



FULL COUNCIL MEETING - FINAL MINUTES

A meeting held in the Hub on Thursday 6th October 2022, 6.30pm

Parish Councillors Present: Cllr Elaine Allsop, Cllr. Malcolm Allsop (Chair), Cllr Philip Everett, Cllr Barry Fiske, Cllr Sylvia Holyoake, Cllr Ian Joynson and Cllr Peter Mantle.

Also present: Cllr Fran Whymark (Norfolk County Council (NCC), Broadland District Council (BDC) & Broads Authority (BA)); Cllr Martin Murrell (BDC), and 4 members of the public.

Clerk: Clare Male

1. **ATTENDANCE** - Noted those present and considered apologies for absence from PC Al Jennings (Norfolk Police). Noted the resignation of Cllr Ireland. There are four vacancies on the Council, Clerk to do some publicity. **ACTION CLERK**
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 July 2022.
4. **PUBLIC SPEAKING**
 - 4.1. Report from District Councillor Martin Murrell:
 - 4.1.1. Green waste bin collection service now fully rolled out. Complaints that the bins were thrown at houses when they were delivered. Cllr Murrell to fee back.
 - 4.1.2. Public Space Protection Order has been renewed for another 3 years. Noted that it is an offence not to pick up after your dog or to dispose of the poo bags in a bin.
 - 4.1.3. Nutrient neutrality (planning) – revising the nutrient calculator for approval by DEFRA. Working on a scheme to work with the SME's to buy credits to offset.
 - 4.2. Report from District, County & BA Councillor Fran Whymark:
 - 4.2.1. Warm Spaces grants available from BDC to groups to provide warm spaces.
 - 4.2.2. NCC have secured nearly £50 million to improve County Bus Services over the next three years, including new routes and cutting fares.
 - 4.2.3. NCC have a budget deficit of £60 million and some difficult decisions are ahead.
 - 4.2.4. BA - Local Plan & design guide are out for consultation. Various open days to view and discuss. Closing date is the 9 December 2022.
 - 4.3. Public speaking:
 - 4.3.1. Bird flu – clarified that the public should not touch birds but should contact DEFRA on 03459 33 55 77 and report dead and dying birds. Reports of DEFRA rangers collecting birds in Hoveton.
 - 4.3.2. Noted that Wroxham & Hoveton Good Neighbours scheme has been closed down.
 - 4.3.3. Caen Meadow – suggested that the Meadow be closed to stop overuse.

5. MATTERS ARISING FOR INFORMATION ONLY:

- 5.1. Invitation to Broadland and South Norfolk Town & Parish Council Forum for 2022 which will take place on Friday 21st October 11am.
- 5.2. 50mph Speed Limit signs on the Salhouse Road – works taking place to move the signs starting 7th October. 4 ½ years (Feb 2018) since WPC started campaigning on this issue. Thanks to Cllr Whymark for supporting the Parish on this matter.
- 5.3. BDC Standards Committee are consulting on adopting the Local Government Association (LGA) Model Councillor Code of Conduct. To review at November meeting.
- 5.4. BDC via Veolia offered £10,000 of funding for environmental projects – referred to Caen Meadow Committee.
- 5.5. BA - Notice of two documents out for consultation - local plan and design guide – the consultation runs to 4pm on 9 December 2022. To be discussed at the November meeting.
- 5.6. Cllr Fiske reported on a meeting with Trafford Estate at Caen Meadow where a proposal to sell a 24m strip of Caen Meadow to a neighbour was raised. Clerk to contact the Estate and ask for a written proposal. **ACTION CLERK**
- 5.7. Noted that the enforcement action on the Wherry Gardens site has been discharged.
- 5.8. Tree works:
 - 5.8.1. Additional works at 155 Norwich Road (see item 6.5.5) – to be reviewed.
 - 5.8.2. Hartwell House, 17, Hartwell Road. Application Number: BA/2022/0363/TPOA. Proposal: T32: Holm Oak - remove. T46: Oak - fell. T54: Norway Spruce - remove. T63: Oak - remove. T66: Horse Chestnut - fell. Comments by 26 October 2022. To be reviewed.

