



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

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

### **Parish Councillors Present:**

Cllr. Tony Adams  
Cllr Barry Fiske (Chair)  
Cllr Chris Hall

Cllr. Malcolm Allsop  
Cllr Patrick Hadingham  
Cllr. Sylvia Holyoake

Cllr. Kim Claxton  
  
Cllr Ian Joynson

**Clerk:** Clare Male

**Also in attendance:** Cllr Vincent Tapp (BDC).

**No members of the public were present at the meeting.**

1. **ATTENDANCE** - Apologies accepted from Councillor Philip Everett, Councillor Peter Mantle 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 **7th February 2019**.
4. **PUBLIC SPEAKING**
  - 4.1. Report from **District Councillor, Vincent Tapp:**
    - 4.1.1. Expressed support for Neighbourhood Plan referendum.
    - 4.1.2. Noted resignation of County Councillors and the current search for nominations that represent the locality.
    - 4.1.3. Norfolk Police SNAP meeting at 1st April at Thorpe St Andrew.
  - 4.2. Noted the resignation of Wroxham County Council, Tom Garrod and the forthcoming by-election on the 4th April.
  - 4.3. **Norfolk Police crime figures** - none received.
  - 4.4. **Questions from the public** - none present.
5. **MATTERS ARISING FOR INFORMATION ONLY**
  - 5.1. Matters arising since the agenda was issued.
    - 5.1.1. Three trees fallen this week - Agnes Gardner Playground (fence damaged - insurance claim required), Caen Meadow (towards river - Target Trees to remove) and St Mary's Church (on boundary with Church Meadow - Target Trees to remove).
    - 5.1.2. Complaint from member of the public about overgrown hedge on the Avenue belonging to an associate of the Council. Agreed to investigate further.
    - 5.1.3. Defib - needs new door.
  - 5.2. No other matters not covered on the agenda.

6. **NEIGHBOURHOOD PLAN - update from Cllr Allsop:**
  - 6.1. Noted the announcement of the referendum on the 21st March, Church Hall, Norwich Road. No minimum turnout required. Require a majority for the Plan to be adopted.
  - 6.2. Confirmed publicity arrangements - posters, flyers and staked signs to be distributed around the village. Digital advert on the TV in the Doctors surgery.
  - 6.3. Ballot will be counted after the vote closes at 10pm.
  
7. **WHERRY GARDENS - update from Cllr Hadingham**
  - 7.1. Proposed and agreed to adopt the bus shelters on Salhouse Road. Maintenance payment will be £15,000 for the lifetime of the shelters. Clerk to contact NCC. **ACTION CLERK**
  - 7.2. Confirmed that NCC Highways have agreed the adoption of highways and footpaths with Hopkins Homes and these will be adopted in the autumn.
  - 7.3. Concern from a resident who lives at the southern end of the site about the proposed additional 100 homes. Concern about the future of the mature trees in that area.
  
8. **LIAISON WITH OTHER COUNCILS & OTHER BODIES - update from Cllr Fiske on:**
  - 8.1. Development on the former Windboats site - trial holes underway for further car parking. Demolitions of further factory buildings to take place in the next month.
  - 8.2. Parochial Church Council and the Church Hall - no response from the Church yet.
  - 8.3. Hoveton Parish Council - discussed common interest on planning applications in the area.
  - 8.4. Horstead Parish Council - have met to discuss traffic issues including the history of the bypass that was proposed in 1984. Cllr Allsop to have a further meeting including Coltishall and Hoveton.
  - 8.5. Broads Authority Local Plan response - working party met and fed back.
  - 8.6. Greater Anglia - **Cllr Hall** had a meeting with the Smokehouse and Greater Anglia about the building on platform 2. It has structural issues and is very small so not proposed to take any further forward.
  
