



FULL COUNCIL MEETING - FINAL MINUTES

held in the Hub on Thursday 4th April 2019, 6.30pm

Parish Councillors Present:

Cllr. Tony Adams
Cllr Philip Everett
Cllr. Sylvia Holyoake

Cllr. Malcolm Allsop
Cllr Barry Fiske (Chair)
Cllr Ian Joynson

Cllr. Kim Claxton
Cllr Patrick Hadingham (part)
Cllr Peter Mantle

Clerk: Clare Male

Also in attendance: Cllr Fran Whymark (Broadland District Council - BDC), Cllr Jo Coplestone (Cllr for Coltishall and Lead on Economic Development, BDC), Steve Bunclark (Parish Ranger)

Eight members of the public were present at the meeting.

1. **ATTENDANCE** - Apologies accepted from Cllr Vincent Tapp (BDC). Noted the resignation, following illness, of Cllr Chris Hall.
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 **7th March 2019**.
4. **PUBLIC SPEAKING**
 - 4.1. Report from **District Councillors**:
 - 4.1.1. **Cllr Fran Whymark** - Update on joint working with South Norfolk Council and appointment to various roles. Expecting efficiencies in the near future.
 - 4.1.2. **Cllr Jo Coplestone** - calling for a bypass for Coltishall and surrounding areas in the next 10 - 20 years.
 - 4.2. **County Councillor** - elections currently taking place.
 - 4.3. **Norfolk Police crime figures** - none received.
 - 4.4. **Questions from the public**:
 - 4.4.1. Item 12.2 - a resident raised the issue of the new dwellings overlooking existing neighbours and the properties being out of keeping with surrounding properties which are mainly bungalows. However supports residential development of the site. Another resident raised an issue with drainage and sewerage runs and concern about the height of the roof line. James Knight, owner and developer of the site spoke in response to the queries, noting that the Broads Authority, as the planning authority, classified the site as a transition site.
 - 4.4.2. Concern from a resident of Beech Road about visibility coming out onto The Avenue.
5. **MATTERS ARISING FOR INFORMATION ONLY**
 - 5.1. Matters arising since the agenda was issued.

- 5.1.1. Request from Seafarers UK to "Fly the Red Ensign for Merchant Navy Day" on the 3rd September. To next agenda.
- 5.1.2. New planning application for moorings at Mallards, Beech Road - to be considered under planning.
- 5.2. Matters not covered on the agenda.
 - 5.2.1. Defib door - to be fixed tomorrow.
 - 5.2.2. Volunteer party - to note that the Clerk has received many letters of thanks for the event.
 - 5.2.3. Groundwork grant - end of grant request report required for the Neighbourhood Plan. Clerk to complete. **ACTION CLERK**

6. **NEIGHBOURHOOD PLAN** - update from **Cllr Allsop**

- 6.1. Noted the results of the referendum - the Neighbourhood Plan was agreed by 341 FOR and 18 AGAINST. Turnout was 26.1%.
- 6.2. Confirmed adoption at committee by Broadland District Council.
- 6.3. Final document in hard copy currently being printed. Clerk to make arrangements for distribution. **ACTION CLERK**
- 6.4. Cllr Allsop to update the website. **ACTION CLLR ALLSOP**

7. **WHERRY GARDENS** - update from **Cllr Hadingham**

- 7.1. Noted a list of complaints received from a resident about the site and to note a meeting has been set up on the 9th April with BDC to discuss. This meeting will include negotiations on the adoption by the Parish Council and other bodies as part of the s106 agreement.
- 7.2. Agree a working party group to undertake the transfer of Cllr Fiske, Cllr Hadingham, Cllr Adams & Cllr Joynson. To update on progress with BDC's
- 7.3. Discussed the emergence of a desired route from Timothy Close onto the verge of the Norwich Road. Not supported by the Parish Council.

8. **LIAISON WITH OTHER COUNCILS & OTHER BODIES** - update from **Cllr Allsop on:**

- 8.1. Parochial Church Council and the Church Hall - waiting for update from Diocese.
- 8.2. Hoveton, Coltishall & Horstead Parish Councils - meeting held to discuss a bypass. Agreed to await traffic report from Norfolk County Council's Market Town Improvement Strategy. Discussed the possibility of interested parties in the summer.
- 8.3. Broads Authority Parish Forum report given by Cllr Everett - noted award of Broads National Park signs for the Norwich & Salhouse Roads.