6. PLANNING – Cllr M Allsop

- 6.1. Dredging lagoon off Nobel Crescent – noted the withdrawal of the application by the Broads Authority.
- 6.2. 128 Norwich Road, NR12 8SA - Broadland District Council application no 20221309. Pitched roof to replace the existing flat (windows/doors realigned). Deadline for comments 17th September. No objection.
- 6.3. Staitheway House, 29 Staitheway Road, NR12 8TH. Replace wooden pedestrian and vehicle gates with metal. Broadland District Council application no 20221187. Deadline for comments 5th October. No objection.
- 6.4. Wroxham Cottage, 15 The Avenue, NR12 8TN - Demolition of existing garage and erection of replacement garden office. Broadland District Council application no 20221497. Deadline for comments 21st October 2022. No objection.
- 6.5. Tree works applications in BA and BDC Conservation Areas:
 - 6.5.1. Cypress House, 25 Staitheway Road, BDC application no 20221474. T1-T2 - Conifers - Height 10m - crown raise to 3.5-4.0m from ground level T3 - Conifer – Fell. No objection.
 - 6.5.2. Woodlands, 12 Staitheway Road, BDC application no 20221480. 1) Cyprus - Fell 2) Large Conifer - Fell 3) Reduce (or remove completely) the height of the conifer hedge to the rear of the garden by between 6ft to 10ft back to original height. 4) Cherry Tree (within hedge) – Fell. No objection.
 - 6.5.3. The Oaks, 1 Church Lane, BDC application no 20221416. Sycamore - Approx 6-7m tall. Reduce to 3m. No objection.
 - 6.5.4. Monksmead, Beech Road, various works to ten trees. Broads Authority application no BA/2022/0338/TPOA. No objection.
 - 6.5.5. 155 Norwich Road, NR12 8RZ. BDC application no 20221502. 3 x Conifers - Crown lift by 3m. Reduce heavy limbs by 2m. Pine Tree - Fell. Pine Tree - Approx 6m. Reduce by 2m. To be reviewed in more detail.

7. LIASON WITH OTHER BODIES – Cllr M Allsop

- 7.1. **Parochial Church Council (PCC)** – objection to the sale of Church Hall. Noted continued lack of response from the Reverend to WPC’s letter in June. Clerk to write again expressing disappointment at the lack of response, copy in Parochial Church Council directly and the Bishop’s office. Discussed concerns around plans to use the Church for groups etc, particularly around parking. **ACTION CLERK**

- 7.2. Remembrance Day & Sunday – 11th & 13th November** – Crosses of Remembrance will once again be put around the village sign. Agreed that there will be a short service by the WPC with a minute's silence on the 11th at 10.55pm to honour those remembered. The Church will then hold a service at 11am at the war memorial. WPC will organise the 13th as per last year, with slightly later timings. Cllr M Allsop to coordinate. **ACTION CLLR M ALLSOP**

8. FINANCIAL MATTERS – Cllr Fiske

- 8.1.** Reviewed the period's financial position:

- 8.1.1. Noted total bank balances for period of £69,454.35.
 8.1.2. Receipts - noted receipts in the period of £27,792.51.
 8.1.3. Payments - agreed payments of £3,629.80 as recorded below and ratified the September payments schedule.

Clerks mobile phone	Vodafone	£29.52
Energy for footway lighting	Npower	£32.40
Hall bookings for September	The Wroxham Hub	£46.00
AGKP opening ceremony refreshment expenses	Cllr E Allsop	£16.43
Graffiti cleaner	Cllr M Allsop	£10.52
External audit fees	PKF Littlejohn	£360.00
Street Lighting Maintenance for 3 rd qtr	TT Jones Electrical	£14.94
Wood for repair to bench at AGK playground	Cllr Ian Joynson (Cushions)	£62.10
Stain for repair to benches	Cllr Ian Joynson (Roys)	£37.49
Wood for repair to bench on Park Road	Cllr Ian Joynson (Cushions)	£158.11
Bolts for bench repairs	Cllr Ian Joynson (Fastco)	£13.39
Replacement battery for defib	Cllr Ian Joynson (B&Q)	£7.45
Clerk employment costs	Clare Male	£1,631.39
Clerk employment costs	HMRC	£516.88
Clerk employment costs	Norfolk Pension Fund	£635.68
Clerk's expenses	Clare Male	£26.00
Clerk's travel	Clare Male	£31.50

