional settlement funds from HH, works to be completed, planning status, covenants on individual properties and the POS and resident involvement in decision making.
- 5.9. Three additional planning applications were received after the agenda was issued – see item 7.
- 5.10. Noted general comments from residents about the Great British Spring Clean, poor condition of the southerly railway bridge including signage (which has been reported), complaints about the condition of a number of properties on Salhouse Road.
- 5.11. Noted rejection by BDC of two new build planning applications which were reviewed at the last meeting. Both applications rejected for a range of issues including non-compliance with a key policy in the Wroxham Neighbourhood Plan.

6. CORRESPONDENCE

- 6.1. Noted that Wroxham's Beat Manager PC Steve Clark has been moved to Wymondham and will no longer be working in the Parish. A replacement is yet to be appointed. Agreed to seek urgent clarification from Norfolk Police. **ACTION CLLR M ALLSOP**
- 6.2. PGA019 – Wroxham to Salhouse 50mph speed limit reduction. Reviewed the proposal from Highways. Deadline for response 10th June. Agreed that the proposal to site the new limit at the boundary of Wherry Gardens was unacceptable. The new limit should be sited with time for vehicles to slow down. Clerk to respond formally. **ACTION CLERK**
- 6.3. Noted correspondence from Norfolk Vanguard and Norfolk Boreas Offshore Wind Farm Projects about their forthcoming Norfolk Projects' Community Benefit Fund.
- 6.4. 1st Hoveton & Wroxham Sea Scouts Annual General Meeting Invitation Tuesday 8th June 19:00 – noted Cllr Mantle will attend.
- 6.5. Norfolk Broads Direct – noted correspondence on the forthcoming permissive footpath from Staithe Way Road. Waiting for the route to be made safe. Thanks to Norfolk Broads Direct.
- 6.6. Noted Highways and Infrastructure, Norfolk County Council - Norwich Western Link project update, already discussed under item 4.2.

7. PLANNING – Cllr M Allsop

- 7.1. Norfolk Broads Direct Ltd, Norwich Road. Replacement of 95m of dilapidated quay heading with new sheet steel piling and associated timber quay heading furniture. Broads Authority application no BA/2021/0128/FUL. Noted approval of scheme at BA planning committee meeting 21st May 2021. Noted closure of footpath outside NBD was for NCC topographical survey.
- 7.2. Land at The Thatched House, Beech Road, NR12 8TW – 20210812. New 4 bedroom detached property. Deadline for comments 20th June. Agreed to object to the application on the basis of the scheme takes no account of Neighbourhood Plan policy ENV5 and the removal of a section of beech hedgerow.
- 7.3. 62 Charles Close, NR12 8TT – 20210293. Re consultation of a large remodelling project in Charles Close. Deadline 11th June. Continue to object to the application on the grounds of the proposed removal of two healthy trees as stated in the original consultation.

- 7.4. 127 Norwich Road, NR12 8RY, proposed single storey extension & first floor extension to rear (Revised Proposal). Deadline for comments 26th June 2021. No details yet available online. To be discussed via email.

8. FINANCIAL MATTERS – Cllr Joynson

- 8.1. Reviewed this period's financial position:
- 8.1.1. Noted total bank balances for period of £79,223.10
 - 8.1.2. Receipts – noted no receipts in the period.
 - 8.1.3. Payments - agreed payments for May of £4,649.52 and June of £4,137.43 as recorded in the presented schedules.
- 8.2. Audit programme. Unfortunately, internal auditor could not meet the deadline for presentation at the current meeting. Requested that the next Full Council meeting is moved forward to the 30th June to ensure that the regulations for sign off by 30th June is met. Agreed. Clerk to make arrangements. **ACTION CLERK**
- 8.3. Noted progress with Norfolk Pension Fund year end. Data submitted and been accepted.
- 8.4. Budget - further to the Finance Committee item 8 (May 2021), Cllr Fiske proposed to make this a working party of four Councillors and the Clerk/Responsible Financial Officer. Councillors Everett, Fiske, Mantle and Joynson were proposed. Agreed this proposal and approved the Terms of Reference for the Procurement and Budget Responsibility team. Noted this is not a decision-making group. Clerk to publish details. **ACTION CLERK**
- 8.5. Proposed and agreed a change in the reserves figure from £50K to £30K.
- 8.6. Update the Clerk on the insurance renewal which expires on the 4th July 2021. Clerk has terminated the three-year agreement due to negligence by the current provider and will continue to seek a replacement. Clerk to investigate Clerk cover as part of a new package. **ACTION CLERK**