9. **PARISH COUNCIL ELECTIONS 2ND MAY** - BDC confirmed that the Council is to have 11 seats and the Clerk was pleased to report that there are 11 nominations, therefore no election will be held. Clerk will ask Council to apply the General Power of Competence at the May meeting.

10. **COMMUNICATIONS** - **Cllr Malcolm Allsop.**

- 10.1. **New email addresses** - to be introduced in May now Councillors are known.

11. **ACTION PLAN PROJECTS** - reviewed the minutes of the last meeting of the working party held on the 27th March 2019, including:

- 11.1. NP Law update on land registry, lease advice etc. Quotes received for the six streams of work. Agreed Clerk to appoint NPLaw to do the legal work to register the War Memorial and the Trafford Memorial Ground with Land Registry. Will discuss the other four quotes at the next Projects meeting. **ACTION CLERK**
- 11.2. Keys Hill Wood - next phase of project complete. Thanks passed along to Cllr Joynson who has coordinated this project so successfully.
- 11.3. War Memorial - cleaning and lettering refresh completed. Tree removed.
- 11.4. Cemetery extension - securing and remodelling of new site now a priority and liaison with Trafford Estates and project work must now have a definitive plan and flowchart confirmed.

- 11.5. Cemetery memorial garden - reviewed Nick Hindle memorial quote and discussed style, price and delivery. Agreed to proceed with the second granite monolith sculpture and two 3 foot granite benches. To consult on wording for the plinth. To discuss the Time Capsule later. **ACTION CLERK**
- 11.6. Green Loop - Meeting held with Trafford Estates early March follow up meeting scheduled with Michael Trafford in April.
- 11.7. Homes for older people - Windboats site. Initial planning application in for two properties, liaison with owner to continue. See item 12.2.
- 11.8. Footway Lighting - handover agreed for 1st April 2019 but no documentation yet received from BDC.
- 11.9. Training Policy - Draft policy in for adoption - see item 17.3
- 11.10. Southern Approach to village - meetings held with NCC Highways await its response before formulating final plan for review.
- 11.11. Community buildings - Library. Nomination papers for library ready and group agreed to submit; feasibility and scope of project to be discussed.
- 11.12. Further public open spaces - Skinners Lane. To be included in Trafford meeting - see above.
- 11.13. Christmas Tree to agree if this will sit within the in area of war memorial.

12. PLANNING -

- 12.1. Squirrels, Beech Road, Wroxham, NR12 8TP - 20190375 - 1. Dual Pitched Roof Addition including Loft accommodation and Two Storey Rear Extension with Balcony; 2. Garage Conversion and Single Storey Rear Extension to Create Annexe; 3. Single Storey Front Garage Extension and; 4. Front Porch - deadline 3rd April. Objected to the application on the basis of insufficient information.
- 12.2. Car park, Grange Walk, Wroxham - two new residential dwellings. BA/2019/0094/FUL - deadline 10th April. Voted to support the application.
- 12.3. Landamores, Norwich Road, Wroxham - replacement quay heading and new finger jetties. BA/2019/0070/FUL - deadline 8th April. Voted to support the application.
- 12.4. 151 Norwich Road, Wroxham, NR12 8RZ - 20190418 - removal of front porch and replacement with front extension - deadline 10th April. No objection.
- 12.5. Mallards, Beech Road - excavate a passing lay-by/mooring. BA/2019/0050/FUL. Deadline 19th April.

13. HIGHWAYS - received a report from Cllr Adams.

- 13.1. River bridge is now open.
- 13.2. Norwich Road manhole - now been marked up.
- 13.3. Charles Close pathway completed. Councillors commented that NCC had done a very good job.
- 13.4. Park Road caravan - resident says that pavement belongs to him. Cllr Fiske to follow up.

ACTION CLLR FISKE

14. ROAD SAFETY

- 14.1. Road safety campaign - update from **Cllr Everett**. No progress from Hoveton Parish Council on setting up the speedwatch team. Discussed whether it was worth pursuing. To continue to review.
- 14.2. SAM2 - last few days publicity regarding Norfolk Police's comments on SAM2 data have lead to a proposed meeting with Norfolk Police, date and time tbc. Clerk has been advised by NCC that the Parish Partnership grant bid awards have been postponed. Cllr Joynson to review the proposed specification with Westcotec. Agreed to share data with neighbouring Parishes.
- 14.3. SNAP meeting - report from Cllr Allsop and Mantle. Beat Managers time is spent on drugs and gangs in Thorpe. Seek a boundary change from Norfolk Police so that Wroxham is covered by the Hoveton station.

