



FULL COUNCIL MEETING - FINAL MINUTES

A meeting held in the Hub on Thursday 7th March 2024, 6.30pm

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

Clerk: Clare Male

Also present: Cllr Martin Murrell (Broadland District Council (BDC) and four members of the public.

1. **ATTENDANCE** – Apologies from Cllr Fran Whymark (Norfolk County Council (NCC), Broads Authority (BA) & BDC (attending a meeting at BDC) and PC Al Jennings (Broadland Police).
2. **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.**
3. **MINUTES OF PREVIOUS MEETING** - Agreed the accuracy of the final minutes of the Parish Council meeting of the **8th February 2024.**
4. **PUBLIC SPEAKING**
 - 4.1. Report from Broadland District Councillors (BDC). Noted increase in the precept. Help Hub have got a new van that will be touring five villages and can be borrowed by Parish Councils for events and outreach. New Rackheath medical practice has planning permission and budget has been approved. On site July/August 2024, opening mid-2025. Nutrient neutrality – credit trading company is now trading, and the first scheme is going through (removal of pigs from land flanking the A47).
 - 4.2. Report from Norfolk County Councillor (NCC) for Wroxham Ward and to note relevant points from the Broads Authority (BA) – not present.
 - 4.3. Public speaking – a member of the public made representation about the closure of Castle Staithe. They asked about what closure really means, if the Council owns any staithe or slipways elsewhere and what are the experiences of other Parishes – is Wroxham in contact with any others to share experiences? They spoke in support of the staithe and slipway and emphasised that as a lifelong member of British Canoeing, who pay the Broads Authority for access to the Broads, they feel it is important for the community to maintain access to the river. Also, thanks given for the fitting of a slab at The Avenue dog bin and report that the drains on The Avenue have been cleared.
5. **MATTERS ARISING FOR INFORMATION ONLY**
 - 5.1. Thanks to Cllr Martin for repairing the dog bin at Wherry Gardens.
 - 5.2. Numerous complaints about the damage to the Norwich Road near the bridge following the latest flooding. Numerous issues reported to NCC Highways.
 - 5.3. Complaint from a resident about a fence down at Keys Hill wood allowing his dog to escape into the neighbour's garden. Thanks to Cllr Joynson for his quick response to this. Replacement chain link has been ordered, which will include hedgehog holes for biodiversity.

5.4. Thanks to Cllr Mantle for removing the wreaths at the war memorial.

6. PLANNING & TREE WORKS

6.1. **Greater Norwich Local Plan (GNLP)** – noted the inspection phase is completed, and the plan will be adopted by BDC on the 28th March.

6.2. **Increase in house building in the area** – update on meetings with Hoveton, Salhouse & Rackheath. Via Salhouse PC - infrastructure meeting held on 21st February 2024 at Salhouse, Fran Whymark has organised a meeting with NCC Highways 'Major & Estate Development Team'. Reported this was very informative and that there will be a follow up meeting with Highways. Clerk to distribute details. **ACTION CLERK**

6.3. Planning applications:

6.3.1. 129 Norwich Road NR12 8RY. Single storey rear/side extension and first floor rear extension. Broadland District Council application no 2024/0445. Closing date for comments 8th March. No objections.

6.3.2. 52 Norwich Road NR12 8RX. Single storey rear extension with balcony above and porch to front. Proposed loft conversion including raising the roof and dormer windows and associated alterations. Broadland District Council application no 2024/0521. Closing date for comments 18th March. No objections.

6.3.3. Riversdale, Beech Road. Installation of solar panels & infill swimming pool. Broads Authority application no BA/2024/0097/HOUSEH. Closing date for comments 20th March. Object on the basis that there is insufficient information about the work required to the adjacent oak tree. Recent tree works application does not refer to the oak tree.

