**Woodbastwick Parish Council**

**Inc. Ranworth and Panxworth**

**Minutes from the Annual Parish Meeting on 7th May 2019 at 7.30pm**

Present: Kit Cator KC Chair

Vivienne Adshead VA Vice Chair

Andrew Lee AL

Mark Hadden MH

Stuart Goodall SG

Caroline Purdy CP Clerk

Apologies: None

Attending: Nigel Brennan NB Broadland District Councillor

Carol Champion CC Tree Warden

2 members of the public

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| **Item** |
| Chairman, Kit Cator, opened the Annual Parish Meeting at 7.30pm and thanked everyone for attending, a short round of introductions was then made. |
| 1 Apologies  None. |
| 2 Minutes of the Last Meeting  Minutes of the 2018 Annual Parish Meeting had been re-circulated to Councillors; these were agreed and signed. KC read highlights for the benefit of members of the public, including from outgoing Broadland District Councillor, Frank O’Neill’s Report:   * Replacement of the (then) Joint Core Strategy by the Great Norwich Local Plan. * Planning – a number of complaints about failure to enforce breaches within the Ward had been received by Broadland District Council (BDC); Councillor O’Neill reported that “enforcement is discretionary”. * Work on the Northern Distributor Road had commenced.   From the Chairman’s report:   * Installation of the new SAM2 speed awareness sign. * Parish Partnership Scheme and Parish financing of awareness signs for Norton Hill and Staithe corners, Ranworth. * WPC provides comment on all planning matters and is consulted on local and national issues.   From the Tree Warden’s Report:   * Production and implementation of a “Parish Management Plan for Trees, Woodlands and Hedges” had been started. * In July 2017 a leaflet was produced to help parishioners understand the value and problems in protecting local trees. * Carol had begun to collect a wide variety of seedlings/saplings for replanting where suitable. |
| 3 Matters Arising  No matters arose from the 2018 minutes. |
| 4 Broadland District Councillor’s Report  Outgoing Councillor, Frank O’Neill’s, report was circulated to Councillors ahead of the meeting. KC invited the newly elected member, Nigel Brennan for Blofield and South Walsham Ward, to introduce himself to members of the public.  NB apologised for his counterpart, Justine Thomas being unable to make the meeting, but assured us that one of them would hope to attend future meetings, or report to the Clerk if they were unable to come along. Councillors Brennan and Thomas wish to work as closely as possible with the parishes and look forward to the next 4 years. |
| 5 Parish Chairman’s Report  “Woodbastwick Parish Council incorporates Ranworth and Panxworth and on behalf of the Council I must thank all our parishioners for their help and support in making our three villages such pleasant places to live. In terms of Council business, we were distressed by the unexpected death of our Parish Clerk Eileen Oliver in June of last year which caused several problems. Eileen was a friendly and conscientious person who had served us for about four years; her death from undiagnosed cancer was tragic. In the Autumn of 2018, we appointed Caroline Purdy as our new Clerk who has now settled in well and we look forward to working with her for the foreseeable future.  The SAM 2 traffic monitoring device placed through Panxworth and the speed watch operating on Salhouse Road have made a considerable difference to average traffic speeds with some 50% of vehicles travelling below 40 mph within the limits across all four locations. This is an improvement on the situation two years ago and our many thanks go to our Vice Chair Cllr Vivienne Adshead and her team of volunteers. The additional warning road signs at both ends of Ranworth, particularly at the Maltsters, have been bought and paid for and, I believe, will be erected by Norfolk County Council highways before the main tourism season commences and the ownership of unregistered land to the rear of the staithe is under investigation.  Your council is working well with Broadland District and Norfolk County Council in pursuit of improvements to environmental services and planning matters. Our encouragement of parishioners to attend meetings to explain their planning applications has helped.  It is a matter of some concern that insufficient candidates for the May 2 Parish Council election has led to the current Council awaiting co-option for another year.  All in all, 2018 was a busy eventful year and I must thank all our Councillors, including Douglas McKay who sadly had to resign in the autumn, for their work on behalf of the community.”  Kit Cator |
