



## **FULL COUNCIL MEETING - DRAFT MINUTES**

**held in the Hub on Thursday 7<sup>th</sup> February 2019, 6.30pm**

### **Parish Councillors Present:**

Cllr. Tony Adams  
Cllr Philip Everett  
Cllr Chris Hall  
Cllr Peter Mantle

Cllr. Malcolm Allsop  
Cllr Barry Fiske (Chair)  
Cllr. Sylvia Holyoake

Cllr. Kim Claxton  
Cllr Patrick Hadingham  
Cllr Ian Joynson

**Clerk:** Clare Male

**Also in attendance:** Chris Stace (Wroxham & Hoveton Medical Centre), Cllr Fran Whymark (Broadland District Council - BDC), Cllr Vincent Tapp (BDC).

**Six members of the public were present at the meeting.**

1. **ATTENDANCE** - Apologies accepted from PC Troy Brandon and Tree Warden Angus Turville.
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 **6th December 2018**.
4. **PUBLIC SPEAKING**
  - 4.1. Report from **District Councillors**:
    - 4.1.1. Warm Home Fund - to provide insulation and first time boilers in fuel-poor households & Choices programme offering support to those seeking work.
    - 4.1.2. Universal Credit has now been rolled out to all of Broadland.
    - 4.1.3. Safeguarding training for all cab drivers in the Broadland area.
    - 4.1.4. Some restructuring is taking place following the join up with South Norfolk Council.
    - 4.1.5. No precept increase from BDC. Norfolk Police will be raising their precept, which equates to 40 extra Officers.
    - 4.1.6. No County Councillor present.
  - 4.2. A couple of crime incidents sent through by PC Troy Brandon of **Norfolk Police** - attempted burglary in Nobel Crescent and drugs offence in Preston Close. Very few details supplied and Councillors questioned what use the information was. Clerk to pass details on to Parish Ranger.  
**ACTION CLERK**
  - 4.3. Presentation from **Chris Stace, Manager at the Hoveton & Wroxham Medical Centre**.
    - 4.3.1. Availability of GP's - down to resources - 9340 patients, grown by 1000 over the last 5 years. This will increase again with forthcoming new homes. The practice has appointed a new GP and two practice nurses to increase capacity.
    - 4.3.2. New contract has been agreed for the practice to become an out of hours hub.
    - 4.3.3. Signposting training been given to reception staff to help them direct patients to the best service, which might not be a GP.

- 4.3.4. Patient participation group - Carol Haswell is the Wroxham representative.
- 4.3.5. Friends group fundraise to provide extra equipment. Recent acquisition is a phlebotomist chair to make taking blood more comfortable.

**4.4. Questions from the public** relating to local issues:

- 4.4.1. Resident from Charles Close - asked about proposal to build 350 homes to the rear of Charles Close and noted that Council's response on this matter is on our website (Greater Norwich Local Plan - GNLP).
- 4.4.2. Queried missing street name signs in Charles Close. Clerk to check. **ACTION CLERK**
- 4.4.3. Concern about flooding in Charles Close - Clerk asked that resident sends in more information when it happens. Clerk to notify Parish Ranger. Noted that drains have recently been cleared by NCC. **ACTION CLERK**
- 4.4.4. Roadworks to replace pathways in Charles Close - no information on programme provided. Advised that this is a NCC Highways project.

**5. MATTERS ARISING FOR INFORMATION ONLY**

**5.1.** Noted matters arising since the agenda was issued:

- 5.1.1. Invitation to attend the Broads Authority (BA) Parish Forum 20th March - to agree attendees.
- 5.1.2. Scope - asked about siting a textile bin on Council property. Passed onto the Parochial Church Council.
- 5.1.3. Horstead & Coltishall Parish Councils have been in touch regarding concerns of an increase in traffic volume since the NDR opened. Clerk to pass across details of Councillor contacts for further discussion. **ACTION CLERK**

**5.2.** Reports on any other matter not covered on the agenda - none.

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

- 6.1. Possible retirement development on the Windboats site. Meeting has taken place with the owner to discuss proposals. Under BA policy this must be advertised as a business site for 12 months before it can be considered for other use. Other areas in the site can be considered for development sooner and it is expected that planning applications will be submitted for a small number of standard residential dwellings.
- 6.2. Parochial Church Council and the Church Hall - meeting has taken place to discuss the possibility of redeveloping the site as a community centre. To be considered by the Diocese.
- 6.3. Hoveton Parish Council - meeting of the Joint Action Group. Discussed the large number of commercial planning applications, especially eateries.
- 6.4. Broads Authority Local Plan consultation response (deadline 15th March). Working party to meet to discuss before the next Full Council meeting. Clerk to arrange. **ACTION CLERK**
- 6.5. Greater Anglia - information from **Cllr Hall** on a possible community project involving the building on platform 2. New signage has really lifted the area.