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

6.5. Reviewed the **tree works applications** in the appendix. No issues.

7. **TRAFFIC VOLUME & SPEED** – considering item 6.2, to reconsider the development of a traffic management strategy using external expertise. Previously raised in October 2023. **Cllr Mantle** proposed using the consultant to produce a report and come up with some new ideas on how to deal with the additional traffic created by housing development. Possibility of working in collaboration with other local Parishes. There was heated discussion about the value. Agreed to ask the consultant to a meeting to discuss what could be achieved. Cllr Martin to ask for feedback in The New Bridge magazine. Ongoing issue with flooding on the Norwich Road. Cllr Holyoake complained about the poor condition of the fencing at Landamore's. **ACTION CLLR MANTLE & MARTIN**

8. WROXHAM NEIGHBOURHOOD PLAN (WNP) REVIEW - Cllr Lyons-Clayton

8.1. Clerk and Cllr Mantle reported from the BDC neighbourhood planning seminar.

8.2. The first WNP meeting took place on the 7th March. Two members of the public attended in person, one online and two Councillors from Hoveton. Cllr Lyons-Clayton did a presentation on reviewing Neighbourhood Plans. Need to review the plan and set up another meeting to agree which areas need reviewing/the scope of the project. **ACTION CLLR LYONS-CLAYTON**

9. FINANCIAL MATTERS – Cllr Joynson

9.1. Reviewed this period's financial position:

9.1.1. Noted total bank balances on the 4th March of £145,807.56.

Unity current account: £2,997.38

Unity Instant access saver account: £45,087.95

CCLA public sector deposit scheme: £87,722.23

Redwood Bank 2 year bond: £10,000

9.1.2. Receipts - noted receipts in the period of £692.45.

9.1.3. Payments – agreed payments of £14,257.00 as recorded in the appendix.

9.2. Asset register – last valued the asset register in 2021. Clerk has been inputted the asset register into Scribe and has noticed that they are too low against current prices. Agreed to uplift the replacement values by 20%. Needs to be completed by the end of the financial year for the Annual Return figure. Insurance will then need to be updated.

ACTION CLERK

10. **CLOSURE OF CASTLE STAITHE & SLIPWAY** – BA ceding responsibility for the staithe from April 2024 as they cannot afford the c£25K required to replace the quay heading. No apparent owner and

not registered as common staithe. Discussed the pros and cons of doing the repair work and trying to register the site on behalf of the village. Agreed the staithe is of historic importance to the village. Agreed to do a Facebook poll to establish local usage. Noted discussions with other Parishes who own/manage Staithe and their experiences, specifically with the BA. Meeting with the BA on 18th March to discuss. Ongoing issue with access at the top of Malt House Lane with obstructive gates.

11. CAEN MEADOW WORKING GROUP (CMWG) – Cllr Lyon-Clayton

11.1. Management plan – first survey of the site will happen imminently. This will include liaison with grass cutting contractor. Need to arrange another CMWG meeting.

ACTION CLLR LYONS-CLAYTON

11.2. Roll top bin – thought as Easter is early the bigger bin isn't required this month. Will review at the next meeting.

11.3. Metal detecting – regular metal detecting on the site. Agreed prohibited at FC meeting May 2018 – item 18.4. No further action.

12. WHERRY GARDENS – Cllr Martin

12.1. Tree works – works have been completed, a new boundary fence near the Salhouse Road has been installed and a new hedge planted. Hopkins have replanted the trees that were removed. Agreed work for reseeding and tree edging. Clerk to instruct. **ACTION CLERK**

12.2. NCC delegated grass cutting agreement – discussed the option for extending the cutting contract. Clerk has been on contact with NCC Highways. They agreed that it could be adopted by the Parish Council, but they were not ready to do so yet.

12.3. Update on the Wherry Gardens defibrillator. No joy with attaching to existing structures. Agreed to investigate standalone cabinets and propose an exact location so licensing and power can be investigated. Could use County & District Councillors grant to fund it.

ACTION CLLR MARTIN

13. RECREATION SPACES

13.1. AGKP play equipment – agreed Cllr Joynson's proposal for the maintenance programme for 2024. Clerk to appoint a contractor to paint the picnic benches and replace the slats on one of the concrete benches. Cllr Joynson to do the work to the play equipment. Clerk to add to the budget and asset register. **ACTION CLERK & CLLR JOYNSON**

14. HISTORIC & BURIAL SPACES

14.1. Cemetery – agreed to Cllr Mantle's proposal to add hurdles in between the new cherry trees to stop driving on the grass of the extension. Getting process from Cemetery maintenance contractor.

