



ANNUAL PARISH COUNCIL MEETING - AGENDA

You are hereby summoned to attend the Wroxham Parish Council Meeting in the **Hub, Norwich Road,**
Wroxham, on:

Thursday 9th May 2019, 6.30pm

Press and public welcome

1. **WELCOME TO COUNCILLORS FOR A NEW FOUR YEAR TERM FOLLOWING ELECTIONS ON THE 2ND MAY:**
 - 1.1. **INTRODUCTIONS**
 - 1.2. **TO SIGN ACCEPTANCE OF OFFICE FORMS**
2. **ELECTION OF CHAIR**
3. **ELECTION OF VICE CHAIR**
4. **ELECTION OF FINANCE CHAIR**
5. **ATTENDANCE** - To note those present and to consider apologies for absence.
6. **DECLARATION OF INTEREST:**
 - 6.1. **SUBMISSION OF DECLARATION OF INTEREST FORMS**
 - 6.2. **DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS FOR THIS MEETING** 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.
7. **MINUTES OF PREVIOUS MEETING** - to agree the accuracy of the final minutes of the Parish Council meeting of the **4th April 2019**.
8. **PUBLIC SPEAKING**
 - 8.1. To note the result of the 2nd May election for the **District Council**. To welcome new Councillors and to consider any reports or news.
 - 8.2. To note the election of a new County Councillor for Wroxham Ward, Fran Whymark and to consider any reports or news.
 - 8.3. A review of crime figures and an update from **Norfolk Police**.
 - 8.4. **Annual Parish meeting** - to agree the minutes of the 2018 Parish meeting and to allow the public to speak on any Parish matter up to 5 minutes each and not exceeding 15 minutes in total.
9. **MATTERS ARISING FOR INFORMATION ONLY**

- 9.1. To note matters arising since the agenda was issued.
 - 9.2. To receive a report on any other matter not covered on the agenda.
10. **COUNCILLOR ROLES & RESPONSIBILITIES** - to discuss and agree the proposal from **Cllr Everett**.
11. **WHERRY GARDENS**
- 11.1. To note and take comments on Cllr Fiske's report on negotiations with BDC on the adoption by the Parish Council and other bodies as part of the s106 agreement.- **Cllr Fiske**
 - 11.2. To discuss the issue of dogs off leads in the green spaces and appropriate signage - **Cllr Hadingham**
12. **LIAISON WITH OTHER COUNCILS & OTHER BODIES** - update from **Cllr M Allsop** on:
- 12.1. Hoveton, Coltishall & Horstead Parish Councils
 - 12.2. Broads Authority (BA) - Local Plan now finished the consultation stage and due to be approved by the BA mid May.
13. **COMMUNICATIONS** - update from **Cllr Malcolm Allsop**
14. **ACTION PLAN PROJECTS** - to discuss the actions of the last meeting of the working party held on the 1st May 2019, including:
- 14.1. Land registration - War memorial and Trafford Memorial Ground registration underway. To agree whether to proceed on further quotes from NPLaw on:
 - 14.1.1. Registration of the public staithe
 - 14.1.2. Caen Meadow, to update the lease to incorporate possible developments
 - 14.1.3. To review the Caen Meadow byelaws
 - 14.1.4. Malthouse Lane - to register title.
 - 14.2. Keys Hill Wood - to agree the next stage of planning and the involvement of Broadland Tree Network and Broadland High School.
 - 14.3. War Memorial - lettering outstanding, not completed as reported at the previous meeting.
 - 14.4. Cemetery extension - have agreed with Trafford Estates to take possession of the site from September. Draft spec for design and build works to be completed for next Finance committee by Cllr Mantle.
 - 14.5. Cemetery memorial garden - to confirm sculpture has been ordered. Pursue and confirm all details for Time Capsule. To agree consultation on wording for plinth. To agree planting scheme for bed now membrane installed.
 - 14.6. Green Loop - on hold.
 - 14.7. Southern Approach to village - Cllr Fiske to update.
 - 14.8. Library - asset of community value application submitted. Awaiting response from BDC..
 - 14.9. Skinners Lane - on hold.
 - 14.10. Christmas Tree - to update.
15. **PLANNING** -
- 15.1. Mallards, Beech Road - excavate a passing lay-by/mooring. BA/2019/0050/FUL. Deadline 19th April.
 - 15.2. 230 Norwich Road, Wroxham, NR12 8SL - 20190523. Display of three non-illuminated signs. Deadline 24th May 2019.
16. **HIGHWAYS**
- 16.1. Norfolk County Council Market Town Improvement Strategy - to note the traffic survey due to take place the 13th May.
 - 16.2. Nobel Crescent parking - update from Cllr Fiske
 - 16.3. Bridge closure - update from Clerk
 - 16.4. BA National Park signage
17. **VILLAGE SIGNAGE AND BRANDING** - **Cllr E Allsop**
18. **ROAD SAFETY**

- 18.1. Road safety campaign - update from **Cllr Everett**.
- 18.2. SAM2 - update from **Cllr Joynson**, including Parish Partnership bid and agreement on specification.

19. RECREATION AND AMENITIES

- 19.1. Public spaces protection order signage - request for signage on the footpath between Park Road & the Avenue - **Cllr Mantle**
- 19.2. Deterioration of posts around village sign area - **Cllr Adams** to present costs for replacement.
- 19.3. Insurance claims for AGP fence and brick pier at the Cemetery - **Clerk**
- 19.4. Agnes Gardner Playground To note ROSPA will undertake a standard annual safety inspection in June - **Cllr Joynson**.
- 19.5. Caen meadow gate - rotten gatepost needs replacing - **Cllr Adams**
- 19.6. Repair of dog bin on Park Road - **Cllr Adams**.
- 19.7. Update on Charles Close street signs - **Clerk**.
- 19.8. Litter and dog bins - confirmation of bi-weekly emptying for 6 months order confirmed with BDC.

20. FINANCIAL MATTERS - Cllr Joynson

- 20.1. To review this period's financial position:
 - 20.1.1. To note total bank balances of £106,530.96 as at 2nd May 2019.
 - 20.1.2. Receipts - to note receipts in the period.
 - 20.1.3. Payments - to approve payments as recorded in the payment schedule.
- 20.2. Update on progress with the audit for 2018/19 and to agree the revised asset figure.
- 20.3. To confirm the Insurance renewal from 1st June 2019 - year two of a three year package..

21. ADMINISTRATION AND GOVERNANCE - update from Cllr Everett.

- 21.1. New Councillors - to discuss training, badges and DropBox access.
- 21.2. To approve the Investment policy.
- 21.3. To discuss the letter from the Diocese regarding the possible placement of a storage container on the Church Hall site - **Cllr Mantle**.

22. CORRESPONDENCE:

- 22.1. Request from Seafarers UK to "Fly the Red Ensign for Merchant Navy Day" on the 3rd September.
- 22.2. To discuss a complaint from a resident about the increased amount of traffic along Staithe Way Road and the request for a 20mph limit.
- 22.3. Update from BDC on their new management structure and recent appointments.

23. ITEMS FOR NEXT AGENDA - 6th June 2019 at 6.30pm