**7. LOCAL COUNCIL ELECTIONS (2nd May)** - all Councillors will have to stand down and then stand for reelection. Currently have one vacancy. Hope to attract new candidates.

- 7.1. Posters **ACTION CLERK**
- 7.2. Advert in the Bridge **ACTION CLLR ALLSOP**
- 7.3. Drop in coffee morning at Hotel Wroxham - to be decided.

**8. ACTION PLAN** - reported on progress against the 18/19 plan and discussed priorities for 19/20. Agreed that projects that spend CIL funding need to be prioritised. Clerk to set up Capital projects meeting to discuss. **ACTION CLERK**

**9. NEIGHBOURHOOD PLAN** - Cllr Allsop, on behalf of the Neighbourhood Plan steering group proposed that the Council accepted the recommended changes from the examiner, which were very limited. All voted in favour. Clerk to notify BDC. Formal thanks were passed along to Susan Everett for Chairing the Group. Chair passed on thanks to Cllr Allsop for leading this project on behalf of the Council. **ACTION CLERK**

- 10. COMMUNICATIONS - Cllr Malcolm Allsop:**
- 10.1.** Facebook policy - agreed commercial ventures will not be promoted. Need a social media policy to clarify these matters.
- 10.2.** Councillor email addresses - concerns about annual cost for all Councillors and staff but agreed it was important for continuity and GDPR.. Discussed starting this after the elections from May 2019. Details to be discussed at Finance committee.
- 11. PARISH SURGERIES - Cllr Kim Claxton** - discussed options going forward. Agreed to liaise with Norfolk Police and coordinate any events with them.
- 12. PROJECTS**
- 12.1.** Projects working party report:
- 12.1.1. Cemetery improvements and extension - meeting required with Trafford Estate.  
**ACTION CLLR MANTLE**
- 12.1.2. Wroxham Green Loop - Cllr Fiske proposed sourcing an illustrator to produce visuals of the proposals. Cllr Fiske to get costs.  
**ACTION CLLR FISKE**
- 12.2.** Keys Hill wood improvements
- 12.2.1. Target Trees due to start work on the 18th March and the wood will be closed for a few days. Agree to publicise in The Bridge, posters and letters to residents  
**ACTION CLERK**
- 12.2.2. Request from a resident to out up owl, bird and bat boxes in the wood. Agreed to be incorporated into the replanting scheme next winter.
- 12.3.** Volunteer party - date agreed as the 15th March. Invitations to go out next week.  
**ACTION CLERK**
- 13. CHRISTMAS** - discussed the success of the Christmas tree, the cancellation of the carol concert due to adverse weather and a complaint from a resident that Christmas lights in Wroxham & Hoveton are insufficient. Agreed to consider relocating the tree to the crossroads with The Avenue and Church Road which is more at the heart of the village.
- 14. PLANNING -**
- 14.1.** 251 Norwich Road, Wroxham, Norwich, NR12 8SL - 20181958 - two storey side and rear extension. Deadline 30th December. No objection.
- 14.2.** Cranbrook, The Avenue, Wroxham, NR12 8TN - 20181206. Deadline 9th January. No objection.
- 14.3.** Hartwell House, 17 Hartwell Road - BA/2018/0520/HOUSEH - single storey extension. Deadline 31st January. Retracted.
- 14.4.** 82 Norwich Road, Wroxham, NR12 8RY - 20181943 - 1 ½ storey rear extension. Deadline 2nd February - no objection.
- 14.5.** The Broads Centre, Norwich Road, Hoveton, Norfolk - BA/2018/0512/FUL - Hard & soft landscaping; seating, planters, vertical planter supports with uplights & new fencing. Deadline 14th February. Agreed to support this application.
- 14.6.** Tree works order:
- 14.6.1. BA/2018/0516/TCAA - Heronby , Beech Road, Wroxham, Norwich - deadline 24th January.
- 14.6.2. BA/2019/0006/TCAA - Heronby , Beech Road, Wroxham, Norwich - deadline 31st January.
- 15. WHERRY GARDENS** - update from **Cllr Hadingham**. All houses now occupied except one. No obvious activity to rectify the snagging issues from Hopkins Homes. The handover of the site sits with BDC.
- 16. HIGHWAYS** - report from **Cllr Adams**, including:
- 16.1.** Nobel Crescent - complaint about parking across full width of the pavement. Agreed that the Council needs a parking policy and a standard letter. Noted that letters should not be put on windscreens.  
**ACTION CLLR EVERETT**
- 16.2.** Beech Road - complaint from a resident about large pothole. Reported to NCC and it has been filled.

