



FULL COUNCIL MEETING - FINAL MINUTES

A meeting held in the Hub on Thursday 3rd April 2025, 6.30pm

Parish Councillors Present: Cllr Bill Dashley, Cllr Sylvia Holyoake, Cllr Ian Joynson (Vice Chair), Cllr Peter Mantle (Chair), Cllr Paul Martin.

Clerk: Clare Edgington

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

1. **ATTENDANCE** – all present. Apologies received from 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. The Clerk reminded Councillors to update their interest forms if required.
3. **MINUTES OF PREVIOUS MEETING** – reviewed the final minutes of the meeting of the **6th March 2025**. Item 13.2 – agreed to amend the minutes in reference to Broadland High School to remove the section “to tackle ASB in the summertime.” **ACTION CLERK**
4. **PUBLIC SPEAKING**
 - 4.1. Received a report from Broadland District Councillors (BDC). Quarterly report was not favourable, and a motion has been raised to provide more support to small businesses. Local government review – BDC supports the three Council option. Business case shows biggest savings are for the one unitary option. County support this option. Final submission will be made in September. See item 7.
 - 4.2. Received a report from Norfolk County Councillor (NCC) for Wroxham. NCC are mapping mobile signals with a company called Streetwave. Cllr Whymark has a box in his car which is recording the strength of the mobile phone signal as he travels around the County. Update on the Norfolk Integrated Care Board (ICB). There is a reorganisation of the three main hospitals management structure in Norfolk and a move to half the number of ICB's across the country from 40 to 20. This will not affect the delivery of services at GP level. The new surgery in Rackheath is on track to open in the summer.
Broads Authority (BA) – no discussions yet about the impact of devolution and local government reorganisation. There is a need to have these discussions to ensure that the issues that effect the Broads are included in reorganisation.
 - 4.3. Public speaking – none.
5. **MATTERS ARISING FOR INFORMATION ONLY**
 - 5.1. Letter of thanks from the Wroxham Stay and Play group for grant funding received.
 - 5.2. Letter from the Trafford Estate expressing their concern about the impact on water quality in the Bure from the proposed new water treatment plants for the new Rackheath and Beeston housing developments.
6. **FINANCIAL MATTERS – Cllr Joynson**
 - 6.1. Reviewed the period financial position:
 - 6.1.1. Noted total bank balances for period as follows and signed the **bank reconciliation**.

Unity Bank current account	£4,579.52
Unity Bank instant access saver	£6,724.81
Redwood Bank	£10,486.33
CCLA Public Sector Deposit Fund	£92,998.92
Total in bank	£114,789.58

6.1.2. Receipts - noted receipts in the period of £1,458.00.

6.1.3. Payments - agreed payments of £6,636.61 as follows:

Memorial plaque	Brunel Engraving Company Ltd	141.20
Clerk's payroll	Clerk	1,867.07
Members allowance	Cllr Paul Martin	23.94
Mileage	Cllr Peter Mantle	27.90
IT support	Cloudy IT	2,297.58
Consultancy fees	Colin Studholme	650.00
Members allowance	Fizz and Fromage	9.50
Street furniture cleaning	G Garfoot	270.00
Clerk's tax and NI	HMRC	555.88
Bank charges	Lloyds Bank Plc	3.00
Clerk's Pension	Norfolk Pension Fund	694.91
Energy	Npower	63.39
Bank charges	Unity Trust Bank	6.00
Roll top bin emptying	Veolia	10.24
Mobile phone	Vodafone	16.00

6.2. Budget

6.2.1. Reviewed last year's budget – the Clerk presented a report on the 24/25 budget, which is £16,236 underspent against the budget. Noted end of year figures of £114,780.58 and signed off the end of year bank reconciliation. **CLERK TO PUBLISH**

6.2.2. Changes to the 25/26 budget – the Clerk presented a proposal following work by Cllr Mantle and Joynson to amend the budget to account for current issues and to include the underspend in 24/25. Once the revenue budget is updated to reflect current prices there is a capital pot available of £29K. Five top issues have been identified, in priority order, as:

- Anti-social behaviour and litter at Caen Meadow over the summer.
- Worn out and deteriorating playground equipment at AGKP identified by the weekly playground inspections
- Greater demand for memorial trees to remember loved ones at the Cemetery - we now only have 2 remaining.
- Leaning supporting wall at St Mary's churchyard
- Damaged boundary fence at Keys Hill Wood caused by a fall from a large oak limb in summer 2024

Proposal includes putting the Neighbourhood Plan review on hold and reallocating the budget elsewhere. This is due to a lack of resources within the Council. Currently working on pricing, the five issues identified above. Councillors voted to accept the budget.