9. **PARISH COUNCIL ELECTIONS 2ND MAY:**
  - 9.1. Posters to be produced for attracting new candidates - to be posted up after the referendum. **ACTION CLLR ALLSOP**
  - 9.2. Nomination forms - emailed to Councillors, need to be returned to the Clerk by the 26th March. Clerk to deliver them by hand to BDC by the 3rd April. **ACTION ALL COUNCILLORS AND CLERK**
  
10. **ACTION PLAN - proposed and agreed the updated version with nineteen priorities for 2019-20.** Budget and resources to be discussed in more detail at the next Finance committee. Agreed that the transfer of Wherry Gardens (likely Autumn 2019) will need additional support. Noted that a meeting has been set up with NP Law meeting for the 21st March to discuss various aspects of the plan (see item 12.2).
  
11. **COMMUNICATIONS - Cllr Malcolm Allsop:**
  - 11.1. Councillor emails - options being appraised. Will introduce new email addresses to Councillors and Clerk after the May elections.
  
12. **PROJECTS**
  - 12.1. Projects working party report with an update on the Cemetery extension and Wroxham Green Loop.
    - 12.1.1. Cemetery extension - need to write to Trafford Estates and advise them of the programme for the extension. **ACTION CLERK**
    - 12.1.2. Cemetery memorial garden - Clerk is chasing the hedge planting. Cllr Allsop investigating a memorial statue for the centrepiece with our local stonemason Nick Hindle. Discussed the possibility of having stone benches instead of wood. Agreed that this is something the Council would like to pursue. Cllr Allsop to speak with Nick Hindle about design and cost. Clerk to add budget to the Finance agenda. **ACTION CLERK & CLLR ALLSOP**

- 12.1.3. Keys Hill wood improvements - to note the closure of the wood for one week on the 18th March whilst the next and major stage of the regeneration works take place. Announcement has already been placed in The Bridge and the Clerk will do a letter for local residents. **ACTION CLERK**

**12.2. Confirmed instruction to NP Law and further meeting to**

- 12.2.1. Register title deeds of the War memorial on Norwich Road.  
12.2.2. Register title deeds of the Trafford memorial ground adjoining Caen Meadow.  
12.2.3. Clarify the legal ownership of the Staithe.  
12.2.4. Register title for Malthouse Lane.  
12.2.5. Caen Meadow - seek advice how to improve accessibility under the terms of the lease.

**13. VOLUNTEER PARTY ARRANGEMENTS** - all arrangements in place for the 15th March at the Hotel Wroxham. Chair to chase outstanding invitation replies. **ACTION CLLR FISKE**

**14. PLANNING:**

- 14.1. Hartwell House, Beech Road - as per last agenda (reissued).  
14.2. Roys temporary car park, BA/2018/0442/COND - request to extend period to a minimum of five years. Deadline 5th March 2019. Object.  
14.3. Swans Harbour, Beech Road, Wroxham, Norwich, BA/2019/0046/HOUSEH - single storey rear extension, entrance canopy, and alterations to cladding and windows. Deadline 6th March 2019. No objection.  
14.4. 147 Norwich Road, Wroxham, NR12 8RZ - 20190260 - first floor side extension and conversion. Deadline 16th March. No objection.  
14.5. 67 Norwich Road, Wroxham, NR12 8RX - 20190311 - detached double garage to front. Deadline 22nd March. Did not respond.  
14.6. 50 Charles Close, Wroxham, NR12 8TU - 20190314 - demolition of chimney. Deadline 23rd March. Retrospective.  
14.7. Tree works orders:  
14.7.1. Prior Thatch, Beech Road, BA/2019/0054/TCAA, various works to 15nr trees - deadline 5th March 2019. No objection.  
14.7.2. Caen Meadow, Church Road, BA/2019/0055/TCAA, Parish Council's application for works to goat willows and oaks. Deadline 5th March.  
14.7.3. Wroxham Cemetery, Nobel Crescent, Wroxham (BA/2019/0053/TCAA), Parish Council's application to remove four trees. Deadline 12th March.

