



FULL COUNCIL MEETING - FINAL MINUTES

held in the Hub on Thursday 6th December 2018, 6.30pm

Parish Councillors Present:

Cllr. Tony Adams
Cllr Barry Fiske (Chair)
Cllr. Sylvia Holyoake

Cllr. Kim Claxton
Cllr Patrick Hadingham
Cllr Ian Joynson

Cllr Philip Everett
Cllr Chris Hall
Cllr Peter Mantle

Clerk: Clare Male

Also in attendance: Steve Bunclark, Parish Ranger and PC Troy Brandon, Norfolk Police Beat Manager.

One member of the public was present at the meeting.

1. **ATTENDANCE** - Apologies accepted from Cllr Malcolm Allsop, District Councillors Vincent Tapp & Fran Whymark and Tree Warden Angus Turville. It was agreed that Philip Everett would act as Vice Chair for the meeting if required.
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 **1st November 2018**.
4. **PUBLIC SPEAKING**
 - 4.1. To receive a report or news from **District and County Councillors** - none present.
 - 4.2. A report from PC Troy Brandon of **Norfolk Police**. Recent incidents have mostly been domestic. 26 reported incidents in September, October and November. The vandalism of the bus shelters and phone box was repeated in Rackheath and Salhouse. Noted the general comment that there has been an increased visibility in the village in the last month. Meeting to be set up between Troy and the Parish Ranger. Updated "Safer Neighbourhood Team posters" have been provided - with Cllr Mantle to laminate. **ACTION CLERK**
 - 4.3. To receive **questions from the public** relating to local issues - none.
5. **MATTERS ARISING FOR INFORMATION ONLY**
 - 5.1. Matters arising since the agenda was issued:
 - 5.1.1. Additional Windboats planning application to be addressed under planning.
 - 5.1.2. Broads Authority - Broads Engage report covering mooring and river access.
 - 5.1.3. May Full Council meeting date will need to be moved from the 2nd to the 9th due to elections.
 - 5.2. Report on any other matter not covered on the agenda:
 - 5.2.1. Cllr Sylvia Holyoake attended a Dementia Cafe lunch on behalf of the Parish Council. Discussed funding a boat trip and the hall hire for 2019 - to be discussed at Finance committee.

6. **LIAISON WITH OTHER COUNCILS & OTHER BODIES**

- 6.1. Greater Norwich Local Plan consultation - deadline 14th December. A couple of public representations have been received. To meet next week as an informal working party to formulate a response.
- 6.2. Retirement development - **Cllr Fiske** gave a report on a meeting with the Broads Authority. No change to the Broads Authority position on the consultation period for the site. Cllr Fiske to set up a meeting with the site owner. **ACTION CLLR FISKE**
- 6.3. Broadland District Council Annual Parish/Town Council meeting - report from **Cllr Everett**. Covered Wroxham Bridge, congestion on the A1151 and other roads in the area, speeding, parking, and the Wroxham Neighbourhood Plan. BDC have asked for some feedback on the Planning process. Planning team to respond. **ACTION CLLR FISKE**
- 6.4. Church Hall Development. **Cllr Fiske** updated on discussions with Reverend Liz Jump. WPC & the PCC to meet early in the new year to explore ways of of developing the site. **ACTION CLLR FISKE**
- 6.5. Greater Anglia - **Cllr Hall** updated Council on a possible community project involving the building on platform 2 at Hoveton train station. Enquiries are being made as to the current status. To be discussed at the Hoveton & Wroxham Joint Action group. Further meeting to be arranged. **ACTION CLERK**

7. **NEIGHBOURHOOD PLAN**

- 7.1. Notification received from Broadland District Council and the Broads Authority that both authorities have assessed the plan and are satisfied it meets the specified criteria. Plan is now subject to a 6 week consultation ending 21st December 2018.
- 7.2. There is a list of projects from the Neighbourhood Plan that will be added to the WPC action plan for discussion at the next Finance meeting.