- 16.3. Staitheaway Road and junction with the Avenue - complaint about overgrown hedging. Passed onto NCC Highways Ranger.
- 16.4. Southern entrance village tidy up. Cllr Hall reported on a meeting with NCC Highways, where flail cutting, ditch clearance, a possible trod, village gateway signs were discussed. Agreed that a TROD was not wanted by the residents of Wherry Gardens. Discussed possibility of WPC making a Parish Partnership grant bid to share any costs involved with Highways.
- 16.5. Malt House Lane - rescinded.

## 17. ROAD SAFETY

- 17.1. Road safety campaign - update from **Cllr Everett**. Hoveton PC to organise shortly.
- 17.2. SAM2 - update from **Cllr Joynson**. To raise the issues with PC Brandon at the planned meeting on the 20th February.

## 18. RECREATION AND AMENITIES - update from **Cllr Mantle**.

- 18.1. Adoption of footway lighting. Notified BDC of intent to proceed. Awaiting confirmation.
- 18.2. Cemetery - completion of notice of improvement from Anglian Water standpipe.
- 18.3. St Mary's - replacement gate to cottage. Completed
- 18.4. Agnes Gardner Playground - fault with web climbing frame reported by a member of the public has now been repaired by the Parish Ranger.
- 18.5. Converting grass verges into parking areas - Norwich Road, Preston Close. See item 16.1.
- 18.6. Refurbishment of remaining benches - to be discussed at meeting as per item 8.

## 19. FINANCIAL MATTERS - **Cllr Joynson**

- 19.1. Reviewed this period's financial position:
  - 19.1.1. Noted total bank balances of £110,492.27 as at 31st January 2019.
  - 19.1.2. Receipts - noted receipts in the period of £3,456.26.
  - 19.1.3. Payments - to approve payments as recorded below:

Cash for carol concert - change for programme sales	41Wroxham	£200.00
Staff phone bill November	Vodafone	£72.84
Cemetery water fees Aug to Nov	Wave	£13.45
Meeting costs	The Old Mill	£5.40
Stationary	Paypal	£1.59
No parking on the grass signs	Paypal	£ 8.00
Project working party meeting	The Old Mill	£38.65
Meeting costs	The Old Mill	£ 9.90
Stakes for parking signs and grass seed	Roys Garden Centre	£14.36
Meeting costs	The Old Mill	£20.80
Clerk networking event	Allen Meale & Sons	£8.94
Staff phone bill December	Vodafone	£45.53
Research	Land Registry	£ 6.00
50 Beech hedging whips for Cemetery hedge	Blackrow Nurseries	£50.00
Projector	Currys Online	£ 270.00
Meeting costs	Hotel Wroxham	£16.70
Volunteer party deposit	Hotel Wroxham	£75.00
Training	NPTS	£44.00
Expenses from Christmas tree erection & signage	Cllr Peter Mantle	£34.06
Hall hire	The Wroxham Hub	£36.00
Christmas tree removal coffee etc	Barry Fiske	£32.60
Annual subscription	Broadland Tree Network	£25.00
Staff costs	Staff salary	£1,068.88
Staff costs	Staff tax & NI	£ 300.81
Staff costs	Staff pension	£ 352.49
Staff costs	Staff expenses	£ 57.60

Staff costs	Staff mileage	£ 56.09
Staff costs	Staff salary	£389.00
Staff costs	Staff expenses	£ 40.00
		<b>£3,293.69</b>

19.2. Noted the minutes of the Finance Committee of the 17th January 2019.

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

20.1. Tree warden role - role profile (volunteer role) has been written to clarify the role since the creation of the Parish Ranger job. Agreed. Discussed comments about the Council made in the Broadland Tree Network magazine.

20.2. Local Government Pension Scheme - Fair Deal consultation request noted.

20.3. NALC Spring conference - agreed Clerk & Cllr Everett to attend. **ACTION CLERK**

**21. CORRESPONDENCE:**

21.1. Broadland District Council (BDC) consultation on proposed Public Spaces Protection Order for Broadland - deadline 31st January.

21.2. Broads Society - newsletter.

21.3. Enquiry from a resident about the demolition on the Windboats site.

21.4. Enquiry from a resident about a Highway issue in Wherry gardens - redirected to Hopkins.

21.5. Complaint from a resident about broadband speed in Wherry Gardens - redirected to BBfN.

21.6. Invitation from Local Power Networks to attend an event on the 7th February, Norwich.

**22. ITEMS FOR NEXT AGENDA - 7th March 2019 at 6.30pm. None.**

**Meeting closed at 8.39pm.**

Clare Male, Clerk & RFO to the Parish Council

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