- 8.2.** Noted the Finance Committee meeting minutes of the 27th September. Briefing on reducing the overspend in the budget for 2023/24 and commitment to not increasing the precept.
8.3. Christmas tree – voted not to proceed with a tree for one year only due to the cost-of-living crisis and energy costs. Discussed making a donation to a charity to support those facing hardship. To be discussed at Finance in November.

9. GOVERNANCE AND ADMINISTRATION – Cllr Everett

- 9.1.** Reviewed and agreed the updated the roles and responsibilities document. Clerk to publish online. **CLERK TO PUBLISH**
9.2. Agreed the discontinuation of the newsletter (July meeting – item 5.3) as The New Bridge is now up and running.
9.3. Reviewed and agreed the social media Policy. **CLERK TO PUBLISH**

10. ACTION PLAN:

- 10.1. Adoption of Wherry Gardens** – s106 (public open space adoption) - WPC solicitors still awaiting replies to queries on s 106. In correspondence with Hopkins Homes to try and resolve. S38 (bus shelter adoption) – still no response from NCC on completion of this transfer so contracts cannot be set up for cleaning and to purchase timetable holders for the bus shelters.
10.2. Agnes Gardner King Playground improvements - Cllr Joynson – gave thanks to everyone for the work put in on the opening event held on Saturday 3rd September. Thanks to the great niece of Agnes Gardener King who travelled a considerable distance to cut the ribbon. Also, thanks to the Park Road resident whose kitchen was used to make refreshments.
10.3. Caen Meadow management plan & Committee – Cllr Fiske – It was proposed via email and voted that the Committee be changed from a formal Committee to a more informal working party. Noted the minutes of the first Committee meeting. Discussed possible temporary closure to deal with overuse and that this would be a possible breach of the lease with the Trafford Estate.

10.4. Coronation – discussed how the village wishes to celebrate the event. Date is tbc. Cllr E Allsop volunteered to lead, canvass opinion and report back. **ACTION CLLR E ALLSOP**

11. STREET SPACES

11.1. NCC Highways – flooding at the foot of the A1151 Norwich Road River bridge blocking pedestrian footpaths. Chasing Highways but have been told a scheme has yet to be agreed. It is 3 years since WPC first complained about the issue. Agreed to escalate the matter to Wroxham’s County Councillor. **ACTION CLERK**

11.2. Flowerbeds at southerly village sign bed and war memorial. – Cllr Mantle proposed changing the planting to perennials to reduce costs and maintenance. Need drought tolerant plants. To meet on site and discuss. Cllr Mantle to lead working party to tidy the war memorial before Remembrance Day. **ACTION CLLR MANTLE**

11.3. Litter picking – Clerk updated the meeting that the Community Payback lead has been off on long term sick and nobody else is dealing with the scheme. Cllr E Allsop to continue to organise community litter picks.

12. RECREATIONAL SPACES

12.1. Agnes Gardener King playground – Cllr Joynson – noted that the ROSPA play safety report is up to date and they are happy with the position of the new gates. Noted that the Clerk is researching inspection courses. Cllr Fiske noted the need for an up-to-date inspection on the Wherry Gardens playground.

13. CORRESPONDENCE

13.1. Noted the Norfolk County Council Highways Norwich Western Link Pre-Planning Application Public Consultation is open. Closing date 9th October.

13.2. Road Safety Community Fund (RSCF) – available via County Councillor. Agreed to make contact about replacing the old SAM device. **ACTION CLERK**

14. ITEMS FOR NEXT AGENDA – 3rd November 2022 at 6.30pm - Council’s new policy on planning – to review proposed policy.

Published 12th October 2022
Clare Male, Clerk & RFO to the Parish Council

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Signed.....

Date.....