15. RECREATION AND AMENITIES - update from Cllr Mantle.

- 15.1. Public spaces protection order signage from BDC. Cllr Mantle arranging signs to be put up around the village.
- 15.2. Deterioration of wooden posts around village sign area. Agreed Cllr Adams to price up replacing the posts in this area. **ACTION CLLR ADAMS**
- 15.3. Adoption of footway lighting. See item 11.8.
- 15.4. Insurance claims:
 - 15.4.1. AGP fence - Clerk written to Keys Hill Park re costs. Awaiting response.
 - 15.4.2. Brick pier at the Cemetery - insurance company agreed to appoint Andy Payne to complete the work. He cannot do the job until mid May. Ranger to erect hazard tape in the meantime. **ACTION RANGER**
- 15.5. Church hall green bin - to confirm contract and waste transfer notice with BDC.
- 15.6. Agnes Gardner Playground - update from Cllr Joynson.
- 15.7. Cemetery - funeral on 11th April and issue with tree scheduled for removal a possible commemorative tree. No response from Diocese regarding tree.
- 15.8. Caen meadow gate - rotten gatepost needs replacing. Awaiting quotes.

16. FINANCIAL MATTERS - Cllr Joynson

- 16.1. Reviewed this period's financial position:
 - 16.1.1. Noted total bank balances of £100,856.00 as at 29th March 2019.
 - 16.1.2. Receipts - noted no receipts in the period.
 - 16.1.3. Payments - approved payments of £14,208.46 as below:

Sharps box for Parish Ranger	PayPal	£7.10	
Dropbox upgrade	Dropbox	£79.00	
Meeting costs	Waterside Hotel	£5.70	
Volunteer thank you event	Waterside Hotel	£1,056.65	
Stationary	White House Stores	£15.55	
Retirement gift	Bijou wines	£19.95	
IT	Curry's PC World	£748.98	
Mobile phone bill	Vodafone	£44.98	
Meeting costs	MacDonald's	£17.21	
Parking	The Forum	£2.50	
NALC conference	Norfolk Association Local Councils		£110.00
Boards, posts etc for NP referendum	Cllr Tony Adams		£134.83
War memorial tree work	Target Trees	£350.00	
Agnes Gardner playground tree work	Target Trees	£350.00	
St Marys Church tree work	Target Trees	£700.00	
Agnes Gardner playground emergency tree work	Target Trees		£100.00
St Marys Church emergency tree work	Target Trees		£180.00
Mileage Cllr Peter Mantle		£52.20	
Meeting costs	Cllr Barry Fiske	£47.80	
NP consultancy	Rachel Leggett	£1,120.00	
NP consultancy - expenses	Rachel Leggett	£8.10	
Hall hire	The Wroxham Hub	£36.00	
Cemetery - tree works	Target Trees	£700.00	
Keys Hill wood - project tree work	Target Trees		£5,760.00
Staff costs	Staff salary	£1,068.88	
Staff costs	Staff salary	£635.33	
Staff costs	Staff tax, NI & Pension	£393.56	
Staff costs	Staff tax, NI & Pension	£352.49	
Staff costs	Expenses	£18.00	
Staff costs	Mileage	£52.65	
Staff costs	Expenses	£23.00	
Staff costs	Mileage	£18.00	
- 16.2. Noted the minutes of the Finance Committee of the 21st March 2019.
- 16.3. Update on the arrangements for the forthcoming audit:
 - 16.3.1. Confirm Clerk needs three week after annual leave relatively free to complete audit by the 4th May.

16.3.2. Parish Ranger updated on progress with asset register update for audit.

17. **ADMINISTRATION AND GOVERNANCE** - update from **Cllr Everett**.

- 17.1. Confirmed new laptop for Clerk and existing laptop gone to Parish Ranger.
- 17.2. Approved the lone working policy.
- 17.3. Approved the training and development policy.
- 17.4. Approved Clerks annual leave - w/c 8th April & 5th August.
- 17.5. To approve Parish Rangers annual leave - to be carried over to next meeting.

18. **CORRESPONDENCE:**

- 18.1. Issue with hedge in The Avenue.
- 18.2. Resident enquiry about tree removal.
- 18.3. Complaints about trees being felled on Windboats site.

19. **ITEMS FOR NEXT AGENDA** - 9th May 2019 at 6.30pm

Meeting closed at 8.30pm.

Clare Male, Clerk & RFO to the Parish Council

Published 17th April 2019

07341 873375, wroxhamparishcouncil@gmail.com

Signed.....

Date.....