**15. HIGHWAYS** - To receive a report from **Cllr Adams**.

- 15.1. Discussed the three week closure of one lane of the **Wroxham river bridge** from the 17th March. Noted that these are remedial works and a further full closure will be required. Agreed to investigate pollution monitoring equipment for the time period available. Clerk to also contact Environmental Health at BDC and Highways at NCC to express concern about pollution levels. Clerk to request a balanced traffic flow for the lights with NCC Highways. Councillors would like the lights to be manned. **ACTION CLERK**  
15.2. **Caravan in Park Road** still obstructing footway - been in touch with Norfolk Police. To follow up with a further letter, with copy to PC Troy Brandon. **ACTION CLERK**  
15.3. **Manhole in Norwich Road** - delay in repairing, awaiting parts.  
15.4. **Potholes** - Parish Ranger has been reported them and Highways have been filling them quickly.  
15.5. **Nobel Crescent** - contact from resident about parking on the pavement in response to article in the Bridge magazine.

**16. ROAD SAFETY**

- 16.1. Road safety campaign - no update.  
16.2. SAM2 - update from **Cllr Joynson** - c. 7,500 vehicles per day with a regular high speeder. Clerk to find out who contact for Norfolk Police traffic to pass along SAM2 data. **ACTION CLERK**

- 16.3. Agreed to move SAM2 whilst bridge roadworks are underway as traffic will be stationary heading north. Agreed to position it heading south on the Norwich Road. Clerk advised Cllr Joynson to use the Parish Ranger for relocation. **ACTION CLLR JOYNSON**

**17. RECREATION AND AMENITIES - update from Cllr Mantle.**

- 17.1. Adoption of footway lighting - no update from BDC as yet but handover expected for end of March.
- 17.2. Brick pier at the Cemetery has been knocked by a large vehicle. Been reported to insurance company - awaiting quotes for repair..
- 17.3. Agnes Gardner Playground - update from Cllr Joynson. Tree fallen across footpath and into the playground crushing the fence. Tyre swing - reinforcing wires poking through and needs replacing. Cllr Joynson sourcing alternative tyre.
- 17.4. Caen Meadow - used hypodermic needle found - logged and discussed with Norfolk Police. Sharps boxes provided to Parish Ranger for further events.
- 17.5. Life rings at Caen Meadow and Trafford Memorial Ground - inspected by the Parish Ranger - one found to be faulty. BDC confirmed ownership and regular inspection of these.
- 17.6. Street name signs - noted request for replacement of Charles Close and Grange Walk signs with BDC.
- 17.7. Noted results of Piccus surveys on the two veteran oaks in St Mary's churchyard. No action required. Forwarded to the Church warden.