| 6 Clerk’s Report  “Following Eileen's sudden passing the accounts were missing some figures, paperwork and details. I spent the first few months from October onwards collating and assessing documents and trying to gain access to the Lloyds accounts to reconcile income and expenditure and recreating a cashbook to show entries. Access to Lloyds online banking has been achieved, we continue to work toward them accepting 2 'online' signatories to sign off BACS payments. The Precept had increased this year from £3,253 to £3,300. Total expenditure was £3,684.94. Total income, including the precept, was £3,574.33. The savings account total is £6,062.19 (this incorporates the 'Millennium Book' sum of £1,682.89 held on behalf of the community of Ranworth). Woodbastwick PC are now sharing the Clerk’s training costs 50:50 with Tunstead Parish Council to make better use of funds.” |
| 7 Broadland Tree Network Warden’s Report  Carol Champion’s report had been circulated to all Councillors ahead of the meeting; Carol was asked to highlight points to members of the public, including:   * Thanking the Parish Council for their donation of £25. * Noting the Network Co-Ordinator, John Fleetwood’s, role in increasing circulation of the Broadsheet and drawing attention to the Tree Network’s role and efforts. * A loss of orchards within our area was noted and Carol continues to investigate if any remnants still exist in Woodbastwick. * Progress has been made with the Parish Tree Survey; CC is using Google Maps and photographing and marking locations, in particular along the bridlepaths (and footpaths) around Ranworth to identify ancient and veteran trees. * There are Tree Preservation Orders (TPO) on trees within the conservation area in Woodbastwick and one on an Oak in Panxworth. * CC had been establishing ownership between BDC and Broads Authority; Broads Authority trees have no specific protection orders. * Tree diseases continue to have an effect, in particular Ash Dieback and Horse Chestnut Canker. If you are concerned about a diseased tree, the Network are encouraging the public to report it via [www.forestresearch.gov.uk/treealert](http://www.forestresearch.gov.uk/treealert) so that early identification can manage the problem. |
| 8 Report on Village Halls  KC reported on Woodbastwick Village Hall:  “It has been an uneventful year for the Village Hall which saw no major alterations or improvements. The audited accounts for 2018 show a reasonable surplus but we could wish that the Hall was better used by the community.  Our main users have been the two Bowls Clubs, one outside in the summer on our well-kept bowling green and the indoor Short Mat Bowls Club which operates during the autumn, winter and spring. Our profound thanks go to these clubs and also to the Woodbastwick Men’s Club which meets every Monday evening between October and March. The Hall also hosts wedding receptions and parties from time to time at a very reasonable cost.  During 2019 we will try to make the car park and notices more attractive and replace the outside door to the kitchen.”  SG reported on Ranworth Village Hall:  Ranworth Village Hall continues to operate and be maintained; however, more volunteers are needed to help manage it. This year events have been scaled back to enable the core volunteers to better manage but there is the Quiz, Beer Festival and Christmas Fayre. The hall is available to hire by members of the community. The hall is currently solvent and making enough to improve. |
| 9 Parishioners’ Forum  1 parishioner raised concerns about the state of the ‘phone box library’ in Woodbastwick. It is looking tired and in need of new shelving and she wishes to volunteer to lead on this work, wondering if a donation might be possible to assist? SG asked for some measurements for shelving and to liaise with the clerk ahead of the next meeting. KC confirmed that a donation to assist would within the Parish Council’s remit.  1 parishioner asked about the ongoing matter of signage at Norton Hill and Staithe corners in Ranworth. VA and KC confirmed the latest updates and that installation was still being pushed for. Sadly, there is only 1 team working on signage and work that is considered a ‘higher priority’ takes precedence, hence the delay in getting these signs installed.  1 parishioner stressed disagreement with the 2018 statement in outgoing Councillor O’Neill’s report that “(planning) enforcement is discretionary” and that more transparency is needed from BDC, as reported recently in the EDP. Newly elected Councillor Brennan was asked to monitor this from local planning to larger developments by the parishioner. |

The Annual Parish Meeting closed at 8.17pm, KC thanked members of the public for their attendance and input.

Highlighted reports and attachments can be read in full at our website <https://woodbastwickpc.norfolkparishes.gov.uk/> or are available upon request to the parish clerk via [woodbastwickpc@gmail.com](mailto:woodbastwickpc@gmail.com) or 01692 536056.

Agreed and Signed on behalf of Woodbastwick (Inc. Ranworth and Panxworth) Parish Council:

Chair

Date: