



## **ANNUAL PARISH COUNCIL MEETING - AGENDA**

**Friday 7th May 2021 to commence after the Annual Parish Meeting which starts at 6.30pm**

**To be held at The Hub, Wroxham.**

**Press and public welcome via Zoom Meeting ID: 928 9535 8506**

- 1. ELECTION OF CHAIR**
- 2. ELECTION OF VICE CHAIR**
- 3. ELECTION OF FINANCE CHAIR**
- 4. ATTENDANCE** - To note those present and to consider apologies for absence.
- 5. 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.
- 6. MINUTES OF PREVIOUS MEETING** - to agree the accuracy of the final minutes of the Parish Council meeting of the **1st April 2021**. To note a correction from a resident that item 15.2 should have said "request from a resident to provide wheelchair access.
- 7. PUBLIC SPEAKING**
  - 7.1.** To receive a report from District Councillors.
  - 7.2.** To receive a report from County Councillor for Wroxham Ward.
  - 7.3.** A review of crime figures and any update from **Norfolk Police**.
  - 7.4.** Public speaking - to allow the public to speak on any Parish matter up to 5 minutes each and not exceeding 15 minutes in total.
- 8. MATTERS ARISING FOR INFORMATION ONLY**
- 9. CORRESPONDENCE**
  - 9.1.** Request from a resident for Public Outdoor Space Gym equipment.
  - 9.2.** Notification from NCC Highways that work will start to the footway on the north east side of Charles Close earlier than expected. The date has been moved forward from the 14<sup>th</sup> June to the 27<sup>th</sup> May.
  - 9.3.** Message from Hoveton PC re an enquiry from a member of the public on painting the river bridge – "no works are currently planned for painting, there is a scheduled clean at some point, hopefully this year, budget allowing. Annual inspections are being carried out, there should be one for the footbridge soon, they are aware of the current deterioration of the paint, it has been noted but currently it is not a priority."
  - 9.4.** Complaint from a resident of Wherry Gardens about another property using common land for personal recreation.
  - 9.5.** NALC General Meeting on 20<sup>th</sup> May 2021 will be via Zoom for Councillors, Clerks and Staff. Contact Councillor Everett for further details.
- 10. PLANNING – Cllr M Ailsop**
  - 10.1.** Proposed extinguishment of part of Footpath 3 Wroxham [BIRKETTS-LEGAL.FID9773356] – deadline for response 12<sup>th</sup> May 2021.

- 10.2. 11 Skinners Lane, NR12 8SJ - Erection of a new single dwelling. Broadland District Council application no 20210606. Deadlines for comments 8<sup>th</sup> May 2021.
- 10.3. Land to the west of Church Terrace, NR12 8SH - Erection of a new dwelling. Broadland District Council application no 20210607. Deadlines for comments 8<sup>th</sup> May 2021.
- 10.4. Norfolk Broads Direct Ltd, Norwich Road. Replacement of 95m of dilapidated quay heading with new sheet steel piling and associated timber quay heading furniture. Broads Authority application no BA/2021/0128/FUL. Deadline for comments 7<sup>th</sup> May 2021.
- 10.5. New tree works applications:

**11. FINANCIAL MATTERS – Cllr Joynson**

- 11.1. To review this period's financial position:
  - 11.1.1. To note total bank balances for period.
  - 11.1.2. Receipts - to note receipts in the period.
  - 11.1.3. Payments - to agree payments as recorded in the payment schedule.
- 11.2. To note the audit programme and Norfolk Pension Fund year end.

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

- 12.1. Covid19 update – to review ongoing risks. To discuss public meeting legislation and the Annual Parish Council Meeting and Annual Parish Meeting in May.
- 12.2. To discuss the removal of the NP website and its replacement.
- 12.3. To note that the Local Government Association's revised model code of conduct has now been published. NALC will issue guidance and training and then a policy review will be required.

**13. LIASON WITH OTHER BODIES – Cllrs E & M Aillsop**

- 13.1. Wroxham & Hoveton Alliance – to receive an update.
- 13.2. Wroxham & Hoveton Good Neighbour Scheme – Cllr Ireland. To discuss the resignation of a number of key roles in the organisation and to discuss a proposal to incorporate this organisation in the Parish Council.

**14. ACTION PLAN 20/21:**

**ACTIVE PROJECTS:**

- 14.1. Wherry Garden adoption - Cllr Ireland. To report on meeting with Hopkins Homes & Broadland District Council.
- 14.2. Cemetery improvements and extension - Cllr Mantle. Updates on land registration, irrigation and the marketing plan. To discuss Cemetery funding.
- 14.3. New village sign – Cllr E Aillsop. New unveiling date 16<sup>th</sup> July – to discuss arrangements for the event; installation arrangements.
- 14.4. Agnes Gardner Playground improvements - Cllr Joynson. To update on the site meeting with Wicksteed and the development of the specification.
- 14.5. Wroxham in Bloom – Cllr Ireland. To review and approve the plans, quotes and budget.

**FUTURE PROJECTS:**

- 14.6. To produce and implement a management plan for Caen Meadow and Trafford Memorial Ground, including a tree planting programme – Cllr Ireland. To agree to upgrade this to an active project.

**15. SPEEDING & SAM 2 – Cllr Joynson.** To review the data for the SAM2 devices

**16. RECREATIONAL AREAS:**

- 16.1. CAEN MEADOW – Cllr Ireland – Request from neighbours for a screen behind the roll top bin at the entrance to Caen Meadow.
- 16.2. Update on bin collections, additions, relocations. Signage review. Bench repair required, branch down on Holly Cottage side.
- 16.3. AGKP - Cllr Joynson - Opening ceremony 22<sup>nd</sup> May at 10.30am.
- 16.4. KEYS HILL WOOD – Cllr Joynson - Update on the fitting of bird, owl and bat boxes.

**17. HISTORIC & BURIAL SPACES –**

- 17.1. War memorial boundary with Church Hall – broken fence update.
- 17.2.

**18. STREET SPACES –**

- 18.1. PGA019 - Wroxham to Salhouse 50MPH Speed Limit reduction - Traffic Regulation Order – awaiting update on the relocation of the signs.
- 18.2. DEFIB LIGHT – Cllr Joynson – update.
- 18.3. ACCESSABILITY ON FP2 – request from resident to remove the barriers at each end.
- 18.4. NEW DOG WASTE BIN THE AVENUE – Cllr Ireland – update on licence.

**18.5. DOG WASTE BIN OUTSIDE THE HUB** – requires a new post.

**18.6. BRIDGE BROAD MARINA FENCE** – job remains unfinished, to note further correspondence with the Broads Authority.

**18.7. DITCH ALONG SALHOUSE ROAD (adjoining Wherry Gardens)** – discussions on ownership with resident and NCC Highways. To note the ditch now being added to the programme for clearance and regrading.

**18.8. HIGHWAYS ISSUES REPORTED** – noisy drain cover on Norwich Road (complaint about Highways response), currently await further information.

19. **ITEMS FOR NEXT AGENDA** – 3<sup>rd</sup> June 2021 at 6.30pm.

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