



## **FULL COUNCIL MEETING - FINAL MINUTES**

**held in the Hub on Thursday 6<sup>th</sup> June 2019, 6.30pm**

### **Parish Councillors Present:**

Cllr. Tony Adams  
Cllr Barry Fiske (Chair)  
Cllr Angela Ireland

Cllr Elaine Allsop  
Cllr Patrick Hadingham  
Cllr Ian Joynson

Cllr. Malcolm Allsop  
Cllr. Sylvia Holyoake  
Cllr Peter Mantle

**Clerk:** Clare Male

**Also in attendance:** Cllr Martin Murrell(Broadland District Council - BDC).

### **Four members of the public were present at the meeting.**

1. **ATTENDANCE** - Apologies accepted from Cllr. Kim Claxton, Cllr Philip Everett and Cllr Fran Whymark (Norfolk County Council - NCC; BDC).
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 **9th May 2019**.
4. **PUBLIC SPEAKING**
  - 4.1. Report from **District Councillors:**
    - 4.1.1. Report from Cllr Fran Whymark reported he is sitting on the People & Communities Select Committee at NCC and that he is Portfolio holder for Housing & Wellbeing at BDC, Chair of the Wellbeing panel and represent Broadland on the North Norfolk Clinical Commissioning Group. He will also represent County on the Broads Authority Committee.
    - 4.1.2. Repairs to the curbs and carriageway of the NDR will begin w/c 10th June.
  - 4.2. **Norfolk Police crime figures 1st to 31st May** - 4 reported crimes in the period - 1 report criminal damage, 1 report of fuel bilking, 1 possession cannabis and 1 assault in a care home. 19 calls received at the control room.
  - 4.3. **Questions from the public** - none.
5. **MATTERS ARISING FOR INFORMATION ONLY**
  - 5.1. Matters arising since the agenda was issued:
    - 5.1.1. NCC - consultation on introducing a 20mph limit in Wherry Gardens. Agreed to support the proposal and to comment that all side streets in Wroxham should have a 20mph limit. In addition the Council would like to see the 30mph limit on the Salhouse Road moved further south, past the line of housing. **ACTION CLERK**
    - 5.1.2. Complaint from a resident regarding tall grass restricting vision at the junction of the Salhouse Road and The Avenue. Cllr Adams reported the grass has been cut.
    - 5.1.3. Environment Agency consultation on flood and coastal erosion risk management strategy, closing date 4th July 2019.
    - 5.1.4. Society of Local Council Clerks - invitation to attend a conference on the 12th July in Norwich. Cllr Ireland to attend.

- 5.1.5. BDC - invitation to attend a seminar on Community Land Trusts on the 18th July in Norwich. Cllr Fiske to attend.
- 5.1.6. Letter from Trafford Estate regarding a complaint from a resident about footpaths. Discussed various options that have been discussed with Michael Trafford but this will be some way off in the future.
- 5.1.7. Nomination for a Good Citizen award from Keith Turner for Barry Gorbould who opens and closes the churchyard everyday, collects rubbish from around Wroxham Broad and is a helpful and friendly to all. Clerk to arrange. **ACTION CLERK**
- 5.2. To receive a report on any other matter not covered on the agenda.
  - 5.2.1. A number of planning applications were received which will be considered under Planning - item 10.
  - 5.2.2. Problem with dog fouling in Staitheaway Road. Agreed signage required - see item 14.1.
  - 5.2.3. Clerk reminded Councillors that they should not be contacting third parties directly on formal matters without Council approval or via the Clerk.

## 6. WHERRY GARDENS

- 6.1. Update meeting on proposed Hopkins Homes meeting. A residents group has been set up and the Council will liaise with them but no further news from BDC or Hopkins Homes.
- 6.2. Update on the issue of dogs off the leads in green spaces and dogs inside the playground. Confirmed new signage has been fitted by the Parish Council inside the playground.
- 6.3. Other issues - new contractor has cut down wildflower meadow; lots of rubbish coming off the Norwich Road following flail cutting; and hedge from 246 Norwich Road is very overgrown and obstructing the pavement. Cllr Adams to inspect and organise a letter to the resident.. **ACTION CLLR ADAMS**

## 7. LIAISON WITH OTHER COUNCILS & OTHER BODIES - update from Cllr M Allsop on:

- 7.1.1. Hoveton, Coltishall & Horstead Parish Councils. Discussions regarding a bypass - WPC happy to host a meeting, but WPC unsure how it can meaningfully contribute to the discussion. **ACTION CLLR M ALLSOP**
- 7.1.2. Broads Authority (BA) - Annual Business Plan 19/20 and Broads Plan progress update have been published. Noted a project to bury underground cables through Hoveton & Wroxham.

