

**ANNUAL PARISH COUNCIL MEETING, INCORPORATING THE ANNUAL PARISH MEETING - FINAL MINUTES**

**held in the Hub on Thursday 9th May 2019, 6.30pm**

**Parish Councillors Present:**

Cllr. Tony Adams Cllr Elaine Allsop Cllr. Malcolm Allsop (Vice Chair)

Cllr. Kim Claxton Cllr Philip Everett Cllr Barry Fiske (Chair)

Cllr Patrick Hadingham Cllr. Sylvia Holyoake Cllr Angela Ireland

Cllr Ian Joynson

**Clerk:** Clare Male

**Also in attendance:** Cllr Martin Murrell (Broadland District Council - BDC), Angus Turville (Tree Warden) and 3 members of the public.

1. **WELCOME TO COUNCILLORS FOR A NEW FOUR YEAR TERM FOLLOWING ELECTIONS ON THE 2ND MAY:**
   1. **INTRODUCTIONS**
   2. **SIGNED ACCEPTANCE OF OFFICE FORMS**
2. **ELECTION OF CHAIR -** Cllr Barry Fiske was elected.
3. **ELECTION OF VICE CHAIR -** Cllr Malcolm Allsop was elected.
4. **ELECTION OF FINANCE CHAIR -** Cllr Ian Joynson was elected.
5. **ATTENDANCE -** Noted those present and to consider apologies for absence. Apologies received from Cllr Mantle and Cllr Fran Whymark (BDC).
6. **DECLARATION OF INTEREST:**
   1. **SUBMISSION OF DECLARATION OF INTEREST FORMS**
   2. **DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS FOR THIS MEETING** 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.
7. **MINUTES OF PREVIOUS MEETING -** agreed the accuracy of the final minutes of the Parish Council meeting of the **4th April 2019**. Noted the resignation of Cllr Chris Hall was for the 2nd May 2019.
8. **PUBLIC SPEAKING**
   1. Welcomed new District Councillor Martin Murrell.
   2. Apologies received from County Councillor for Wroxham Ward, Fran Whymark. Meeting previously taken place to discuss a number of NCC issues.
   3. **Norfolk Police -** Cllr Allsop reported updates from a recent meeting. A new beat area has been created of Wroxham, Salhouse and Rackheath which will be looked after by PC Steve Clarke from Hoveton police station. He will review the SAM2 data and assist with having the speed limit on the Salhouse Road moved. Agreed to suspend the development of the Speedwatch team until a strategy is agreed with the new PC. Clerk noted that the bid for a second SAM2 device from Norfolk County Council Parish Partnership scheme is on hold pending suspension a grant contribution from the Norfolk Safety Camera Partnership.
   4. **Annual Parish meeting**:
      1. Agreed the minutes of the 2018 Parish meeting.
      2. Members of the public - spoke in support of the Council’s efforts in the village and the Council’s plans for adopting parts of the Wherry Gardens estate.
9. **MATTERS ARISING FOR INFORMATION ONLY**
   1. Matters arising since the agenda was issued:
      1. Invitation to a Community Land Trust (BDC) event on the 18th July.
      2. North Norfolk District Council Local Plan consultation starts on the 7th May. Open day at Hoveton Village Hall on the 23rd May. Planning team to look at this in more detail and respond at the next Full Council meeting.
   2. Receive a report on any other matter not covered on the agenda:
      1. To note that a planning application for two dwellings on the corner of the Windboats site, which was reviewed at the last meeting, may be withdrawn on the basis that the Broads Authority are insisting on classifying the land as commercial. Negotiations are ongoing.
10. **COUNCILLOR ROLES & RESPONSIBILITIES -** discussed and agreed the proposal from Cllr Everett. This will be published on the website. Noted new post of Parish Works Manager which will be undertaken by Cllr Tony Adams. This role will involve co-ordinating the works of the Parish Ranger.
11. **WHERRY GARDENS**
    1. Noted Cllr Fiske’s report on negotiations with BDC on the adoption by the Parish Council and other bodies as part of the s106 agreement. Discussed need for drainage across the site, especially the green, footpaths and the Leylandii hedge which adjoins the site. Meeting with Hopkins to follow.
    2. Cllr Hadingham raised the the issue of dogs off leads in the green spaces and appropriate signage was agreed. Clerk to order signage. **ACTION CLERK**
12. **LIAISON WITH OTHER COUNCILS & OTHER BODIES - update from Cllr M Allsop on:**
    1. Hoveton, Coltishall & Horstead Parish Councils - plans to meet again in the summer after NCC’s traffic survey is completed.
    2. Broads Authority (BA) - Local Plan now finished the consultation stage and due to be approved by the BA mid May. Noted.
13. **COMMUNICATIONS - update from Cllr Malcolm Allsop:**
    1. Email addresses - @wroxhamparishcouncil.org. Clerk, Parish Ranger and Councillors to set them up by the next meeting. **ACTION ALL**
14. **ACTION PLAN PROJECTS** - discussed the actions of the last meeting of the working party held on the 1st May 2019, including:
    1. Land registration - War memorial and Trafford Memorial Ground registration underway and first documents received from NP Law for the application to Land Registry. For the War Memorial agreed the map showing the boundary line. Discussed whether to proceed on further quotes from NPLaw on:
       1. Registration of the public staithe - agreed to proceed to a maximum of £650 ex VAT.
       2. Caen Meadow, to update the lease to incorporate possible developments - hold off until the Caen Meadow project is agreed. See item 14.6.
       3. To review the Caen Meadow byelaws - as above.
       4. Malthouse Lane - to register title - agreed to proceed to a maximum of £420 ex VAT.

