



FULL COUNCIL MEETING - FINAL MINUTES

A meeting held on Thursday 5th November 2020, 6.30pm via Zoom

Parish Councillors Present:

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

Cllr Fran Whymark, Broadland District Councillor (BDC) and Norfolk County Councillor (NCC) (part)

No members of the public were present.

Clerk: Clare Male

1. **ATTENDANCE** – All Councillors were present.
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 the meeting of the **1st October 2020**.
4. **PUBLIC SPEAKING**
 - 4.1. Report read from District & County Councillor Fran Whymark – discussed new lockdown and the data being modelled for increases in Covid 19; publicity encouraging people to have flu jabs; possible changes to housing allocation policy including a new scheme called Next Step Accommodation programme; Project Adder – cross organisation to medicalise drugs and alcohol issues; Wroxham library has had to close again but there are lots of events and groups online and Norfolk County Council receiving Digital Council of the Year award 2020 – which includes fitting new masts onto County Council properties such as fire station towers.
 - 4.2. A review of crime figures and any update from **Norfolk Police** – noted complaints to the Police about flooding on the Norwich Road by the river bridge.
 - 4.3. Public speaking – no members of the public were present.
5. **MATTERS ARISING FOR INFORMATION ONLY**
 - 5.1. Wroxham Road layby – clearance of trees and undergrowth to reduce ASB. Work to start in the next few weeks.
6. **CORRESPONDENCE**
 - 6.1. Noted invitation to attend the Broadland Tree Network Annual General meeting on the 5th November at 19.30.
 - 6.2. Norfolk Association of Local Councils – notification of change in constitution to become a co-operative. Nominated Cllr Everett as a representative to attend meetings.
 - 6.3. Norfolk County Council budget consultation – ends 14th December. No comment.
 - 6.4. Complaint from a Hoveton resident about flooding at the Wroxham-Hoveton river bridge. Discussed follow up with Norfolk County Council on works to the river bridge and linking in this issue with the Council's response to item 8.

6.5. Complaint from a resident about sewage flowing from Keys Hill Park into Preston Close. Resolved with Anglian Water.

7. PLANNING – Cllr M Ailsop

- 7.1. 31 Charles Close, Wroxham. New garage and conversion of the existing garage into a utility area. Broadland District Council application no 20201761. Deadline for comments 29th October. **No objection**, recommendation that the height is reduced slightly.
- 7.2. 10, The Avenue, Wroxham. Replace sections of shingle driveway with block paving for disabled access. Broadland District Council application no 20201721. Deadline for comments 29th October 2020. **No objection**.
- 7.3. 51, Charles Close, Wroxham. Revisions to application from September 2019. Broadland District Council application no 20201780. Deadline for comments 29th October 2020. **No objection**.
- 7.4. 155, Norwich Road, Wroxham, NR12 8RZ - convert existing first floor storage over garage into separate living accommodation. Broadland District Council application number 20201774. Deadline for comments 29th October. **Object**.
- 7.5. 11 Charles Close, Wroxham, NR12 8TU. New orangery to rear and extension of brick weave driveway at front. Broadland District Council application no 20201857. Deadline for comments to BDC 1st November. **No objection**.
- 7.6. The Sheriff House, Beech Road, Wroxham. Erection of new gazebo. Broads Authority application no BA/2020/0358/HOUSEH. Deadline for comments 6th November 2020. **No objection**.
- 7.7. 90 Charles Close, Wroxham, NR12 8TT. Demolition of existing rear conservatory & erection of single storey rear extension and garden room with PV roof panels. Broadland District Council application no 20201918. Deadline for comments 7th November 2020. **No objection**.
- 7.8. 49 Keys Drive, Wroxham, NR12 8SS. Conversion of existing first floor roof space, alterations to roof and garage. Broadland District Council application number 20201964. Deadline for comments 15th November 2020. **No objection**.
- 7.9. 17 Charles Close, Wroxham, NR12 8TU. Demolition of rear conservatory and internal walls. New rear and front extensions, with rooms in the roof – revised application. Broadland District Council application number 20201992. Deadline for comments 18th November 2020. **No objection**.
- 7.10. Pightles Way, 78 Norwich Road, Wroxham, NR12 8RX. A shed/store at the bottom of the garden and a first-floor balcony to the rear of property (retrospective). Broadland District Council application number 20201968. Deadline for comments 19th November 2020. **No objection**.
- 7.11. PSH Environmental Ltd, Wendover Road, Rackheath, Norwich, NR13 6LH : Extension to the existing industrial unit and hardcore area and construction of a screen bund and associated external works. Norfolk County Council application number FUL/2020/0068. Deadline for comments 17th November 2020. **No objection**.
- 7.12. Tree works application:
 - 7.12.1. Hartwell House, 17 Hartwell Road, NR12. T8: Lime - remove additional stems. T64: Lime - pollard. Broads Authority application number: BA/2020/0353/TPOA. Deadline for comments 3rd November 2020. **No objection**.
 - 7.12.2. Hill House, 2 Skinners Lane, Wroxham. Works - T1: Unknown dead tree - fell. T2: Sycamore - fell. T3: Poplar - fell. G4: Alders x 7 - reduce each to one main vertical trunk, removing trunks that are extending over the river. Broads Authority application no BA/2020/0343/TCAA. Deadline for comments 23rd October 2020. **No objection**.
 - 7.12.3. Landings, Beech Road, Wroxham. Works – maintenance work on numerous trees – see Broads Authority application BA/2020/0363/TCAA for full details. Deadline for comments 10th November 2020. **No objection**.
 - 7.12.4. Barton House, 19 Hartwell Road, Wroxham. Works - T1: Lime - fell. Broads Authority application: BA/2020/0364/TPOA. Deadline for comments 10th November 2020. **No objection**.