6.3. Agreed the asset value review. Updated from £407K to £415K. This will be updated with the insurance company upon renewal.

7. **DEVOLUTION – Cllr Mantle.** Report from the Town & Parish Council forum on devolution held at Broadland District Council. Broadland Council support a three Council option. Hoveton Community Council support a one Council option with a desire to be in the same authority as Wroxham. Councillors voted to adopt the position statement circulated, with an amendment on the democracy deficit for the interim mayoral structure. **CLERK TO PUBLISH**

8. PLANNING – Cllr Martin

8.1. Reviewed new planning applications:

8.1.1. 127 Norwich Road. Broadland District Council application no 2025/0860. Construction of detached annex as ancillary accommodation. Deadline for comments 14th April. Lengthy discussion about the implications of a self-contained dwelling to the rear of the property. Feeling that it constitutes over development but unable to identify suitable grounds. Cllr Martin to speak to BDC planning officer to discuss.

ACTION CLLR MARTIN

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

8.3. Reviewed the **tree works applications** as in the appendix – **Cllr Joynson**.

9. GOVERNANCE AND ADMINISTRATION

9.1. IT project – update from the Clerk. Confirmed appointment of Net Nerds for domain and website provision and Cloudy IT for IT support. Confirmed the registration of the gov.uk domain and that the new website is operational. This has had to be done in between meetings due to time constraints as the current provision expires on the 2nd May. Thanks to the local resident for providing IT support on this project. Need to purchase the .org for a few years.

ACTION CLERK

9.2. Review and approved the updated operational risk register – Clerk presented the changes. Insurance value will need to be increased, underinsured. High risks are small number of Councillors; no litter pickers; Cllr Joynson taking down SAM2's on his own; overuse, fire and ASB at Caen Meadow; and deteriorating equipment at Agnes Gardner King playground. Removed Trafford Memorial Ground not registered – now complete. Added unsuccessful claim of adverse possession at the village staithe.

CLERK TO PUBLISH

9.3. Policies - Clerk

9.3.1. Approved all updated GDPR policies.

CLERK TO PUBLISH

9.3.2. Approved updated Standing Orders. Includes an update due to the new Procurement Regulations (s8). Agreed to rescind the Procurement Policy.

CLERK TO PUBLISH

10. STREET SPACES –

10.1. Parish Gardens –update from **Cllr Dashley**. Quote in from Nick Hindle stonemason for cleaning the cross and repairing the base. Agreed on the basis that Nick Hindle is a specialist. Lots of weeding and removal of some of the old woody plants. Plans to renovate the gates this summer.

10.2. VE Day on the 8th May – **Cllr Dashley**. Will put up Union Jack bunting round the southerly village sign and around the war memorial.

ACTION CLLR DASHLEY

10.3. Street sweeping – despite repeated requests by the Clerk and complaints from a resident, street sweeping is very poor in Wroxham, to the point that weeds are growing in the gutter. The streets of Hoveton are done much more regularly and thoroughly by North Norfolk District Council than by Broadland District Council. Asked District Councillors to follow up on this matter.

ACTION DISTRICT COUNCILLORS

11. **HIGHWAYS** – follow up on letter to Highways re consultation on road works by **Cllr Mantle**. No progress at present.

12. RECREATION SPACES

12.1. Report from the quarterly playground inspections – **Cllr Ian Joynson**. Issues at the Agnes Gardner King playground which need to be made a priority. Walkway bridge on the woodland play frame – wooden beams that secure the net are deteriorating. Shackles and top beam on the swing need addressing. Cllr Joynson to contact the manufacturer Wicksteed as a matter of urgency. Wherry Gardens playground only has some minor issues apart from left hand side gate closes too quickly.

