



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

**A virtual meeting held on Thursday 2<sup>nd</sup> July 2020, 6.30pm**

**This meeting was open to the public**

### **Parish Councillors Present via Zoom:**

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

No members of the public present.

**Clerk:** Clare Male

1. **ATTENDANCE** – Apologies from Cllr Fran Whymark, Broadland District Councillor (BDC) and Norfolk County Councillor (NCC).
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 **4th June 2020**.
4. **PUBLIC SPEAKING**
  - 4.1. Report read from District & County Councillor Fran Whymark – noted points on Anti-Social Behaviour at local beauty spots, including Caen Meadow and the opening of the Library on Monday 6<sup>th</sup> July.
  - 4.2. A review of crime figures and any update from **Norfolk Police** – nothing to report.
  - 4.3. Public speaking – no members of the public present.
5. **MATTERS ARISING FOR INFORMATION ONLY**
  - 5.1. Tree works application – Wroxham Cemetery – see details below.
  - 5.2. New planning application – Under Ridge, Beech Road – see details below.
6. **CORRESPONDENCE**
  - 6.1. New monthly newsletter from Jerome Mayhew MP
  - 6.2. Letter of thanks for the donation from the Priscilla Bacon Hospice.
  - 6.3. Roy's garage – correspondence exchanged about littering problem caused by PPE. Noted that there has been no improvement with the littering. **ACTION CLLR FISKE**
  - 6.4. Norfolk County Council Highways team – consultation on the replacement of pedestrian crossing signals outside the laundrette on the Norwich Road. Clerk to feedback on timing of the mechanism and the lack of space available for wheelchairs and mobility scooters to turn on the northern side. **ACTION CLERK**
  - 6.5. Norfolk County Council – invitation to bid for 50:50 Parish Partnership funding for various Highway improvement schemes. Discussed options, agreed not to make a bid this year.
  - 6.6. Letter from a Hoveton resident regarding water quality in the Broads.
  - 6.7. Bure Valley Rotary Club – noted the offer to provide some physical maintenance support in the Parish.

6.8. Correspondence from NALC regarding financial future of Parish Councils and details of BDC's proposals for dealing with financial issues caused by C19.

## 7. LIASON WITH OTHER BODIES – Cllr M Ailsop

- 7.1. Norfolk Police. Discussed the need for Councillors and residents to report anti-social behaviour, including obstructive parking.
- 7.2. Hoveton Parish Council – no further meetings.

8. **OPERATION GOOD NEIGHBOUR – Cllr E Ailsop.** Currently in obeyance until needed again. Noted that the balance of a grant from Norfolk Community Foundation will be transferred to the Wroxham & Hoveton Good Neighbour scheme.

## 9. PLANNING – Cllr M Ailsop

9.1. Under Ridge, Beech Road, Wroxham, NR12 8TP - addition of a new vehicle access whilst retaining the existing, demolition works to the side of the dwelling, extension to rear of dwelling and a proposed garage with room in roof. Deadline for comments 24th July 2020. Only just received, Councillors to review. **ACTION PLANNING GROUP**

9.2. Tree works application:

9.2.1. Hartwell House, 17 Hartwell Road, Wroxham, Norwich – Broads Authority application Number: BA/2020/0186/TPOA – works to various lime trees. Deadline for comments 7<sup>th</sup> July. Councillors to review. **ACTION CLLR JOYNSON**

9.2.2. Wroxham Cemetery – WPC application to remove Yew and two Hawthorns as part of the Cemetery improvement project. Noted.

## 10. FINANCIAL MATTERS – Cllr Joynson

10.1. Reviewed this period's financial position:

10.1.1. Noted total bank balances of £82,309.62

10.1.2. Receipts - noted receipts in the period of £1048.00

10.1.3. Payments - approved payments of £5829.80 as follows:

Donation to Priscilla Bacon Lodge	PBaconHospice	£250.00
Clerks mobile phone bill Vodafone Ltd		£21.57
Postage for internal audit	Post Office Counters Ltd	£13.14
Zoom subscription	Zoom GBP	£14.39
Non material amendment planning fee	Broadland District Council	£234.00
Insurance renewal 2020 - 21	Community Action Suffolk	£742.15
Internal audit fee 2019-20	Heelis & Lodge	£230.00
Replace reed fencing at Cemetery	Shaun Hearn landscapes	£95.00
Cemetery expenses	Cllr Peter Mantle	£12.81
Staff costs June Staff salary, tax, NI & Pension		£1,318.35
Staff costs June Staff salary, tax, NI & Pension		£310.35
Staff costs June Staff salary, tax, NI & Pension		£461.27
Staff costs June Staff expenses		£26.00
Staff costs June Staff mileage		£10.80
Staff costs July Staff salary, tax, NI & Pension		£1,318.15
Staff costs July Staff salary, tax, NI & Pension		£310.55
Staff costs July Staff salary, tax, NI & Pension		£461.27

10.2. Audit 2019/20:

10.2.1. Noted and agreed the financial statement for 2019/20.

10.2.2. Noted the report of the internal auditor.

10.2.3. Considered and agreed by resolution the Governance Statement.

10.2.4. Considered and agreed by resolution the Accounting Statement.

10.2.5. Noted the dates for the exercise of public rights.

10.2.6. Made arrangements for the documents to be signed off physically.

10.3. Insurance – agreed the final insurance proposal for 2020/21 with an increase in the asset value.

10.4. Financial risk assessment – reviewed and agreed. Clerk to publish. **ACTION CLERK**

10.5. Internal control review - reviewed and agreed. Clerk to publish. **ACTION CLERK**

10.6. Budget revision – reviewed areas of risk in a new financial climate. Concerns over some areas of budgeted income, especially the £15K from Highways for adopting the Salhouse Road bus shelters. Agreed to change the agreed reserve level from £30K to £50K and to reduce the budget for the

Cemetery extension budget. Will review the precept for the next 3 years later in the year. Clerk to update and distribute.

