



FULL COUNCIL MEETING - DRAFT MINUTES

A meeting held in the Hub on Thursday 2nd May 2024, 6.30pm

Parish Councillors Present: Cllr Fiona Hawke, Cllr Sylvia Holyoake, Cllr Ian Joynson (Vice Chair), Cllr Ionie Lyons-Clayton, Cllr Peter Mantle (Chair), Cllr Paul Martin, Cllr Philip Nunn.

Clerk: Clare Male

Also present: Cllr Fran Whymark (Norfolk County Council (NCC) & Broads Authority (BA), Cllr Martin Murrell (Broadland District Council (BDC) (part), the Chair of Belaugh Parish meeting and three members of the public.

1. **ELECTION OF CHAIR AND VICE CHAIR** - Cllr Peter Mantle was unanimously elected as Chair for the year. Cllr Ian Joynson was unanimously elected as Vice Chair for the year.
2. **ATTENDANCE** – all present.
3. **REGISTER OF INTEREST FORMS AND DECLARATION OF INTEREST** 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.
4. **MINUTES OF PREVIOUS MEETING** – agreed the accuracy of the final minutes of the Parish Council meeting of the 4th April 2024.
5. **PUBLIC SPEAKING**
 - 5.1. Received a report from Broadland District Councillors (BDC)– GNLP will be adopted by BDC on the 10th May. Rackheath medical centre (Green Lane East) – will be on site in August and finished by March 2025. Expect to be in use by June 2025.
 - 5.2. Received a report from Norfolk County Councillor (NCC) for Wroxham – improvements to bus service. 5B is now running later in the evening. Parish Partnership (Highways grant funding) will be running again this financial year. Clerk commented that WPC still hadn't had the results of last year's bid – FW to chase. Update on Peel Ports at Great Yarmouth.
ACTION CLLR WHYMARK
 - 5.3. Update from Norfolk Police – none.
 - 5.4. Public speaking – a resident raised the issue of parking on The Avenue. Also, vandalism of two cars. The condition of the white art deco building on the Windboats site.
6. **MATTERS ARISING FOR INFORMATION ONLY**
 - 6.1. Invitation to a cross agency meeting from Anglian Water to discuss flooding and ground water.
 - 6.2. Noted next Town & Parish Forum – Wednesday 8th May 1pm online.
 - 6.3. Complaint from resident about parking from visitors to Heron Lodge, Norwich Road, parking on the payment and completely blocking the path.
 - 6.4. Wherry Gardens – replacing the trees on the swales. Cllr Martin has taken professional advice on types of trees that have non-invasive root systems. Recommendation is Pyrus calleryana 'Chanticleer' which are often used in Highways projects and in urban area. They have a pyramidal shape and ornamental fruit. Support from Councillors to investigate further, discuss

it with NCC and bring a proposal to the next meeting. Would require a licence from NCC.

ACTION CLLR MARTIN

7. GOVERNANCE AND ADMINISTRATION – Cllr Mantle

7.1. Agreed the updated roles and responsibilities.

CLERK TO PUBLISH

7.2. Update on Clerk's meeting re IT. A local resident who works in IT is very kindly reviewing the Parish Council's website, email and storage and looking to help provide savings.

8. PLANNING

8.1. **Hoveton Neighbourhood Plan** – noted the invitation to join their steering group on a non-voting basis. PM1 and PN to attend. Update on the Riverside Rooms action plan. Further meeting planned in the next few weeks. BA reviewing the site for their use.

8.2. Report on meeting at **Rackheath** about school provision to support the 10,000 homes planned over the next 30 years as part of the GNLP. First new Primary school may not be on site until 2026, opening 2028. New Secondary school in 2034.

8.3. **Wroxham Library** – agreed to renew of Asset of Community Value for another 5 years.

ACTION CLERK

8.4. **Belaugh water recycling centre** – Cllr Mantle gave a report from Belaugh Parish meeting attended by the manager of the centre and one other from Anglian Water. As agreed at the last Parish Council meeting WPC have written to Anglian Water, copying in our MP Jerome Mayhew and the MP for North Norfolk Duncan Baker. Both have replied and we are awaiting a response from Anglian Water. To agree attendees for the meeting mentioned in 6.1.

ACTION CLLR MANTLE

8.5. Planning applications:

8.5.1. The Thatched House, Beech Road NR12 8TW. First floor rear extension, two storey rear extension and single storey side extension. Deadline for comments 16th May. Councillors felt that the application lacked detail considering the amount of work proposed. Concerned about the work altering the appearance of the Conservation area, especially if the hedge was to be removed. Voted to **OBJECT**.

8.6. No **new planning applications** since the agenda was issued.

8.7. Reviewed the **tree works applications** in the appendix.

8.8. Discussed the issue with a misidentified tree due to be felled in Beech Road. No further comment.

9. WROXHAM NEIGHBOURHOOD PLAN – update. Cllr Lyons-Clayton to handover to Cllr Nunn.

ACTION CLLR LYONS-CLAYTON & CLLR NUNN

10. FINANCIAL MATTERS – Cllr Joynson

10.1. Reviewed the period's financial position:

10.1.1. Note total bank balances to 31st April of **£158,937.74**. In accounts as follows:

Unity Trust current account:	£33,271.55
Unity Trust Instant Access Saver:	£26,791.11
CCLA Public Sector Deposit Scheme:	£88,875.07
Redwood two-year bond:	£10,000.00