**18. FINANCIAL MATTERS - Cllr Joynson**

- 18.1. Reviewed this period's financial position:
- 18.1.1. Noted total bank balances of £107,068.46 as at 28th February 2019.
- 18.1.2. Receipts - noted receipts in the period of £24.45 interest from Barclays Bank.
- 18.1.3. Payments - approved payments of £4,867.37 as below:
- |  |                                |           |  |
|--|--------------------------------|-----------|--|
| Replacement parts for AGP                  | Wicksteed Leisure              | £9.35     |  |
| Spiral tree protectors                     | Hedgehogs Nursery/Scotplants   | £25.57    |  |
| HDMI cable for projector                   | Roys department store          | £5.99     |  |
| Extension cable for projector              | Amazon                         | £18.66    |  |
| Carrycase for projector                    | Amazon                         | £22.49    |  |
| Outstanding tax HMRC                       |                                | £204.56   |  |
| Parish Rangers uniform                     | Logowear Ltd                   | £107.82   |  |
| Mobile phones                              | Vodafone                       | £46.03    |  |
| 4 nr meetings - see sheet                  | The Old Mill                   | £73.70    |  |
| Gloves and cleaning fluid                  | Roys garden centre             | £5.98     |  |
| Buckets & tarp                             | Roys DIY                       | £8.97     |  |
| Cleaning equipment                         | Roys supermarket               | £9.61     |  |
| Annual data registration                   | ICO                            | £35.00    |  |
| Asset register meeting                     | The Old Mill                   | £20.20    |  |
| Action plan meeting                        | The Old Mill                   | £32.75    |  |
| Projects meeting                           | The Old Mill                   | £23.90    |  |
| Water charges for Cemetery                 | Anglian Water Business         | £13.45    |  |
| Safety equipment for Parish Ranger         | DD Health & Safety             | £98.70    |  |
| Warning cones, litter picker, safety tape  | Screwfix                       | £62.96    |  |
| Printing for NP                            | Hussey Knights                 | £348.00   |  |
| Piccus survey on veteran oaks              | St Mary's TreeCare consultants | £487.20   |  |
| Replace tap at Cemtery re: AW inspection   | Paul Bilham                    | £80.00    |  |
| Expenses                                   | Cllr Barry Fiske               | £45.30    |  |
| Meeting room bookings                      | The Wroxham hub                | £56.00    |  |
| Hedges, extra work at Cemetery, gate posts | Shaun Hearn landscapes         | £315.00   |  |
| NP Law subscription                        | Norfolk County Council         | £480.00   |  |
| Staff costs                                | Staff salary                   | £1,069.08 |  |
| Staff costs                                | Staff salary                   | £389.00   |  |
| Staff costs                                | Staff tax, NI & Pension        | £300.61   |  |
| Staff costs                                | Staff tax, NI & Pension        | £352.49   |  |
| Staff costs                                | Staff mileage                  | £37.80    |  |
| Staff costs                                | Staff expenses                 | £18.00    |  |

Staff costs      Staff mileage    £43.20  
Staff costs      Staff expenses   £20.00

- 18.2.    Noted the minutes of the Finance Committee of the 17th January 2019.
- 18.3.    Advise on the arrangements for the forthcoming audit:
  - 18.3.1.    New auditor Catherine Moore, Chair of Society of Local Council Clerks.
  - 18.3.2.    Intending to submit to internal audit on the 2nd May.
  - 18.3.3.    Asset register - still needs to be valued. See item 19.1 Proposing that the Parish Ranger completes this task by doing an additional 8 hours a week for 2 months. This will also allow the Ranger to do a post winter

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

- 19.1.    Agreed 8 extra extra hours per week for 2 months for the Parish Ranger to complete work to asset register and to do a spring clean of the road signs. Clerk to notify. **ACTION CLERK**
- 19.2.    Agreed a new laptop for Clerk and existing laptop to go to Parish Ranger. Clerk to purchase a new laptop and pass the old one to the Ranger. Agreed c £700, including MS Office for Business and a laptop bag. **ACTION CLERK**
- 19.3.    Agreed the Parking policy and letter. Clerk to publicise and Parish Ranger to start using.. **ACTION CLERK**
- 19.4.    Agreed the Social media policy. Clerk to publicise. **ACTION CLERK**
- 19.5.    Confirm the end of the Parish Ranger's probationary period and agreed to move him onto a permanent contract. Need to do a CRB check to allow close working with Norfolk Police. **ACTION CLERK**
- 19.6.    Training - noted BF & CM to attend a BDC course "Developing & Using your Plan".
- 19.7.    ICO - confirmation of renewal.
- 19.8.    Confirmed renewal of NP Law annual subscription.

**20.    CORRESPONDENCE:**

- 20.1.    A Christmas carol - touring production company.
- 20.2.    Overbury House - complaint from resident about Charity Rock Concert. Met with them to discuss this and other issues. Will maintain a regular dialogue.

**21.    ITEMS FOR NEXT AGENDA - 4th April 2019 at 6.30pm**

**Meeting closed at 8.39pm.**

Clare Male, Clerk & RFO to the Parish Council

Published 26th March 2019

07341 873375, [wroxhamparishcouncil@gmail.com](mailto:wroxhamparishcouncil@gmail.com)

Signed.....

Dated.....