



FULL COUNCIL MEETING - FINAL MINUTES

A meeting held in the Hub on Thursday 6th April 2023, 6.30pm

Parish Councillors Present: Cllr Elaine Allsop, Cllr. Malcolm Allsop (Chair), Cllr Philip Everett, Cllr Sylvia Holyoake, Cllr Ian Joynson and Cllr Peter Mantle.

Also present: Six members of the public and Cllr Fran Whymark (Norfolk County Council (NCC), Broadland District Council (BDC) & Broads Authority (BA)).

Clerk: Clare Male

1. **ATTENDANCE** - Noted those present and apologies from Cllr Barry Fiske, Cllr Martin Murrell (Broadland District Council (BDC)) and PC Al Jennings.
2. **DECLARATION OF INTEREST** Members were 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 declared.
3. **MINUTES OF PREVIOUS MEETING** - agreed the accuracy of the final minutes of the Parish Council meeting of the **2nd March 2023**.
4. **PUBLIC SPEAKING**
 - 4.1. Report from Broadland District Councillor (BDC) – new BDC office “The Horizon Building” will be ready to move into mid to late May. BDC have won a £2million grant for working towards net zero. Will be using it to replace gas boilers with heat pumps in the new building. Also successful in winning a £750K grant for “The Futures Councils programme” to deliver digital transformation.
 - 4.2. Report from Norfolk County Councillor (NCC) – opening seven new Family Hubs with accompanying outreach service. Cllr Whymark thanked Councillors for their work on the Parish Council over the last four years. Cllr Allsop thanked Cllr Whymark and Cllr Murrell for their work in Wroxham and wished them all the best for the future.
 - 4.3. Public speaking:
 - 4.3.1. A member of the public thanked Councillors for their work on the Parish Council.
 - 4.3.2. Save our Church Hall campaign update – a paper petition is to go door to door in the Parish. There is also an online petition for those living further afield. The group have had offers of financial support but are waiting until they have a clearer understanding of what actions are required. Church have advised that a planning application will be submitted in May. The campaign group have discovered that the original conveyance of the Hall stipulated that no housebuilding is to be allowed on the site. Need to find a descendant of Lieutenant Colonel Green to enforce the condition. Alternatively, if the adjacent war memorial had a similar condition this would also be enforceable. Clerk to pursue.

ACTION CLERK
5. **MATTERS ARISING & ITEMS SINCE THE AGENDA WAS ISSUED**

- 5.1. Noted that the subscription for advertising space in The Bridge for the Cemetery has been renewed for another year.
- 5.2. BDC – invitation for individuals to get involved in Mindful Towns and Villages, which is a project delivering free mental health training to members of the local community.
- 5.3. Caen Meadow – signage proposal from the Caen Meadow Working Group (CMWG). To be rolled over to the next meeting.
- 5.4. Planning Inspectorate – notification that the request to remove footpath 3 (FP3) through the Old Police House, 263, Norwich Road is to be reviewed shortly. This has been replaced by an alternative, more practical route (FP3a) and its removal was previously supported by the Parish Council.
- 5.5. Payroll issues – changed payroll provider to Norfolk ALC. Very poor switchover. They haven't provided a HMRC report and monthly code so WPC are unable to pay tax and NI at present; payslip does not include cumulative amounts and there is no information on the new portal. No training or briefing information received. Clerk to follow up. **ACTION CLERK**
- 5.6. Road closure on The Avenue for Cadent gas main replacement extended by a week to the 14th April.
- 5.7. Footway lighting – issue with BDC. Adopted by WPC in 2020. BDC have advised that they still have the lights on their asset register. Clerk to resolve. **ACTION CLERK**
- 5.8. New planning application - Swans Harbour, Beech Road, BA application No: BA/2023/0125/FUL- Replace 173m of timber quay heading with galvanised steel piling. Deadline 27th April. No objection.