8. **MARKET TOWN IMPROVEMENT STRATEGY – Cllr Fiske** - update from October meeting with Norfolk County Council (NCC). Discussed the comments which will be forwarded to NCC shortly.

9. FINANCIAL MATTERS – Cllr Joynson

- 9.1. Reviewed this period's financial position:
 - 9.1.1. Noted total bank balances of £86,545.68
 - 9.1.2. Receipts - noted receipts in the period of £194.40.
 - 9.1.3. Payments - agreed payments of £4,411.68 as recorded below:

Printer cartridges	www.cartridgeink	£24.94
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Remembrance Day wreath	Royal British Legion	£22.50	
Footway lighting power	Eon	£25.65	
Postage for war memorial registration documents	Post Office Counters	£1.15	
Clerks mobile phone bill	Vodafone Ltd	£21.80	
Enquiry into ownership of land adjoining Nobel Crescent green	Land Registry	£6.00	
Equipment for Remembrance Sunday event	Amazon	£253.21	
Additional gravel for the war memorial	Aggregates Direct - GRS Roadstone	£194.40	
Online conferencing subscription	Zoom GBP	£14.39	
Flowers for Councillors wife	Bloom & Wild	£25.20	
Reduce height of hedge between old and new extension	Target Trees	£280.00	
Emergency tree work to make safe trees damaged by storm	Target Trees	£200.00	
New laptop and wireless connection for Clerk	Wroxham Computer Services	£649.00	
Training webinar on planning for Clerk	Norfolk Association of Local Councils	£30.00	
Lease fee for Caen Meadow	Wroxham Home Farms	£1.00	
Items to build containers for Xmas trees	Cllr Peter Mantle	£124.93	
New battery for original SAM2	Westcotec	£144.00	
Church Hall litter pickign bin empty	Broadland District Council	£204.20	
Staff salary, tax, NI & Pension	Clare Male	£1,346.71	
Staff salary, tax, NI & Pension	HMRC	£330.30	
Staff salary, tax, NI & Pension	Norfolk Pension fund	£474.15	
Clerk's expenses - October	Clare Male	£26.00	
Clerk's mileage - October	Clare Male	£12.15	

- 9.2. Caen Meadow fence –discussed the issue, noted the advice from our insurance companies legal advisers. Agreed that Clerk needs to refer the matter to our insurance company. **ACTION CLERK**

10. GOVERNANCE AND ADMINISTRATION – Cllr Everett

- 10.1. Covid19 update – agreed all future meetings need to go ahead via Zoom, the playground will remain open and the Clerk is business as usual as long as schools stay open.
- 10.2. Procurement policy – to be ratified at Finance committee.
- 10.3. Meeting dates for 2021 – agreed. Clerk to publish. **ACTION CLERK**
- 10.4. Procedure for cover during Clerk's annual leave – discussed and agreed to continue with the out of office system, but with more detail in the response.

11. ACTION PLAN 20/21

- 11.1. Cemetery improvements and extension (Cllr Mantle) – updates on:
- 11.1.1. 420 hedging plants from the Woodland Trust are being delivered 9th November. Discussed agree arrangements for C19 compliant planting. Cllr Mantle to write a procedure for approval.
ACTION CLLR MANTLE
- 11.1.2. Works to gravel the internment area – area 50% completed and expected to be completed next week.
- 11.1.3. Memorial trees, benches, including VAT issue – to be discussed at Finance.
- 11.1.4. Consecration – raised with the Rev Jump who is liaising with the archdeacon.
- 11.2. Footway lighting adoption (Cllr Mantle) – update on the two faulty units. Waiting for BDC to replace the sodium units with LED's as part of the transfer agreement. Cllr Mantle chasing.
- 11.3. Agnes Gardner Playground (Cllr Joynson) – Wicksteed report that the arrow swing will be fitted by the 22nd December. Discussed an opening ceremony to include those who donated funds. Decision on Tesco grant still outstanding.
- 11.4. Wherry Garden adoption (Cllr Ireland) – discussed report from Hopkins Homes on snagging works. Clerk and Cllr Ireland to inspect the site against the list. No response from BDC yet on the drainage plans and the maintenance contribution. Issues with the playground will be addressed by Hopkins.
ACTION CLERK & CLLR IRELAND
- 11.5. War memorial improvements and registration (Cllr Ireland) – noted the completed application for land registration with NP Law. Discussed problems with the last gravel delivery, additional planting work undertaken and a possible replacement bench donation. Clerk to source some new gravel, talk to the tree surgeons about tidying up the trees and then report cost to Finance committee. Cllr Mantle agreed to oil the gate
ACTION CLERK, CLLR IRELAND & MANTLE

12. REMEMBRANCE SUNDAY – Cllr M Aillsop

Agreed the proposal for the plans for the C19 compliant Remembrance Sunday service. Discussed the input from Norfolk Police. Thanked the Lions for the installation of the Tommy statue next to the village sign opposite Roy’s fuel station.

13. SPEEDING & SAM 2 – Cllr Holyoake & Joynson

Reviewed the latest SAM2 data. Some possible discrepancies but new batteries have now been fitted. Evidence that the 30mph sign on the Salhouse Road needs to be further south. Insufficient number of volunteers for community Speedwatch. To liaise with Hoveton PC. **CLLR FISKE**

14. CHRISTMAS TREES – Cllr Fiske

Update on the arrangements for the planters, tree delivery (12th December) and lights. A vote of thanks was given to Roys for donating half the lights.

15. WROXHAM IN BLOOM – Cllr Ireland

Discussed the proposal to add a new category to the 2021/22 budget for village planting of £500. To be agreed at the next budget review ay Finance committee.

16. KEYS HILL WOOD – Cllr Joynson

Reported that 55 new trees are being donated by the Broadland Tree Network. Cllr Joynson to plant with Angus Turville. Agreed to purchase bluebell bulbs to be planted in the wood. Cllr Joynson to send details. **ACTION CLLR JOYNSON**

17. STREET SPACES –

17.1. BUS SHELTER VANDALISM – noted smashed glass panel on the Norwich Road, opposite Roy’s garage. Thanked Councillor Mantle for clearing up the broken glass. Noted glass ordered.

17.2. COMMUNITY LITTER PICKING – notification that the service will not resume in 2020. Agreed to maintain the green wheelie bin at the Church Hall. Cllr Fiske to relocate.

17.3. BRIDGE BROAD MARINA FENCE – Cllr Mantle

Discussed the correspondence between parties, complaints from residents and communication with Broadland District Council planning enforcement and the Broads Authority.

18. WROXHAM & HOVETON CYCLE HUB UPDATE – Cllr E Aillsop

Scheme aims to provide funding to support businesses to make Wroxham and Hoveton more cycle friendly. Concerns that this is inappropriate considering lack of support for the Green Loop and other initiatives that make cycling safer in the area. To work with Cllr Fran Whymark to make a complaint to NCC.

ACTION CLLR FISKE & E ALLSOP

19. ITEMS FOR NEXT AGENDA – 3rd December 2020 at 6.30pm

Meeting closed at 8.30pm

Clare Male, Clerk & RFO to the Parish Council

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07341 873375, clerk@wroxhamparishcouncil.org

Clerk working hours in November: Monday to Thursday, 8.30am to 3.30pm.

Signed.....

Dated.....