9. GOVERNANCE AND ADMINISTRATION – Cllr Everett

- 9.1. Review of Roles and Responsibilities. Two specific requests – Cllr Ireland to be noted as Wroxham in Bloom and Cllr E Allsop as litter picking. Cllr Everett then presented ideas for discussion. Includes a new public spaces group. To be drafted up as a firm proposal for the next meeting. **ACTION CLLR EVERETT**
- 9.2. Covid19 update – agreed to cancel the Council's Zoom subscription. **ACTION CLERK**
- 9.3. Update on the removal of the NP website and its replacement. NP document has been updated by BDC. Agreed that the Clerk & Cllr Everett will review the website next week. **ACTION CLLR EVERETT & CLERK**

10. LIASON WITH OTHER BODIES – Cllrs M Allsop

- 10.1. Wroxham & Hoveton Alliance – next meeting is in mid-June. Update on Station Road – having received a limited response to the first letter, the group has now asked for s215 order on the site. Future items for discussion include the flooding south of the river bridge.
- 10.2. Norfolk Police - Wednesday 16th June at 6pm virtual Priority Setting Meeting for Wroxham and the surrounding parishes. Cllr M Allsop and Fiske to attend.
- 10.3. NALC General Meeting on 20th May 2021 via Zoom - Cllr Everett reported. Three key points – the need to engage younger people in local democracy, the continued use of technology to increase diversity and the need for an enforceable Code of Conduct.

11. ACTION PLAN 20/21:

ACTIVE PROJECTS:

- 11.1. Wherry Garden adoption - Cllr Ireland. Noted the agreement in principle to proceed with adoption with the figures confirmed and correspondence noting that the payment schedule and therefore the transfer timetable to be agreed between WPC and Hopkins Homes. WPC have now appointed NP Law based on the terms of WPC's subscription but fees will be covered by Hopkins Homes as part of the s106 agreement. Hopkins Homes need to provide detailed drawings before land registry transfer can begin. Agreed that once the legal side is agreed and underway then a strategy is required for consultation and a post adoption plan drafted and agreed at Council. **ACTION CLLR IRELAND**

- 11.2. Cemetery improvements and extension - Cllr Mantle. Noted that the land registration application has been submitted but applications are taking on average a year to complete. In light of this agreed to write to the Diocese to discuss plans for consecration. **ACTION CLERK**
- 11.3. New village sign – Cllr E Allsop. Foundations have been installed. Invitations have been sent for the opening event on the 16th July at 11am. Discussed screens for after installation but pre-opening ceremony. Cllr Mantle will install some planters with bright flowers. Clerk to book grass cut. **ACTION CLERK**
- 11.4. Agnes Gardner Playground improvements - Cllr Joynson. Meeting a second contractor next week to discuss possible options.
- 11.5. Wroxham in Bloom – Cllr Ireland. Highways licence for The Avenue green bed has now been made. Need Highways approval before the bed can be dug.
- 11.6. Management plan for Caen Meadow and Trafford Memorial Ground – Cllr Everett. Discussed progress with the draft management plan. There are four areas with different legal status. The draft plan will be circulated to Governance and Admin and then onto Full Council for proposal on the 30th June. **ACTION CLLR EVERETT**

12. **SPEEDING & SAM 2 – Cllr Joynson.** Reviewed the data for the SAM2 devices.

13. **RECREATIONAL AREAS:**

- 13.1. **CAEN MEADOW – Cllr Ireland** – Request from neighbours for a screen behind the roll top bin at the entrance to Caen Meadow. Agreed not required.
- 13.2. **AGNES GARDENER PLAYGROUND - Cllr Joynson.** Thanks to all those who attended the opening ceremony on the 22nd May.
- 13.3. **KEYS HILL WOOD – Cllr Joynson** - Update on the fitting of bird, owl and bat boxes. All fitting attachments now received. Cllr Joynson to speak to Target Trees about fitting. Noted trees no 409 and 410 are dead. To review if they need removing. **ACTION CLLR JOYNSON**

14. **HISTORIC & BURIAL SPACES –**

- 14.1. War memorial. Land registration – submitted in November 2020, NP Law have advised that the proposed date is November 2021. Cllr Ireland asked for the flowering cherry to be reviewed. Cllr Ireland and Clerk to review. **ACTION CLERK**
- 14.2. Cemetery – note of thanks for works completed so far and congratulations on the appearance of existing the Cemetery.

15. **STREET SPACES –**

- 15.1. **DEFIB LIGHT** – Cllr Joynson – to be fitted shortly.
- 15.2. **ACCESSABILITY ON FP2** –update on barrier removal. Clerk to chase. **ACTION CLERK**
- 15.3. **NEW DOG WASTE BIN THE AVENUE & OTHER POST REPLACEMENTS** – completed.

16. **ITEMS FOR NEXT AGENDA** – 30th June 2021 (agreed new date) at 6.30pm. Trees – review of sites in the village for new trees; dementia café.

Meeting closed at 8.15pm
Clare Male, Clerk

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Signed

Dated.....