**ACTION CLERK**

## **11. FRIENDS OF CAEN MEADOW – Cllr Ireland**

- 11.1. Reviewed the proposals for new signage. Agreed to relocate the existing sign at the main entrance so it is more visible (Cllr Fiske & Mantle). To order 4 additional pictorial signs with “no BBQ’s” and “please take your rubbish home” – one set for the top of Malthouse Lane and one set for the main entrance at Caen Meadow. Max budget £100.
- 11.2. Discussed the issues created by an increase in visitor numbers:
- 11.2.1. Litter – Clerk has ordered a third collection for the bins at the main Caen Meadow entrance and collections will now be Monday, Wednesday and Friday. BDC are increasing the number of collections for the bins at the top of Malthouse Lane. Clerk has been investigating the possibility of a large commercial roll top bin. Contracts are annual but have a seasonal option so the annual cost of £1K could be amortised over two years. Clerk to check terms and conditions if bin was to catch fire due to BBQ’s.
- ACTION CLERK**
- 11.2.2. Police support – incidents of anti-social behaviour need to be reported to the Police, either online or via 101. Coltishall and other local beauty spots are receiving lots of support from the police because residents are reporting issues. Agreed a letter to go out to residents with an update and asking them to report issues. Police will supply leaflet about parking to support the leaflet.
- ACTION CLERK & CLLR IRELAND**
- 11.2.3. Byelaws – will always be superseded by legislation. Problem is lack of enforcement powers.
- 11.2.4. Parking. Clerk to investigate police cones as seen in Coltishall, possibly through parking enforcement by BDC. Cllr Fiske been in contact with the Football Club to see if additional parking can be provided.
- ACTION CLERK**
- 11.2.5. Discussed the need for a portaloos – agreed not to proceed.
- 11.3. Discussed the proposal for a warden for next season – concerns about cost. Discussed the possibility of the warden being self-financed. Could an entrance fee be charged? Discussed the problems experienced at Salhouse Broad.

## **12. CEMETERY - Cllr Mantle**

- 12.1. Extension update
- 12.1.1. Revised planning applications have been submitted.
- 12.1.2. Tender for the roadway and landscaping have been published on Contracts Finder. Closing date is the 15<sup>th</sup> July and will be reviewed at the next Finance committee. Contract award will depend on planning.
- 12.1.3. Budget has been updated to reflect discussions in item 10.6. Memorial trees to be provided by a reputable company and to be larger specimens.
- 12.2. Existing cemetery & memorial garden:
- 12.2.1. Watering rota now in place.
- 12.2.2. New fence installed and seems to be working. Plants now growing.
- 12.2.3.** Maintenance of grass. Agreed to extra works via existing contractor Shaun Hearn with a maximum budget of £400.

## **13. AGNES GARDENER PLAYGROUND – Cllr Joynson**

- 13.1. New nest swing – Cllr Joynson has negotiated with Wicksteed and secured a cost saving. Exploring the option of a local contractor removing the existing equipment and fitting the safety matting. Awaiting the results of the Tesco grant.
- ACTION CLLR JOYNSON**
- 13.2. Agreed the reopening the playground on 4 July with suitable signage.
- ACTION CLLR JOYNSON & ALLSOP**

## **14. TRAFFIC/SAM DATA REVIEW – Cllr Joynson**

Traffic back to almost pre C19 levels. Looking for a new post on the Avenue to position a unit in the next few months. Discussed issue with the two units recording slightly differently.

## **15. WROXHAM HIGHWAYS VILLAGE SIGNS – Cllr Fiske**

As Parish Partnership funding is not available will not proceed with new signage. Clerk to pursue Broads Authority signage,

**ACTION CLERK**

**16. FOOTWAY LIGHTING - Cllr Mantle**

Converting sodium lamps to LED's will reduce maintenance and power costs, about £1300. BDC will convert one further lamp. Additional back payment to BDC of £300 for power costs. Documentation to be drawn up for signing. **ACTION CLLR MANTLE**

**17. NEW VILLAGE SIGN – Cllr E Ailsop**

Lord Lieutenant has agreed to unveil the sign in May 2021. Date to be agreed. Clerk has accepted a Highways quote for the footings and paid in advance as requested.

**18. TREES**

- 18.1. Broadland Tree Network bid for new trees. Agreed to ask Angus Turville to request replacement trees for those that have failed in Keys Hill Wood. **ACTION CLLR JOYNSON**
- 18.2. The Avenue tree review – to be rolled over to the next meeting.

**19. GOVERNANCE AND ADMINISTRATION – Cllr Everett**

- 19.1. Coronavirus risk assessment. Playground reopening covered in 13.2, agreed that the next Full Council will be held at the Hub. Discussion if the public would be admitted in person or via Zoom. Asses nearer the time.
- 19.2. Website accessibility – Clerk to review the guidance from NALC. The deadline to comply with new legislation is the 23 September 2020. **ACTION CLERK**
- 19.3. Policies for review – Grants & Donations Policy – agreed no updates. Clerk to publish. **ACTION CLERK**

**20. ITEMS FOR NEXT AGENDA – 3rd September 2020 at 6.30pm**

**Meeting closed at 8.38pm**

Clare Male, Clerk & RFO to the Parish Council

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Signed.....

Dated.....