14.2. St Mary's Churchyard – planting of crab apple tree outstanding. **ACTION CLLR JOYNSON**

15. STREET SPACES

15.1. FP2 (footpath from Park Road to The Avenue) – NCC footpaths team have been in contact about complaints from residents about the mud. There is a hard surface, but leaf litter has built up and they could have it scraped. Agreed to have the soil spread in Keys Hill Wood.

15.2. Village gardener – no responses to the advert. Clerk to source a commercial gardener. **ACTION CLERK**

15.3. Dog bin on The Avenue – noted the installation of a slab to stop the adjacent mud.

16. GOVERNANCE AND ADMINISTRATION

16.1. Approved new Standing Orders and a new Equality Policy. **CLERK TO PUBLISH**

16.2. To review and approve the operational risk register – ongoing. **ACTION CLERK & CLLR MANTLE**

16.3. Agreed renewal of Norfolk Parish Training and Support (NPTS) subscription.

16.4. Invited all Councillors to the NPTS Spring seminar – 21st March.

16.5. Agreed the annual renewal of the Dropbox (cloud storage) Family package. To research an alternative for next year.

17. LIASON WITH OTHER BODIES – Cllr Mantle

17.1. Hoveton & Wroxham Alliance – reported on a meeting with Duncan Baker about the condition of pocket park and the Riverside Rooms in Hoveton.

18. **DATE & ITEMS FOR NEXT MEETING** – 4th April 2024.

Meeting closed at 8.30pm

Published 26th March 2024
Clare Male, Clerk & RFO to the Parish Council

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**APPENDIX –
TREE WORKS APPLICATIONS**

1. 2024/0255 | 3 x Sycamore trees - remove | 28 Charles Close Wroxham Norfolk NR12 8TU
2. 2024/0484 | T1 Monterey Pine - Crown lift to approx 4m. | Larch Grove 14 Charles Close Wroxham Norfolk NR12 8TU
3. 2024/0526 | T1- beech tree to be crown reduced by approximately 1.5m from 20m in height to 18.5m & 17m in width to 15.5m. To thin out the crown of the tree to allow more light & air flow through. Crown lift to 2m above ground level | Cramond Lodge 6 Hartwell Road Wroxham Norfolk NR12 8TL
4. Site Location: Riversdale, Beech Road, Wroxham, Norwich. Proposal: T1: Willow - remove. T2: Conifer - remove. T3 & 4: Laurel - remove. T5: Beech - remove. T6: Conifer - remove. T7: Laurel - remove. Application Number: BA/2024/0109/TCAA

PAYMENTS

Lloyds Multipay card fee	Lloyds	£3.00
Power for footway lighting	Npower	£70.93
Clerk's mobile phone bill	Vodafone Ltd	£14.82
ICO renewal	ICO	£35.00
Rolltop bin at Caen Meadow - winter retainer fee	Veolia	£9.06
Water for Cemetery	Anglian Water (Wave)	£18.34
Essential Update seminar for Clerk	NPTS	£54.00
Tree works at Wherry Gardens	Target Trees	£7,172.00
Hall hire for January	Wroxham Hub	£58.00
Fencing for Wherry Gardens	Neville Smith	£2,500.00
Street lighting quarterly maintenance and replacement of final LED lamp	TT Jones electrical	£361.60
Annual support subscription	NPTS	£462.00
Slab for dog bin	Cllr Peter Mantle	£9.00
Street furniture, playground & Cemetery cleaning	Greg Garfoot	£195.00
Printer ink (members allowance)	Cllr Paul Martin	£13.59
Printing WNP copies	Cllr Peter Mantle	£140.00
Hedging	Cllr Ian Joynson	£30.00
Clerk's payroll	Clare Male	£1,774.86
Clerk's end of year payroll adjustment figure	Clare Male	£50.56
Clerk's Tax and NI	HMRC	£554.93
Clerk's Pension contributions	Norfolk Pension Fund	£687.66
Clerk's expenses	Clare Male	£26.00
Clerk's travel	Clare Male	£16.65

Signed.....

Dated.....