



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

**A meeting held in the Hub on Thursday 4<sup>th</sup> November 2021, 6.30pm**

### **Parish Councillors Present:**

Cllr Elaine Allsop, Cllr. Malcolm Allsop (Chair), Cllr Barry Fiske, Cllr Sylvia Holyoake, Cllr Angela Ireland, Cllr Ian Joynson, Cllr Peter Mantle.

Also in attendance: Cllr Fran Whymark (Broadland District Council (BDC), Norfolk County Council (NCC) & Broads Authority (BA)).

1 member of the public was present.

**Clerk:** Clare Male

1. **ATTENDANCE** – apologies received and accepted from Cllr Philip Everett and Cllr Martin Murrell (BDC).
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 **4<sup>th</sup> November 2021**.
4. **PUBLIC SPEAKING**
  - 4.1. A report was given by Cllr Fran Whymark from District, County Councils & BA.
    - 4.1.1. BDC Warm Homes Fund as received additional funding for insulation, new boilers etc for both landlords and home owners - <https://norfolkwarmhomes.org.uk>
    - 4.1.2. Working on improving bus usage, particularly amongst young people.
    - 4.1.3. NCC – next round of free tree packs for local community groups is now open. Closes 28<sup>th</sup> November.
    - 4.1.4. BA working on improving their governance, with pressure from DEFRA to undertake a peer review.
  - 4.2. A review of crime figures and any update from **Norfolk Police**. None sent.
  - 4.3. Public speaking - to allow the public to speak on any Parish matter up to 5 minutes each and not exceeding 15 minutes in total. Concern about bonfires, especially those burning household and DIY waste. Advised that this is the remit of BDC and can be reported online.
5. **MATTERS ARISING FOR INFORMATION ONLY**
  - Items arising since the agenda was issued:**
    - 5.1. At the last meeting there was a request from resident for a no access/turning sign for Nobel Crescent. This has been declined by Highways on the basis there is a dead-end sign at the entrance to Nobel Crescent.

- 5.2. New signage on road front for defibrillator at Church Hall. Parochial Church Council (PCC) agreed for WPC to attach a metal sign to front entrance pillar to increase visibility. Sign on order.
- 5.3. Broads Authority – tree works notification for The Dale, 9 Hartwell Road. Proposal: T1: Laburnum - reduce height to 1.5m. T2: Conifer - reduce to 1.5m. Application no - BA/2021/0437/TCAA. Deadline for comments 23<sup>rd</sup> November.
- 5.4. Revision to planning application for 36 Charles Close. Minor changes to the porch and gable end. No objection.  
**Matters Arising (items from last meeting with action points not addressed elsewhere)**
- 5.5. Rental of garages in Keys Drive re parking issues in Keys Drive. Complaint that the garages are owned by BDC and are not available for local residents to park. Investigated and they are owned and rented out to local residents by Clarion housing.
- 5.6. Park Road bench renovation has begun.
- 5.7. Wildlife sign for The Avenue – Clerk has requested a warning wildlife triangle from NCC Highways.
- 5.8. SAM2 – agreed Cllr Joynson to apply for permission from NCC Highways for additional sites for the units. **ACTION CLLR JOYNSON**
- 5.9. Cemetery – unveiling of Firefighter Betts memorial bench will be on the 30<sup>th</sup> November at 11am. The fire service will be attending with a fire engine and refreshments will be served afterwards in the scout hut.

