



## **FULL COUNCIL MEETING - DRAFT MINUTES**

**A meeting held in the Hub on Thursday 2<sup>nd</sup> November 2023, 6.30pm**

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

**Clerk:** Clare Male

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

1. **ATTENDANCE –** Apologies given by Cllr Sylvia Holyoake (due to flooding); Cllr Fran Whymark (Norfolk County Council (NCC) & Broads Authority (BA)) and PC Al Jennings.
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 **5<sup>th</sup> October 2023**.
4. **PUBLIC SPEAKING**
  - 4.1. Norfolk Police report – undertook a “day of action” in September checking speeding. No tickets were issued. Promised to be out and about with the speed gun as much as possible. Reported that foot patrols were carried out in Caen Meadow over the summer. Recommended new signage with “no BBQ’s” next to the staithe that was more obvious to those mooring up on boats.
  - 4.2. Noted the report sent by Cllr Whymark. Discussed the comment on the BA having no interest in water quality.
  - 4.3. Cllr Martin Murrell reported on the ongoing impact on planning of nutrient neutrality. Some small schemes are now going ahead on the River Yare. Discussed the transport consultation for the Taylor Wimpey development at Salhouse, flooding in Wroxham, public spaces order for anti-social behaviour and the new visitor centre for the Country Park.
  - 4.4. Public speaking – resident of Charles Close requested ban on fireworks, charcoal BBQ’s, smoke bombs and a 20mph speed limit on The Avenue & Charles Close. Resident expressed disappointment that the Church have challenged the Asset of Community Value decision for the Church Hall. Would also like to see 20mph zones in the village – Clerk reported back on previous investigations into this. Data from the SAM2 is on the Parish Council website.
5. **MATTERS ARISING FOR INFORMATION ONLY**
  - 5.1. Noted complaints about flooding from across the village - Staithe Way Road, The Avenue, bottom of the Norwich Road, river bridge and Church Lane. Following up with NCC.
  - 5.2. Complaint about delays caused by the gas mains replacement works. Concern that Cadent are not working on Fridays. All Councillors to monitor.

- 5.3. War memorial - tree works have been completed. Cllr Hawke has inspected the area and will review whether to plant a replacement memorial tree. **ACTION CLLR HAWKE**
- 5.4. Clerk did an update on new legislation – Fire Safety Legislation; Martyn’s Law; remote meetings – bill has been turned down; laughing gas will be illegal from 8 November; new Planning laws - Levelling Up and Regeneration Bill; Biodiversity – has to be considered by Council by 01/01/2024, Procurement Bill - will impact in 2024.
- 5.5. NCC – walking, wheeling and cycling strategy consultation started. Deadline for responses 24<sup>th</sup> November.
- 5.6. NCC budget consultation – online 16<sup>th</sup> November – Chair & Clerk to attend a webinar.

**6. PLANNING & TREE WORKS – Cllr Joynson**

- 6.1. New Rackheath development – contact from Rackheath PC. Cllr Lyons- Clayton to meet up and report back. **ACTION CLLR LYONS - CLAYTON**
- 6.2. GNLP consultation – noted that the next stage of the consultation has been published and runs until the 6<sup>th</sup> December. No housing allocation in Wroxham but there could still be speculative new build.
- 6.3. Planning applications received in the period - Land adjacent to Norwich Road - outline planning permission for 1 new dwelling with all matters reserved. BDC application no: 2023/3012. Closing date for comments 27<sup>th</sup> October. **OBJECTED** on the basis of the site being hemmed in between the road and the railway track, on a busy A road and a blind bend. Access will not be safe and it is a risk to the highway.
- 6.4. New planning applications since the agenda was issued:
  - 6.4.1. Greenbanks, Beech Road. BA/2023/0375/HOUSEH - erection of a wooden gazebo/pavilion on water front adjacent to patio and BA/2023/0359/HOUSEH - erection of white wooden gates & gate post lamps on driveway. Closing date 16<sup>th</sup> November. To be reviewed.
  - 6.4.2. 18 Nobel Crescent Wroxham Norfolk NR12 8SF – 2023/3281 | Side extension and two storey extension. Complaint from a resident that it is out of keeping with the area. Deadline for comments 21<sup>st</sup> November. To visit site and review plans and Conservation area document.
- 6.5. Reviewed the tree works applications in the appendix. See below.