6. GOVERNANCE AND ADMINISTRATION – Cllr Everett

Election update – six people have stood for election, 3 existing Councillors and 3 new members of the public. No formal election is required and the May meeting date will be the 11th as originally intended. Agreed an induction plan for new Councillors, including transfer of email addresses. Clerk will be in contact with new Councillors soon. **ACTION CLERK**

7. PLANNING & TREE WORKS – Cllr M Allsop & Cllr Joynson

- 7.1. 28 Charles Close, NR12 8TU. Second floor rear extension above existing ground floor extension, single storey rear extension and barbecue hut. BDC application no 2023/0676. Deadline for comments 15th April. No objection.
- 7.2. The Grange, 2 Grange Walk. Installation of through-floor lift in Grade II listed building. BA application no BA/2023/0116/LBC. Deadline for comments 14th April. Internal works to a heritage building so no comments.
- 7.3. Tree works applications in BA and BDC Conservation Areas:
 - 7.3.1. Hartwell House, 17 Hartwell Road - T12: Yew - pollard to 1.5m. BA application no BA/2023/0090/TPOA. No objection.
 - 7.3.2. Brynwood, Beech Road - T1: Fir (18m in height) - height reduction or 9m or remove and replace in alternative location on property. BA application no BA/2023/0115/TCAA. No objection. Request replanting with a new tree.
 - 7.3.3. The Vicarage 11 Church Lane, NR12 8SH - T1 Douglas Fir - Fell T2 Scots Pine – Fell. BA application no 2023/0703. No objection. Request replanting with a new tree.
 - 7.3.4. Campbell Cottage, Beech Road. BA application no - BA/2023/0133/TPOA. T1: Scotch Pine- remove. No objection. Request replanting with a new tree.
 - 7.3.5. Prior Thatch, Beech Road. BA application no - BA/2023/0131/TCAA. Proposal: T1: Sweet Chestnut- reduce approximately 2 meters away from powerlines. T2: Beech- height reduction of approximately 5m. T3: Lime- crown reduction of approx 4.5m. T4: Leylandii- remove. T5: Lime- crown reduction of approx 6m. T6: Beech- crown reduction of approx 6m. T7: Lawson Cyprus- reduce the overextended branches back into crown (Approx 2m). T8: Atlas Cedar- height reduction of approx 4 to 5m, prune the upper side branches to balance the crown. No objection. Request replanting with a new tree in place of leylandii.
 - 7.3.6. Rivercroft Cottage, Beech Road. BA application Number: BA/2023/0136/TPOA. Proposal: T1: Alder (20m) - height reduction to 6m due to significant rot at base. No objection.

8. LIASON WITH OTHER BODIES

- 8.1. **BDC Town and Parish Council Forum** – feedback on the meeting of the 15th March. Cllr Mantle attended half the meeting and reported that it was an update on the forthcoming elections. Noted the next meeting is the 26th April.

- 8.2. Church Hall – Cllr M Allsop.** Voted in favour on the proposal to declare the Church Hall as an asset of community value on behalf of the community. This would last for five years and if the Church put on the building on the market in that time it gives any community group six months to purchase the building. To stress that the Parish Council do not have the funds to purchase the building. Dissatisfaction expressed about the way the Church has handled the matter. Clerk to register. **ACTION CLERK**
- 8.3.** Follow up on the “Countrywide local Cycling & Walking Infrastructure Plan” presented to BDC Housing & Planning Committee on the 8th February, includes a proposal for Wroxham, without consultation. Cllr Whymark to follow up with Highways. **ACTION CLLR WHYMARK**

9. FINANCIAL MATTERS - Clerk

9.1. Reviewed the period's financial position:

- 9.1.1. Noted total bank balances for the period of £138,785.04.
- 9.1.2. Receipts - noted receipts in the period of £100,419.33. This includes the section 106 payment from Hopkins Homes for 10 years of maintenance at Wherry Gardens.
- 9.1.3. Payments - agreed payments totalling £4,411.48 as itemised below:

Ethernet cable	Ebay	£1.89
Annual Cloud storage charge	Dropbox	£95.88
Supplies to secure Keys Hill Wood due to dangerous tree	Roys DIY	£33.95
Delivery fee for hedging	Blackrow Nurseries	£30.00
New dog bin for Wherry Gardens	Bin Shop	£176.29
One month's power for footway lighting	Npower	£25.46
Clerks mobile phone	Vodafone Ltd	£11.80
Nomination form meeting	The Old Mill	£12.45
Leaving gifts	Online Pen company	£32.30
Tree works to Keys Hill Wood	Eden Tree Care	£1,620.00
Street lighting maintenance for 1st quarter	TT Jones Electrical	£74.69
Leaving gift	Cllr Peter Mantle	£23.65
Street furniture, playground and Cemetery cleaning	G Garfoot	£160.00
Dog bin emptying	Broadland District Council	£747.84
Staff costs	Clare Male	£1,709.70
Staff costs	HMRC	£533.58
Staff costs	Norfolk Pension Fund	£667.40
Clerk's expenses	Clare Male	£26.00
Clerk's travel	Clare Male	£48.60