ACTION CLLR JOYNSON

12.2. Agnes Gardner King Playground - **Cllr Joynson** - complaint about dog mess and dogs off leads at AGKP. Also issue at Wherry Gardens. Agreed to install additional signage on gates.

ACTION CLERK

12.3. Caen Meadow – **Cllr Bill Dashley**

12.3.1. Lengthy discussion on the proposal for new signage. Renaming the site as a nature reserve to emphasise the importance of wildlife. Importance of clear, unambiguous wording on issues such as litter, fires, music. To add in the point that it is a high fire risk area. Clerk presented the spec and prices received for the signs, which were agreed. Aim to get the signs installed in May. Cllr Dashley to circulate a final version to Councillors for approval by email.

ACTION CLLR DASHLEY

12.3.2. Update on the management plan. Cllr Dashley waiting for response from Broadland High School about engaging with the management plan. Clerk expressed strongly that a conversation needs to be had with the High School on the end of exam period to try and avoid the large parties of last year which resulted in piles of litter and disruption for

- residents. Noted correspondence with PC Al Jennings about patrols at the Meadow. Pursuing more advice of fire beaters. Considering organising litter picking events and a wildlife photo page or competition. Meeting forthcoming about a possible warden.
- 12.3.3. Approved quote for Keep Clear markings across the main entrance. Clerk to order.

ACTION CLERK

- 12.3.3.1. Agreed to recommence bin collections in May. Clerk to order.

ACTION CLERK

13. LIAISON WITH OTHER BODIES – Cllr Mantle. Received verbal reports on:

- 13.1. Town & Parish Summit – 2nd April. As per item 7.
- 13.2. GT16 (Rackheath new estate) update meeting – 27th March. Focused on Highway issues. Bimonthly meetings are taking place between Taylor Wimpey and NCC Highways on the junctions with the A1151. Road “development” not envisaged until 1000 homes are constructed. Ongoing discussions about new schools – first new Primary school will happen in phase 1. Water treatment works planning application for Beeston was expected to have gone for planning last week but it was withdrawn before committee. Outflow for Rackheath is confirmed to feed into the River Bure, along with the Beeston plant.

14. HISTORIC & BURIAL SPACES – Cllr Mantle

14.1. Cemetery

- 14.1.1. Bin update – new bin has been delivered.
- 14.1.2. Reviewed and agree rules re grave adornments.

CLERK TO PUBLISH

15. **CORRESPONDENCE** - Thanks from Making Connections dementia group for the grant.

16. **DATE & ITEMS FOR NEXT MEETING** – 8th May 2025 – revised date.

17. **CLOSED MEETING** – agreed to follow the loss adjustor’s advice of the 24th March, without liability and as an end to the matter.

Published 17th April 2025

Clare Edgington, Clerk & RFO to the Parish Council

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APPENDIX:

TREE WORKS APPLICATIONS:

1. Broads Authority application - BA/2025/0064/TCAA | T1: Sweet Chestnut - crown reduction of up to 4m, prune back branch stubs in accordance with best arboriculture practice. | Bureside 6 Skinners Lane Wroxham Norfolk NR12 8SJ. No issues.
2. 12 The Avenue Wroxham Norfolk NR12 8TN – BDC - 2025/0770. T1- Beech Ht 17m -Crown raise to 5.2m over the highway & driveway. T2-Oak Ht 16m Width 10m- Reduce southern crown by 2.5-3m, shortening extended branches by 2m and pruning around utilities line to create 1m clearance. T3- Beech- Ht 13m- Reduce leader (Ht 7m) to 1.5m. No issues.
3. The Bungalow 10 Church Lane Wroxham Norfolk NR12 8SH – BDC 2025/0862. T1 Honey Locust – Fell. No issues.
4. The Bungalow 10 Church Lane Wroxham Norfolk NR12 8SH. T1 Cherry tree - Fell. Broadland District Council application no 2025/0949. Cllr Joynson to review. **ACTION CLLR JOYNSON**

Signed.....

Dated.....