8. **PARISH RANGER**

- 8.1. Introduced and welcomed Steve Bunclark to the role. Steve started on the 12th November. Agreed to sign off the Parish Ranger contract. Clerk to pass onto the Parish Ranger for signing. **ACTION CLERK**
- 8.2. Proposal from Cllr Mantle to lease an area to the rear of the Church Hall for a shipping container for storage. Need to investigate firm costs. **ACTION CLLR MANTLE**
- 8.3. Meeting with Norfolk Police - PC Troy Brandon and Steve Bunclark to arrange. **ACTION PARISH RANGER**

9. **PARISH SURGERIES - Cllr Kim Claxton**

- 9.1. Report from the 1st December - only one resident attended.
- 9.2. Discussed lack of support and possible other ideas for liaising with public. Agreed to ask residents for ideas via FB. PC Brandon suggested integrating the sessions into "Coffee with a Coppa" sessions Norfolk Police are planning. Dates tbc. **ACTION CLLR CLAXTON**

10. **CAPITAL PROJECTS**

- 10.1. Cemetery improvements and extension:
- 10.1.1. cemetery roadway - noted the completion of the works and thanked all those involved.
- 10.1.2. memorial garden - Cllr Mantle updated on progress of works. Quote for hedging to be discussed at the next Finance meeting. Agreed to meet to agree the plan of interments for the existing site.
- 10.1.3. Extension - to agree a working group to take this forward, along with the Green Loop - agreed to include Cllrs Mantle, Everett, Fiske, Adams. **ACTION CLLR MANTLE**
- 10.2. Keys Hill wood improvements - see item 18.4
- 10.3. Wroxham Green Loop & places of interest signage project - discussed arrangements for a meeting with Norfolk Police and the connection with the Market Town Improvement Project. Clerk to chase meeting. Need a route to pass to the illustrator. **ACTION CLERK & CLLR FISKE**

11. **CAROL CONCERT** - 8th December - update on arrangements. Talk to Cllr Allsop about publicity on Radio Norfolk.

12. PLANNING -

12.1. 123 Norwich Road, Wroxham, NR12 8RY - 20181932 - single storey side and rear extension. Deadline 22nd December - no objection.

12.2. Windboats change of use for the "White House" from commercial to residential. Very little detail in the application. Not listed. Cllr Fiske to speak with land owners.

ACTION CLLR FISKE

12.3. Tree works order:

12.3.1. BA/2018/0430/TCAA - Brynwood, Beech Road, Wroxham, Norwich - work to 11 trees on site - deadline 19th November 2018 - no objection.

12.3.2. BA/2018/0453/TCAA - South Bank, Beech Road, Wroxham - deadline 28th November.

13. WHERRY GARDENS - update from Cllr Hadingham. Little remedial work since last time. BDC intending to inspect the site soon. Cllr Hadingham to liaise directly.

14. HIGHWAYS - report from Cllr Adams, including:

14.1. Noted letters sent to residents of Park Road & Norwich Road about parked vehicles obstructing the fire service.

14.2. Noted a letter sent to a resident of Park Road re caravan towbar completely obstructing footpath.

14.3. Noted letters sent to residents of Norwich Road next to the village sign re: parking. No parking signs going up shortly.

14.4. Norwich Road Railway Bridge improvement - needs chasing - Cllr Hall to chase Cllr Garrod and Clerk to chase Highways.

ACTION CLLR HALL & CLERK

14.5. Parking - discussed alternative parking schemes.

15. ROAD SAFETY

15.1. Road safety campaign - update from **Cllr Everett.** Interest from a local resident in leading the scheme. Chair of Hoveton Parish Council organising the new scheme.

15.2. SAM2 - update from **Cllr Joynson.** Discussed a complaint from a resident regarding calibration of SAM2's. SAM2 information published on FB and in The Bridge. Clerk to find out details of SAM2 contact in Hoveton.

ACTION CLERK

16. RECREATION AND AMENITIES - update from Cllr Mantle.

16.1. Bus shelters - to note that all glass has now been replaced following vandalism in the village. BT have also replaced the glass in the phone box. Final cost to Council was £560. Not possible to claim on insurance. Agreed to publicise the cost on FB and ask residents to be vigilant.

ACTION CLERK

16.2. Cemetery - notice of improvement from Anglian Water for standpipe. Underway. Deadline 14th December.

16.3. St Mary's - replacement gate to cottage. Agreed to accept the quote for replacement posts from Shaun Hearn.

16.4. Castle Street - rubbish in garden - response from BDC and Clarion Housing. Situation improved. Parish Ranger keeping an eye on this area.

16.5. War memorial - work to clean the memorial and repaint the lettering will happen in the Spring.

16.6. Tommy statue - thank you to the Lions for installation. Clerk to send letter of thanks. **ACTION CLERK**

16.7. Grit bins - reported that rubbish has been removed from all the bins and the bins have been refilled. Publicised on FB. The grit is for the public to use. The Council will not be gritting pavements.