- 9.2.** Noted the minutes of the last Finance meeting in March. Noted that overall, the Council was approx. £10k underspent due to more revenue from the Cemetery than expected and a general underspend. Review of next year's budget will take place once the new Council is in place. In the process of opening an investment account with CCLA for the Wherry Gardens section 106 money. Have agreed to transfer the main account from Barclays to Unity Bank due to ongoing issues with Barclays.
- 9.3.** Noted year-end figures of £138,185.04 in the bank. The audit report for 22/23 will go the June Full Council meeting.
- 9.4.** Agreed to the Clerk's proposal for additional budget for 23/24 for litter and dog bin emptying (due to cost rises from BDC of 26% and two additional bins at WG) and agreed to enter into a contract directly with Veolia for a roll top bin. Overall additional cost on top of the October 2022 proposal of £333 p.a. Cllr Whymark queried the BDC price increase – Clerk to send details.

ACTION CLERK

10. WHERRY GARDENS - Clerk

- 10.1.** Adoption – noted the formal adoption of the site on the 15th March and the receipt of the s106 monies for 10 years of maintenance - £97,269. In the process of opening an investment account with CCLA whereby the money will be deposited and then drawn down annually.
- 10.2.** Bins on site – two bins in the playground, one removed as not required. Dog bin on FP3a has been replaced with a bin that meets Veolia's H&S standards. Order placed with BDC for weekly emptying.
- 10.3.** Agreed to add cleaning of the playground to the existing cleaning programme. **ACTION CLERK**

11. HISTORIC & BURIAL SPACES

- 11.1. Agnes Gardner King memorial in St Marys Church – **Cllr E Allsop**. The unveiling ceremony will be on Friday 16 June at 11am – all welcome. Thanks to Gordon Barber who are paying for the restoration work and the memorial. There will be a plaque explaining her role as a benefactor to the village and the creation of the Church Hall.
- 11.2. Cemetery – Cllr Mantle. Vehicles continue to drive on the grass of the extension and the grass is becoming rutted. Agreed to price out options to restrict access to the extension. Either extend the hedge and add posts adjacent to the road or add a post and rail fence to narrow the gap either side of the roadway. Then a lockable fold down post in the centre of the road. No budget for this at present. Cllr Mantle to price out the options. **ACTION CLLR MANTLE**
- 11.3. St Marys Churchyard – **Cllr Joynson**. Reviewed and agreed costs for a new white blossom crab apple tree. To be planted by Cllr Joynson and the tree warden. Clerk to order in the autumn.

12. RECREATIONAL SPACES - Clerk

- 12.1. Caen meadow - Concern that having longer grass at the meadow will create a fire risk. Met with the fire service at the site to discuss. Agreed that WPC will cut a fire break if the weather was particularly dry. Fire service will contact Highways about fitting a standard “County” lock that would be quicker to open. They advised that there was a good case for double yellow lines at the entrance gate to stop cars obstructing the entrance. They will discuss and advise.
- 12.2. Trafford memorial Ground – reviewed and agreed the final Land Registry compliant plan from Savills for the land registration application. There is a difference to the pen and ink line drawing on the deed due to the filling of a dyke that served the cottages that used to be there. Liaised with the Broads Authority and they have agreed that it does not affect Castle Staithe in any way and they are OK for WPC to proceed as shown. Agreed that the Clerk will fill out the Land Registry forms and submit the forms rather than using NP Law. **ACTION CLERK**

13. SAM2 – Cllr Joynson. Noted the publication of SAM2 information on the WPC website. Discussed the responses to the data on SAM2. Support for 20 is plenty – to be referred to the new Council in May.

14. CORRESPONDENCE:

- 14.1. Complaint from a resident that the sinkhole in Skinners Lane has reopened. Highways notified.
- 14.2. Request from a resident to gauge interest in a Coronation walk around the village. Very low response.
- 14.3. Request from resident to take wood from Keys Hill Wood – declined – stored for wildlife habitat and to retain nutrients.
- 14.4. Emergency road closure of The Avenue for gas main replacement works by Cadent.

15. DATE & ITEMS FOR NEXT MEETING – 11th May 2023

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Clare Male, Clerk & RFO to the Parish Council

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Cllr Elaine Allsop, Cllr Malcolm Allsop and Cllr Philip Everett - a presentation was made to say goodbye and thank the Councillors for their work to the Council over the last six years.

Signed.....

Dated.....