**ACTION CLERK**

* 1. Keys Hill Wood - discussed the next stage of planning and agreed the involvement of Broadland Tree Network (BTN) and Broadland High School. Cllr Joynson to meet with BTN and Anniw Sommazi from BDC. Cllr Joynson to arrange meeting and report back.

**ACTION CLLR JOYNSON**

* 1. War Memorial - noted that the lettering outstanding, not completed as reported at the previous meeting.
  2. Cemetery extension - have agreed with Trafford Estates to take possession of the site from September. Clerk to seek written confirmation from Trafford Estate. Formal spec for design and build works to be completed for next Finance committee by Cllr Mantle. Noted that the scheme will need planning permission from BDC and the Broads Authority.

**ACTION CLERK AND CLLR MANTLE**

* 1. Cemetery memorial garden
     1. Confirmed sculpture has been ordered from Nick Hindle.
     2. Time Capsule & wording on plinth - Cllr Allsop to run a campaign to ask for suggestions from the village. **ACTION CLLR ALLSOP**
     3. To note planting for the memorial garden bed will take place next week led by the Parish Ranger. Budget is £250. **ACTION RANGER**
  2. Wroxham Green Loop - on hold following a disappointing meeting with Trafford Estates who have retracted their support for proposals for a Green Loop, Skinners Lane Park and works to ugrade access to Caen Meadow. Trafford Estate are keen to support a footpath from Salhouse to the Avenue..
  3. Southern Approach to village - Cllr Fiske awaiting response from Highway.
  4. Library - asset of community value application submitted. Awaiting response from BDC..
  5. Skinners Lane - on hold until the project is agreed with Trafford Esate.
  6. Christmas Tree - needs to be allocated to a Councillor at the next Projects meeting.

**ACTION CLLR FISKE**

1. **PLANNING -** 
   1. Mallards, Beech Road - excavate a passing lay-by/mooring. BA/2019/0050/FUL. Deadline 19th April. No objection.
   2. 230 Norwich Road,Wroxham,NR12 8SL - 20190523. Display of three non-illuminated signs. Deadline 24th May 2019. No objection.
2. **HIGHWAYS**
   1. Norfolk County Council Market Town Improvement Strategy – noted that the traffic survey is due to take place the 13th May.
   2. Nobel Crescent parking – issue with parking across the full width of the pavement, preventing access. Working with Norfolk Police.
   3. Bridge closure – NCC have confirmed that the river bridge will close in full somewhen between January and March 2020. The pedestrian footbridge will be unaffected. A three-month notification period is required for the permit. NCC will keep in touch as plans develop.
   4. BA National Park signage – Clerk arranging site meeting. **ACTION CLERK**
3. **VILLAGE SIGNAGE AND BRANDING**

The Neighbourhood Plan identified a desire from residents for a better village sign. Cllr E Allsop agreed to investigate prices and possible central locations. **ACTION CLLR E ALLSOP**

1. **ROAD SAFETY**
   1. Road safety campaign – see item 8.3.
   2. SAM2 - update from **Cllr Joynson,** including noting that the Parish Partnership bid award is still outstanding and ongoing discussion about specification.
2. **RECREATION AND AMENITIES**
   1. Public spaces protection order signage - request for signage on the footpath between Park Road & the Avenue. Noted. - **Cllr Mantle**
   2. Deterioration of posts around village sign area - **Cllr Adams** to present costs for replacement. Ongoing. **ACTION CLLR ADAMS**
   3. Insurance claims for AGP fence – Care Home will undertake the works. Cllr Adams to liaise with this and on the works brick pier at the Cemetery. **ACTION CLLR ADAMS**
   4. Agnes Gardner Playground Noted ROSPA will undertake a standard annual safety inspection in June. Cllr Adams to oversee the varnishing of the benches**.** **ACTION CLLR ADAMS**
   5. Caen meadow gate - rotten central gatepost needs replacing. **ACTION CLLR ADAMS**
   6. Repair of dog bin on Park Road. **ACTION CLLR ADAMS**
   7. Update on Charles Close street signs. Clerk to persue with BDC. **ACTION CLERK**
   8. Litter and dog bins - confirmation of bi-weekly emptying for 6 months order confirmed with BDC.
3. **FINANCIAL MATTERS - Cllr Joynson**
   1. Reviewed this period's financial position:
      1. Noted total bank balances of £106,530.96 as at 2nd May 2019.
      2. Receipts - noted receipts in the period of £18.300.
      3. Payments - approved payments of £8,352.00 as below:



* 1. Update on progress with the audit for 2018/19. Cllr Joynson and Clerk have met and been through all the audit information. Will sign off the package for internal audit at Finance Committee. Agreed that the work to recalculate the asset replacement value was not acceptable. Clerk to rework and present to Finance Committee. **ACTION CLERK**
  2. Confirmed the Insurance renewal from 1st June 2019 - year two of a three-year package.

1. **ADMINISTRATION AND GOVERNANCE -** update from **Cllr Everett**.
   1. New Councillors - reviewed training, badges and DropBox access.
   2. To approve the Investment policy – work in progress.
   3. To discuss the letter from the Diocese regarding the possible placement of a storage container on the Church Hall site - **Cllr Mantle.** Roll over to next meeting.
2. **CORRESPONDENCE:** 
   1. Request from Seafarers UK to “Fly the Red Ensign for Merchant Navy Day” on the 3rd September. Cllr Fiske to discuss with the Wroxham Sea Scouts at their AGM.
   2. Discussed a complaint from a resident about the increased amount of traffic along Staitheway Road and the request for a 20mph limit. Cllr Mantle to liaise with Norfolk Broads Direct to see if they would consider erecting a no entry sign into Staitheway Road from their site.
   3. Update from BDC on their new management structure and recent appointments.
3. **ITEMS FOR NEXT AGENDA -** 6th June 2019 at 6.30pm – to apply for the General Power of Competence.

**Meeting closed at 8.40pm.** Published 25th May 2019

Clare Male, Clerk & RFO to the Parish Council 07341 873375, [wroxhamparishcouncil@gmail.com](mailto:wroxhamparishcouncil@gmail.com)

Signed by…………………………………………………………………………………………………….

Dated……………………………………………………………………………………………………………