## 8. COMMUNICATIONS - update from Cllr Malcolm Allsop

- 8.1. Emails - need to migrate the last few Councillors and the Clerk needs to copy over historic emails before the next meeting. Cllr M Allsop will support Councillors who require assistance. **ACTION CLLR M ALLSOP & CLERK**

## 9. ACTION PLAN PROJECTS - Agreed that there are too many projects on the list and there needs to be a focus on delivering a smaller number of projects. Agreed to cash flow projects over the next 4 years to account for further CIL and s106 income. Further meeting to take place. Actions from the meeting of the 29th May:

- 9.1. Additional SAM2 bid - grant has been awarded from NCC Parish Partnership fund. See 13.2.
- 9.2. Caen Meadow accessibility improvements - awaiting site meeting with Trafford Estates.
- 9.3. Keys Hill Wood - a report has been prepared by Broadland Tree Network for planting and long term management, including the involvement of Broadland High School. Cllr Joynson to contact the school. **ACTION CLLR JOYNSON**
- 9.4. War Memorial - lettering completed.
- 9.5. Cemetery extension - design and tender information is work in progress. Discussed planning requirements - site requires applications to both BDC and BA. Clerk to contact BA and BDC to discuss their requirements. **ACTION CLERK**
- 9.6. Retirement homes - application for residential homes of the edge of the Windboats site has been withdrawn. Planning group to compose a letter to BA asking for an explanation for the withdrawal and their thoughts about the rest of the site. **ACTION CLLR FISKE**
- 9.7. Adoption of footway lighting - draft agreement from BDC needs reviewing and approving. Need a source a power supply and maintenance contractor. **ACTION CLERK**
- 9.8. Southern Approach to village - Cllr Fiske to have a site meeting with NCC Highways and Broads Authority. Discussed the football club signage - Cllr Fiske to set up a meeting with the Football Club. **ACTION CLLR FISKE**

- 9.9. Cemetery memorial garden:
  - 9.9.1. Planting was completed last week and thanks passed to all the volunteers who contributed their time. Need to formulate a longer term planting plan and costs once the artwork is installed.
  - 9.9.2. Monument and seating will be delivered around the end of July. Suggestions for inscriptions for the monument - had a number of applications which need to be considered.
  - 9.9.3. Discussed an opening ceremony in September time.
  - 9.9.4. Time capsule - talking to a local historian about what could be included and have had some suggestions from a request in The Bridge magazine.
- 9.10. Community buildings. Library - asset of community value application has been received and confirmed. The owners now have 8 weeks to raise any objections...
- 9.11. Christmas Tree – Cllr Adams will take the lead on this project supported by Cllr E Allsop and Cllr Fiske. Propose to site the tree on the green at the crossroads of the Norwich Road/The Avenue/Church Lane and have a battery lighting system. Agreed to increase the budget from £500 to £800.
- 9.12. New village sign - see item 15.

## 10. PLANNING

- 10.1. North Norfolk District Council Local Plan consultation – Cllr Everett attended the consultation event at Hoveton village hall. Discussed the lack of consideration on wider infrastructure and the impact on neighbouring Districts. Clerk to draft a response. **ACTION CLERK**
- 10.2. Hartwell House, Hartwell Road - tree works order for extensive works to trees across the property. Deadline is the 13th June. Tree warden to review and feedback any comments.
- 10.3. 28, The Avenue, 20190587 - revision to a previous application. Reduction from a two-storey extension to a single storey. Deadline 20th June. No objection.
- 10.4. 165 Norwich Road, Wroxham, NR12 8RZ, 20190846 - proposed new 3 bed dwelling. Deadline 20th June. Planning group to consider comments. **ACTION CLLR FISKE**

## 11. HIGHWAYS

- 11.1.1. Norfolk County Council Market Town Improvement Strategy - to note the traffic survey due took place the 13th May. No feedback to date.
- 11.1.2. Inconsiderate parking, including Nobel Crescent. A standard letter has been issued to the Ranger who will put it on windscreens of offenders cars.
- 11.1.3. Bridge closure - nothing to update.
- 11.1.4. BA National Park signage. See item 9.8.

## 12. VILLAGE SIGN - Cllr E Allsop

Noted that this is for an additional sign, probably around the Norwich Road/The Avenue/Church Lane crossroads. Proposal is to have two or three designs and then will ask the Parish to vote. Costs are approximately £6,000 excluding installation, proposed for the next financial year. Cllr E Allsop to explore designers and creators and speak to them about designs. Agreed that it would be prudent to write formally to Highways with a preferred site as there may be cables in that area and a licence will be required. Cllr Ireland and Holyoake to assist as a working party.