## 6. ACTION PLAN:

- 6.1. War memorial registration – **Cllr Ireland**. Noted current estimate for Land registration 18<sup>th</sup> November 2021, which will be one year since application. Also discussed the removal of the banner that the PCC had attached to the external wall without permission. Passed a motion that no signage should be allowed at the site at any time as a mark of respect.
- 6.2. Cemetery improvements and extension - **Cllr Mantle**. Agreed name signage for the front pillars and agreed the specification for a replacement noticeboard. Within budget. Clerk to order both. **ACTION CLERK**
- 6.3. Wherry Garden adoption – **Cllr Fiske**. Noted that Hopkins Homes have confirmed that WPC fees will be paid as per the s106 agreement. Waiting for searches to be concluded. In correspondence with NCC Highways over delays with s38 adoption. Seems unlikely at this stage that both the s106 and s38 will be completed in this financial year.
- 6.4. Agnes Gardner Playground improvements - **Cllr Joynson**. Recommendation for contractor to complete works following on from tender. Clerk to confirm spec of fencing, gates and matting with contractor. Noted preliminary date of 2<sup>nd</sup> December for tree works and to note approval for tree works from Broadland District Council. **ACTION CLERK**
- 6.5. Village trees – **Cllr Joynson** – Reviewed and agreed specs for Agnes Gardener playground, Caen Meadow and the Cemetery. The boundaries of St Marys Church need to be checked and then permission sought from the PCC. Dead elms need removing and permission sought for planting on NCC land along FP2 (Park Road to The Avenue). Clerk to liaise with NCC Countryside Officer. **ACTION CLERK & CLLR JOYNSON**
- 6.6. 20 is Plenty on The Avenue – **Cllr Fiske** - discussed FB consultation and correspondence with Highways. Agreed to move forward and get costings for Finance committee. **ACTION CLLR FISKE**
- 6.7. Parish Online – **Clerk** - signed off spec and agreed to approach U3A for a volunteer(s). **ACTION CLLR M ALLSOP**
- 6.8. Platinum Jubilee – **Cllrs E Allsop & Ireland** – reviewed proposed location for a permanent beacon at Caen Meadow. Agreed Clerk to seek permission from Trafford Estates. Beacon would be lit at 9.15pm, at the same time as beacons across the UK and the Commonwealth. Discussed pipers and choirs. **ACTION CLERK.**  
Recommendation from the Royal Pageant Master that circles of 7 trees be planted in commemoration. Discussed adding 6 trees to the stand alone oak. To be explored further. Jubilee flowerbed – waiting for prices for brick edging. Exploring sponsorship options. Ongoing.

## 7. PLANNING – Cllr M Aillsop

- 7.1. Path End, 16 Staitheway Road, NR12 8TH. Replacement of entire pitched roof. BDC application no 20211810. Closing date for comments to BDC 12th November. No objection.

## 8. FINANCIAL MATTERS – Cllr Fiske

- 8.1. Reviewed this period's financial position:
- 8.1.1. Noted total bank balances for period of £88,341.18.
  - 8.1.2. Receipts - noted receipts in the period of £26,017.90.
  - 8.1.3. Payments - agreed payments as recorded below of £3,618.94.

Footway lighting electricity	Eon	£82.50	
Clerks mobile phone bill	Vodafone	£28.09	
Roll top bin at Caen Meadow	Biffa	£81.30	
Defib sign for Norwich Road	Value Products Ltd	£30.54	
Annual peppercorn rent for Caen Meadow	Wroxham Home Farms	£1.00	
Street furniture & AGP cleaning	G Garfoot	£120.00	
Additional budget meeting in October	Wroxham Hub	£8.00	
Tree work to Caen Meadow	Target Trees	£480.00	
Various materials for street space repairs	Cllr Peter Mantle		£55.76
Staff salary, tax, NI & Pension	Clare Male	£1,581.90	
Staff salary, tax, NI & Pension	HMRC	£497.75	
Staff salary, tax, NI & Pension	Norfolk Pension Fund	£609.90	
Clerk's travel	Clare Male	£16.20	
Clerk's expenses	Clare Male	£26.00	
- 8.2. Noted that a Finance working group met informally on the 14<sup>th</sup> October. Reviewed the grass cutting tender documents and the Action Plan projects in preparation for this meeting.
- 8.3. Noted that a CIL payments for 96A Norwich Road has been received from BDC.
- 8.4. Discussed the timing of funding streams associated with the Wherry Garden project and the likelihood that payments might not be received until next financial year. See item 6.3.