- 7. **TREES – Cllr Joynson.** Reviewed the new tree report that covers the trees on WPC land. One tree on Trafford Memorial Ground is flagged to remove within three months. ILC and Clerk have been to site to inspect the tree and decided it needed immediate removal as leaning heavily over the path. Clerk has ordered the work. Agreed to organise the works at Wherry Gardens first. There is a large amount of work to be done and trees from Hopkins Homes in storage that need replanting. To meet next week at Wherry Gardens and finalise list. **ACTION CLLR JOYNSON & MARTIN**

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

- 8.1. Reported from the meeting of the 20<sup>th</sup> October and noted the minutes. Meeting next Tuesday with a wildlife expert to talk about a management plan. To follow up at the next meeting.
- 8.2. Noted the next meeting is the 18<sup>th</sup> January. Minutes of the meetings are now available on the Caen Meadow page of the WPC website.

**9. FINANCIAL MATTERS – Cllr Joynson**

- 9.1. Reviewed the period's financial position:
  - 9.1.1. Noted total bank balances for period of £183,104, includes reserves of £113,869.
  - 9.1.2. Receipts - noted receipts in the period of £371.82.
  - 9.1.3. Payments – agreed payments of £9,225.03 as follows:
 

Power for footway lighting	Npower	£47.69
Clerk's mobile phone bill	Vodafone Ltd	£17.34
Rolltop bin at Caen Meadow	Veolia	£39.84
Street, playground & Cemetery cleaning - July payment	G Garfoot	£195.00
Donation to local food bank	Trussel Trust Food Bank	£250.00
Replacement SAM2 unit	Westcotec	£3,982.80
Annual rent for Caen Meadow	Wroxham Home Farms	£1.00
Tree reports	Target Trees	£850.00
Wood for bench on The Avenue green	Cllr Ian Joynson (Cushion Ltd)	£52.50
Bolts for Park Road bench	Cllr Ian Joynson (Toolstation Ltd)	£23.13

Stain for Park Road bench	Cllr Ian Joynson (Homebase)	£19.00
Mileage to NPTS conference	Cllr Peter Mantle	£10.80
Tree works to war memorial	Target Trees	£600.00
Printing and binding tree reports	Wensum print	£102.00
Staff costs	Clare Male	£1,709.50
Staff costs	HMRC	£533.78
Staff costs	Norfolk Pension Fund	£656.46
Clerk's expenses	Clare Male	£87.39
Clerk's travel	Clare Male	£46.80

- 9.2.** Approval of budget - reviewed the budget proposal for projects, including subscribing to Scribe (financial package for Parish Councils), and approved the budget for the current financial year and going forward to 2027. More detailed plans will be put into place at the next Finance Committee meeting.

## 10. HIGHWAYS

- 10.1.** High speeds on the Norwich Road – reported on research on the Thorpe End traffic calming scheme. Cllr Mantle visited Thorpe End and reported that the roads couldn't really be compared and there is no benefit in replicating the roundabout and humps at Thorpe End in Wroxham.
- 10.2.** Report on traffic devices that record numberplates of speeding cars – **Clerk.** Automatic Number Plate Recognition (ANPR) devices are not approved for use in Norfolk by the Police.
- 10.3.** Agreed to proposal to NCC that 30mph rondels be painted onto the road at two points on the Salhouse Road – **Cllr Martin.** Cllr Mantle will get in contact with the regional Highways engineer to discuss this and a number of other issues. **ACTION CLLR MANTLE**
- 10.4.** Updated on flooding at the foot of the A1151 Norwich Road River bridge blocking the pedestrian footpath. Wroxham Parish Council started campaigning on this issue in 2019. Norfolk County Council agreed a scheme was required in 2020 and in 2021 undertook the first feasibility study. This autumn, and before the flooding began again, the Parish Council has been pushing Highways to commit to a scheme. especially to resolve the almost constant flooding on the footpath. We have escalated the issue with both our District and County Councillors. Last week the site was pumped out twice but the water just came straight back in as it is the same level as the Broad and the river. The Clerk asked for signage to be erected and when she complained that this hadn't been done was told County had run out of signs due to the extent of flooding across Norfolk. Ongoing.
- 10.5.** Request for a SAM2 licence on Church Lane - **Cllr Lyon-Clayton.** Cllr Joynson to look for a suitable lamppost to apply for a licence from NCC Highways. **ACTION CLLR JOYNSON**
- 10.6.** Drainage on Church Lane and The Avenue - **Cllr Lyon-Clayton & Cllr Mantle.** Sandbags in place on Church Lane to stop water flowing from the drain into residents' properties.