16.8. Agnes Gardner Playground - update from Cllr Joynson. To meet with the Parish Ranger to discuss maintenance jobs that need doing.

ACTION CLLR JOYNSON

17. FINANCIAL MATTERS - Cllr Joynson

17.1. Reviewed this period's financial position:

17.1.1. Noted total bank balances of £132,411.73 as at 3rd December 2018.

17.1.2. Receipts - noted receipts in the period of £1,521.00.

17.1.3. Payments - to approve payments of £26,772.50 as below:

Temporary event notice carols	Broadland District Council	£21.00	
Meeting	The Old Mill	£41.80	
Stationary	Roys Department Store	£3.48	
Printer repair	Wroxham Computer Services	£30.00	
Meeting	The Old Mill	£16.00	
Clerks phone bill	Vodafone	£22.30	
Printer cartridges	Cartridge Save	£57.58	
Noticeboard magnets	www.first4magnets	£14.08	
Meeting	The Old Mill		£31.80
Work gloves - Parish Ranger	Roys Garden Centre	£9.48	
Marquee for Carols	Bounceroo Events	£450.00	
Road salt for grit bins	Jewson Ltd	£116.64	
Banner for Xmas tree	North Walsham Signs		£148.80
Meeting	The Old Mill	£9.45	
Flashing santa hats for carol stewards	Paypal SaanVilimi	£8.49	
Christmas tree	Manor Farm Partner	£65.00	
Mini torches for carols	Positive media pro	£124.20	
High vis embroidered jackets for carols	Logowear Ltd	£95.40	
Meeting	The Old Mill	£20.05	
Resurfacing cemetery roadway	Simons Landscaping Ltd		£13,308.00
Collection charges for bin at Church hall	Broadland District Council		£146.80
Cleaning street furniture Nov	G Garfoot	£90.00	
Cleaning street furniture Dec	G Garfoot	£90.00	
Room bookings - Nov	The Hub	£56.00	
Room bookings - Dec	The Hub	£36.00	
Room bookings - Jan	The Hub	£36.00	
Replacement glass in bus shelters	Broadland glass services		£411.23
Printing carol concert programme	Hussey knights	£75.00	
Lighting & PA for carol concert	Viking Lighting	£655.56	
Village gardening & grass cutting	Shaun Hearn landscaping		£1,683.20
The Bridge - advert for carol concert	The Bridge magazine		£20.00
Grass cutting for village	Garden Guardian	£4,576.80	
Staff costs	Staff salary	£2,137.76	
Staff costs	HMRC	£594.02	
Staff costs	Norfolk Pension Fund		£704.98
Staff costs	Staff mileage	£23.40	
Staff costs	Staff expenses	£36.00	
Staff costs	Staff salary	£748.20	
Staff costs	Staff mileage	£18.00	
Staff costs	Staff expenses	£40.00	

17.2. Minutes of the Finance Committee of the 15th November 2018 - outstanding.

17.3. Agreed to appoint Target Trees for a three year contract for tree surgery in the Parish.

18. ADMINISTRATION AND GOVERNANCE - update from Cllr Everett.

18.1. Update on subscription to Broadland Parish Tree Network from the Tree Warden - no cost.

19. CORRESPONDENCE:

19.1. Message from Phil Kirby, Chief Executive of Broadland District Council, announcing he is resigning at the end of the year and Trevor Holden will be taking over as joint Managing Director of South Norfolk and Broadland District Councils.

19.2. Noted complaint about tree fallen over FP2 - reported to NCC. Confirmed moved by Ranger.

19.3. NCC - budget consultation 2019/20 - closing date 23 December. To discuss with item 6.1.

19.4. BDC - rough sleeper count - 14th-15th November. Reported zero.

19.5. Norwich Western Link consultation - closes 18th January 2019.

19.6. Contact from a resident reference GNLP notification of 350 potential homes east of Salhouse Road and South of Keys Drive and part of Charles Close.

19.7. New practice manager at the Hoveton & Wroxham Medical Centre - keen to meet in the New Year and update WPC & HPC on forthcoming changes.

20. ITEMS FOR NEXT AGENDA - 7th February 2018 at 6.30pm

Meeting closed at 8.02pm.

Clare Male, Clerk & RFO to the Parish Council

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Signed by.....

Dated.....