## 9. STREET SPACES

- 9.1. Agrees and signed the Service Level Agreement with Community Payback to restart litter picking in the village. Clerk to submit. The Council thanked all the volunteers who had helped throughout the pandemic with litter picking.
- 9.2. Update on discussions with Norfolk Broads Direct (NBD) about the permissive footpath through Norfolk Broads Direct site. Agreed that the path was suitably secure and that it was good of NBD to provide the path whilst works take place. A planning application for the site is expected in the next few months and WPC will ensure that long term access is guaranteed.
- 9.3. Village sign – discussed the feasibility of lighting up the sign at night. Not currently feasible. To be added to future projects on the Action Plan.
- 9.4. NCC Highways – update on the flooding before the river bridge on the Norwich Road. Highways are working on a solution and further investigations are now going to be completed to review additional treatment thicknesses to ensure all options have been considered.
- 9.5. Grit bin – request for an additional grit bin in Charles Close, Park Road and Castle Street and to discuss stickers advising the public to use the bins. Agreed to price out fully and review at the next Finance committee. **ACTION CLERK**
- 9.6. Discussed a suitable location for the Covid 19 commemorative plaque from the Lord Lieutenant. Agreed to carry over to the next meeting.

## 10. RECREATIONAL SPACES

- 10.1. Caen Meadow - Agreed the proposal to remove the Biffa bin and to terminate the contract. Clerk waiting to hear if Biffa will collect it or if it needs to be stored until the contract ends in March 2022. To report to Finance committee.
- 10.2. Caen Meadow – discussed using wildflower seeded membrane on the main slope to aid regeneration. Cllrs Fiske, Mantle & Ireland to investigate further and report to Finance.

**11. HISTORIC & BURIAL SPACES**

- 11.1. Noted the topple testing report for memorials in the Cemetery and St Marys Church. Information has been passed to the Church. Agreed that those that have been laid down should be left so.
- 11.2. Noted that additional box yew trees have been ordered to replace those that died around the memorial garden in the Cemetery.

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

- 12.1. Approved the update to the Roles & Responsibilities document.
- 12.2. Agreed meeting dates for 2022.
- 12.3. Approved the purchase of an IT monitor for the Clerk.

**13. EVENTS**

- 13.1. Received an update on supporting the Churches Remembrance Sunday parade. Agreed wreath to be laid by Cllr Mantle. Will need to seek additional volunteers for marshalling.
- 13.2. RBL wooden crosses will be planted around the central village sign a few days before the 11<sup>th</sup> November. There will be a minute’s silence to mark the occasion.
- 13.3. Thanked the Wroxham & Hoveton Lions for installing the Tommy statue in its new location.
- 13.4. Christmas trees – agreed the plan to have a permanent plug installed on an adjoining lamppost to provide power into the memorial. Thanks to Contract Electrical for agreeing to do the electrical work FOC. Also, thanks to Nick Hindle, local stonemason, for sponsorship. Approved the proposal for £83 additional budget for the project.

**14. LIASON WITH OTHER BODIES – Cllrs M Allsop**

- 14.1. Wroxham & Hoveton Alliance – has not met since the last meeting.
- 14.2. The Bridge magazine – the PCC are looking at starting the publication again in the New Year. No action required.

**15. CORRESPONDENCE**

- 15.1. Noted a complaint from a resident of Church Lane that a lorry broke their guttering due to parked cars.
- 15.2. Northerly & southerly village signs – request from a resident to have these repainted. Agreed to ask volunteers to help repainting the southerly sign. Problems with accessing the northerly sign due to position and vegetation. To be reviewed further. **ACTION CLLR MANTLE**

**16. ITEMS FOR NEXT AGENDA – 2<sup>nd</sup> December at 6.30pm.- discussed inviting the Police and Crime Commissioner to a village meeting.**

Meeting closed at 8.04pm  
Clare Male, Clerk

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Signed.....

Dated.....