## 11. STREET SPACES

- 11.1.** Wherry Gardens – update on installation of noticeboard and grit bin on the green – **Cllr Martin.** Not yet completed – Clerk to chase. **ACTION CLERK**
- 11.2.** Update on the Wherry Gardens defibrillator – **Cllr Martin.** Waiting for a response from UK Power Networks. Grant for the unit has been submitted.

## 12. GOVERNANCE AND ADMINISTRATION – Cllr Holyoake

- 12.1.** Agreed new Roles and responsibilities for Councillors – **Cllr Mantle. CLERK TO PUBLISH**
- 12.2.** Update on the Clerks' appraisal. Undertaken 1<sup>st</sup> November. Cllr Mantle to write up and distribute. **ACTION CLLR MANTLE.**
- 12.3.** Policies for review – agreed updates to Vexatious Complaints; Grievances. **CLERK TO PUBLISH**
- 12.4.** Agreed the 2024 meeting dates. **CLERK TO PUBLISH**

## 13. LIASON WITH OTHER BODIES – Cllr Mantle

- 13.1.** Norfolk Police – feedback from PM1 on Police budget setting meeting he attended.
- 13.2.** Reviewed WPC's contribution to Remembrance Sunday on the 12th November 2023, including Remembrance crosses to be planted at the village sign shortly. Tommy statue in place – thanks to the Rotary club – Cllr Mantle.

## 14. CORRESPONDENCE:

- 14.1.** Broadland and South Norfolk Business Awards 2023. Nominations close 15<sup>th</sup> December.

- 14.2. Invitation to SNAB Community Links Meeting 31 October 2023 at the Horizon Centre.  
14.3. Broadland District Council polling station review – deadline for responses 23 November 2023.

15. **DATE & ITEMS FOR NEXT MEETING** – 7th December 2023 – Disciplinary and Pension policies.

### Meeting closed at 20.03pm

Published 14<sup>th</sup> November 2023  
Clare Male, Clerk & RFO to the Parish Council

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### APPENDIX – TREE WORKS APPLICATIONS

1. Cramond Lodge 6 Hartwell Road NR12 8TL. T1 Beech - Crown lift to 2.5m over garden and 5m over road. Reduce height from 18m to 14.5m. Reduce lateral branches from 6m to 4m to maintain tree size for location. BDC application no 2023/3032. No objection.
2. Buregate House 17 Church Lane NR12 8SH. T1 Lime 11m - To pollard at 9m to reduce shading into garden. T2 Lime ht 13.5m, width 5.8m - To crown raise to 4.5m over the garden and to reduce the extended limbs back into the current crown line. BDC application no 2023/3148. No objection.
3. 42 Charles Close NR12 8TU. T1 Cherry - 4m ht, 5m w. Reduction of 1.5m to reshape the tree. G2 Hazel, Atlas Cedar, Dogwood - all 4m to be reduced to 2m. T3 Sycamore - 5m ht. To reduce by 1.5m to reform shape. T4 Conifer - 7m ht. Reduce height by 2m. BDC application no 2023/3151. No objection.
4. 55 Charles Close NR12 8TT. G1 Silver birch (5m) - Reduce height by 1m to old reduction points. T1 Silver birch (5m) - Dead - remove T2 Cherry (3m) - Dead - remove T3 Oak (12) - Crown thin by 10/15% by removing internal epicormic regrowth T4 Conifer (2.5m) - Dying – remove.
5. 21 Charles Close NR12 8TU. T1 - Conifer - ht 3.5m to remove BDC application no 2023/3128. No objection. T2 - Silver Birch - ht 11m, w 5m - To crown reduce by 3-3.5m to improve shape. BDC application no 2023/3150. **Object** – would like to understand more about why the resident wishes to remove the tree.
6. Edgewood 2 The Avenue NR12 8TN. Fell 2 No. Apple Trees (Under an exception of the Conservation Area restrictions for dead trees). BDC application no 2023/3233. No comment.
7. Barleycoomb House 3 Hartwell Road NR12 8TL. T1 - Beech 13m ht - remove, T2 - Horse Chestnut 10m ht - remove low bough over driveway only, T3 - Sycamore 13m ht - reduce overhang by 2m into rear garden and T4 - Sycamore 8m ht – remove. BDC application no 2023/3234. **Object** - queried removal of Beech.
8. Ashford House 8 Hartwell Road NR12 8TL. T1 - Magnolia 6m ht - Pollard at 4m, T2 - Cherry 9m ht - Reduce back from boundary by 3m for clearance. T3 - Sycamores x 3 4-6m ht - Remove. BDC application no 2023/3235. No objection.