**ACTION CLLR E ALLSOP**

## 13. ROAD SAFETY

- 13.1. Road safety campaign. Andy Mason from Norfolk Police has been in touch about a SNAP meeting on the 8th July at 7pm at the Hub.
- 13.2. SAM2:
  - 13.2.1. Data shows an increase of approximately 600 vehicles a day, almost certainly seasonal. Discussed the impact of the NDR, as Coltishall are reporting an increase in traffic since the NDR opened. Cllr Joynson has contacted the new Beat Manager to discuss the data, hoping to meet up to discuss concerns.
  - 13.2.2. Parish Partnership bid has now been awarded. Need to complete and return the release forms which include the licence for new sites. Once completed the new unit can be ordered. Agreed to proceed with the purchase.

**ACTION CLLR JOYNSON**

## 14. RECREATION AND AMENITIES - update from Cllr Mantle

- 14.1. Public spaces protection order signage - laminated signs have become water damaged. Need a longer lasting solution. Agreed to use the format provided by BDC with the WPC logo. Cllr Mantle to investigate materials, cost and numbers. **ACTION CLLR MANTLE**
- 14.2. Deterioration of posts around village sign area - **Cllr Adams** to present costs for replacement - outstanding. **ACTION CLLR ADAMS**
- 14.3. Insurance claims for AGP fence - outstanding. Passed details to Cllr Adams to follow up with Keys Hill Park. **ACTION CLLR ADAMS**
- 14.4. Brick pier at the Cemetery - delayed, will be completed end of June. **ACTION CLLR ADAMS**
- 14.5. Agnes Gardner Playground To note ROSPA will undertake a standard annual safety inspection in June.
- 14.6. Caen meadow gate. Gatepost needs replacing, getting quotes. **ACTION CLLR MANTLE**
- 14.7. Repair of dog bin on Park Road - completed.
- 14.8. Update on Charles Close street signs - ongoing. **ACTION CLERK**
- 14.9. St Mary's churchyard:
  - 14.9.1. Grass cutting contractor raised concern about the condition of a retaining wall. Agreed with the contractor that he will no longer use his ride on mower in this area. Discussed the correspondence with the Diocese about the level of the Parish Council's responsibility. Clerk to investigate legal position and talk to insurance company. Agreed to erect a sign warning the public to beware of the wall. **ACTION CLLR MANTLE & CLERK**
  - 14.9.2. Discussed the condition of Agnes Gardner King's gravestone and noted that Cllr Mantle has corresponded with family members. Awaiting response.

15. **FINANCIAL MATTERS - Cllr Joynson**

- 15.1. Reviewed this period's financial position:
  - 15.1.1. Noted total bank balances of £98,516.
  - 15.1.2. Receipts - noted receipts in the period of £19.92.
  - 15.1.3. Payments - approved payments of £3,213.63 as below:
 

No Dog signs for playground	Value Products Ltd	£11.46
Mobile phone bill	Vodafone	£46.08
Meeting costs	The Old Mill	£21.10
Cemetery water charges	Anglian Water Business	£15.84
Meeting costs	The Wroxham Hub	£36.00
Internal audit fees	S&C Moore Farming Ltd	£180.00
NPLaw subscription	Norfolk County Council	£480.00
Plants for Cemetery	Cllr Tony Adams	£201.78
Staff costs	Staff salary	£1,048.32
Staff costs	Staff salary	£389.00
Staff costs	Staff tax, NI & Pensions	£319.02
Staff costs	Norfolk Pension Fund	£358.83
Staff costs	Expenses	£18.00
Staff costs	Mileage	£23.40
Staff costs	Expenses	£64.80
- 15.2. Audit for 2018/19 recommended by the Clerk and Cllr Joynson:
  - 15.2.1. Noted and agreed the financial statement for 2018/19.
  - 15.2.2. Noted the report of the internal auditor. Clerk met with the auditor to discuss the report. Five recommendations made, some are already in hand - these will be discussed at the Finance committee in detail.
  - 15.2.3. Considered and agreed by resolution the Governance Statement.
  - 15.2.4. Considered and agreed by resolution the Accounting Statement.
  - 15.2.5. Noted the dates for the exercise of public rights - 11th June to 20th July. This will be posted on the main noticeboard and on the website.

16. **ADMINISTRATION AND GOVERNANCE**

- 16.1. General Power of Competence - agreed that the Parish Council now meets the criteria to apply. Proposed and agreed that the Council now holds the General Power of Competence.
- 16.2. To approve revised Standing Orders - carry over.
- 16.3. To review and approve Operational Risk assessment - carry over.
- 16.4. To approve the Investment policy - carry over.

**16.5.** To discuss the letter from the Diocese regarding the possible placement of a storage container on the Church Hall site. On hold.

17. **CORRESPONDENCE - no additional correspondence.**

18. **ITEMS FOR NEXT AGENDA** - 4th July 2019 at 6.30pm. Cllr Fiske sent his apologies. Cllr M Allsop will Chair.

**Meeting closed at 8.27pm.**

Clare Male, Clerk & RFO to the Parish Council

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