10.1.2. Receipts – noted receipts in the period of £29,084.68 – mainly precept.

10.1.3. Payments - agreed payments of **£5,093.35** as follows:

Clare Male (Clerk)	Mileage	£31.95
Clare Male (Clerk)	Working from home allowance	£26.00
Rob Rice (Garden Guardian)	Grounds maintenance	£624.00
Veolia	Roll top bin emptying	£9.06
Norfolk Pension Fund	Clerk's Pension	£676.20
HMRC	Clerk's tax and NI	£530.04
Clare Male (Clerk)	Clerk's payroll	£1,799.94
Greg Garfoot (G Garfoot)	Cleaning	£200.00
Npower	Energy	£62.34
Vodafone	Mobile phone	£15.90
Lloyds Bank Plc	Bank charges	£3.00
Amazon EU	IT equipment	£9.99
Roys	Stationary	£6.49
Fizz and Fromage	Members allowance	£15.75
Fizz and Fromage	Members allowance	£16.35
The Photo ID Card People	ID cards	£59.27

White House Community Stores Refreshments	£6.33
Defib Shop	Defib parts £71.94
Memorial Benches UK	Memorial bench purchase £765.35
Fizz and Fromage	Members allowance £16.25
LGS Services	Payroll services £79.20
Wroxham Hub	Hall hire £38.00
Wroxham Hub	Hall hire £30.00

11. **CLOSURE OF CASTLE STAITHE & SLIPWAY** – update. Noted that the BA have been doing some temporary repairs. Received confirmation from the BA that they are willing to maintain the staithe in the long term if WPC move to take possession of the staithe. Solicitor has been appointed and awaiting details of the documentation required.
12. **CAEN MEADOW WORKING GROUP (CMWG) – Cllr Lyon-Clayton –**
- 12.1. Report on management plan meeting – met with Colin Studholme (management advisor), grounds maintenance contractor and members of the Council. Reviewed all the areas for cutting and agreed to cut the grass less at the top of the Meadow to encourage wildflowers. Further details to be discussed at the next CMWG. CS suggested a bio-diversity day to engage residents.
- 12.2. Update on Chair and next meeting date – 16th May. Will review Chair then.
13. **WHERRY GARDENS – Cllr Martin**
- 13.1. Update on the Wherry Gardens defibrillator. No response from NCC to have a defib on a lamppost – Cllr Whymark to follow up. Further suggestion is to have a defib located at Roy's garage. They are going to review the proposal. **ACTION CLLR WHYMARK**
- 13.2. Place name sign – update. Working on a design with Croft Cast signs. The spec would be 2 cast metal signs on posts either side of the road entrance. They would be 1100 x 400mm. Price is £1862, ex VAT, delivery, fixtures, and fittings. Need to see a drawing and some more quotes to comply with Procurement Regulations. To review budget. To bring more details to the next Finance Committee. **ACTION CLLR MARTIN & CLERK**
- 13.3. Playground – Cllr Joynson & Martin met and inspected the playground. No maintenance required. Last years ROSPA safety inspection said there is no safety matting at the site which the Council knows not to be the case. Noted that the matting is visible in a Hopkins promotional video taken by drone. Only issue is a loose bench which can be resolved by Councillors. Cllr Joynson to send the Clerk a short report. **ACTION CLLR JOYNSON**
14. **HISTORIC & BURIAL SPACES**
- 14.1. **Cemetery –**
- 14.1.1. Agreed to continue with a regular advert in The New Bridge. Cllr Mantle to ask a contact if they would do some designs for the Council FOC. To rotate them on a regular basis. **ACTION CLLR MANTLE**
- 14.1.2. Noted the watering rota will be circulated shortly. **ACTION CLLR MANTLE**
- 14.2. **St Mary's Churchyard –**
- 14.2.1. Update on tree planting - **Cllr Joynson**. Confirmed the Crab apple tree has been planted.
- 14.2.2. Churchyard wall – clearance has taken place and surveyor has had a look and made recommendations. Reviewed pictures and discussed recommendations. Agreed next step is to discuss the matter with the church. **ACTION CLLR MANTLE**
15. **STREET SPACES**
- 15.1. **Village gardener** – update – **Clerk**. Village gardener has been appointed and has started work on the war memorial and the southerly village sign bed. He has asked for a brown bin at the war memorial for the garden waste. BDC have confirmed that it would be £120 pa. Agreed. Clerk to order. **ACTION CLERK**
- 15.2. **Litter picking** – reminder to Councillors to pick up litter in their areas. Clerk regularly picks up bags of litter when posting agendas and minutes on the noticeboards. Clerk noted that the section by the library is bad now, particularly the car park and asked if Councillors would be able to attend to that section. **ACTION COUNCILLORS**
16. **CORRESPONDENCE**

16.1. **Community payback** – introduction from new manager and offer of services. Noted.

17. **DATE & ITEMS FOR NEXT MEETING** – 6th June 2024

A presentation was made to thank Cllr Lonie Lyons-Clayton who is leaving the village.

Meeting closed at 8.23pm

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Clare Male, Clerk & RFO to the Parish Council

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APPENDIX - TREE WORKS APPLICATIONS

1. 26 Charles Close - T1 - Oak (12m) - Reduce Height by 2.5m T2 - Ash - remove T3- Ash - remove T4 - Sycamore (14m) - Rot at base of tree, reduce height by 4m T5 - Birch - reduce lower south facing lateral by 3.5m and raise crown to 4.5m. BDC application no 2024/0985. **No objection and already approved by BDC.**
2. Staithcote, Beech Road. Proposal: G1: Alders (4 trees, 7 trunks) – remove. BA/2024/0127/TCAA. **No objection.**
3. Mulberry House, 27, The Avenue, Norfolk NR12 8TR. Proposal - T1 Lime - fell. T2 Silver Birch - fell. BDC application no 2024/1225. Noted that there are concerns about the roots of the lime perhaps undermining the garage. However it looks like a very nice tree which is visible from the road Councillors felt it should be kept if possible. **Object with comments.**