



FULL COUNCIL MEETING - DRAFT MINUTES

A meeting held in the Hub on Thursday 5th June 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)), Cllr Fran Whymark (Norfolk County Council (NCC) & Broads Authority (BA)), Russell Reeve (Chair Hoveton Community Council (HCC)), Ben Bethel (Clerk, Hoveton Community Council) and six members of the public.

1. **ATTENDANCE** – all present.
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. Cllr Dashley declared his interest as the Parish Gardener with reference to item 6.3.2.4.
3. **MINUTES OF PREVIOUS MEETING** – reviewed and agreed the final minutes of the main and closed meetings of the 6th May 2025.
4. **PUBLIC SPEAKING**
 - 4.1. Broadland District Councillors (BDC) – Cllr Murrell reported that it is very quiet. Funding has been awarded to purchase more properties for temporary accommodation, reducing revenue expenditure.
 - 4.2. Norfolk County Councillor (NCC) for Wroxham Ward - celebrated volunteers' week. Update on mindful towns and villages project. Highway verges will be cut for the second time this year on the 16th of May. A third cut will take place later in the year depending on growth. Funding of £5K will be allocated to each County Councillor to support community groups, starting 1st July. Parish Councils can apply. Nothing to report from the Broads Authority (BA).
 - 4.3. Public speaking – noted that the road markings were recently refreshed, but that the give way markings down to the yacht club from The Avenue wasn't done and the markings have worn away which could be dangerous. Noted that this is because it is a private road. Cllr Mantle agreed to contact the yacht club to discuss. **ACTION CLLR MANTLE**
Clerk to HCC asked to speak during item 7.1. This was agreed.
5. **MATTERS ARISING FOR INFORMATION ONLY**
 - 5.1. Resident has written to express their concern about the number of muntjac deer in the village and the danger of them running onto the road. Asked for the Council to request signage for the Norwich Road. It was agreed that the deer population across Norfolk has increased and that they have become a danger on the Highways and to native wildlife. Our County Councillor advised that plans are being made to cull the deer to reduce the risk. Parish Councillors felt that as Wroxham is already a 30mph zone additional deer signage would not be appropriate.
 - 5.2. Wroxham Hoveton Belaugh Voluntary Community Care – request for a donation of £100 to reimburse them for a donation they have made to the New Bridge magazine. Agreed that the New Bridge magazine was in danger of closing due to lack of volunteers. Noted that both Hoveton & Wroxham Councils pay for advertising space and have made donations in the past.

Noted that the current request does not conform with the Council's grant policy. Agreed to add "donation to the New Bridge magazine" to the next agenda.

- 5.3. Noted the completion of the cleaning and repair works to the war memorial and ongoing works to refresh the garden.
- 5.4. Noted the completion of works to the slide at Agnes Gardener King playground.
- 5.5. Playground inspections – noted that there are reports outstanding. **ACTION CLLR MANTLE & MARTIN**
- 5.6. Cemetery spoil heap – temporary works have been completed to create space in the bund.

6. FINANCIAL MATTERS – Cllr Joynson

6.1. Reviewed this period's financial position:

6.1.1. Noted total bank balances for period as follows and signed the **bank reconciliation**.

Unity Bank current account	£6,676.49
Unity Bank instant access saver	£16,224.81
Redwood Bank	£10,486.33
CCLA Public Sector Deposit Fund	£93,696.58
Total in bank	£127,084.21

6.1.2. Receipts - noted receipts in the period of £342.35.

6.1.3. Payments – agreed payments of £5,329.46 as follows:

Cleaning	G Garfoot	£250.00
Payroll services	LGS Services	£151.20
Internal audit	The Virtual Auditor Ltd	£300.00
Street lighting maintenance	TT Jones Electrical Ltd	£35.38
Cemetery bin emptying	Broadland District Council	£357.83
Clerk's tax and NI	HMRC	£626.20
Clerk's Pension	Norfolk Pension Fund	£671.35
Working from home allowance	Clerk	£26.00
Cleaning war memorial	Nick Hindle stonemason	£218.40
Members allowance	Water's Edge	£47.00
Hall hire	Wroxham Hub	£120.00
Mileage	Clerk	£32.85
Clerk's payroll	Clerk	£1,867.07
Cemetery water	Anglian Water	£34.33
Bank charges	Unity Trust Bank	£6.00
Caen Meadow bin emptying	Veolia	£63.29
Clerk mobile phone	Vodafone	£17.04
Insurance claim	Resident	£250.00
Membership fee	Society Of Local Council Clerks	£240.00
Stationary	eBay	£12.52
Bank charges	Lloyds Bank Plc	£3.00

6.2. Annual renewal of the insurance policy – **Clerk**. Recommended the Council accept the Clear Council (with Ecclesiastical) quote for three years. Caveats are no terrorism cover, PAT testing and a written Health and Safety policy. Agreed. **ACTION CLERK**

6.3. Audit 24/25 – **Clerk**.

6.3.1. Noted and agreed the financial statement.

6.3.2. Received the report of the internal auditor and discussed a plan to address the recommendations:

- 6.3.2.1. Asset stewardship – noted that the Council has "insufficient asset inspection and maintenance planning and must formalise asset management arrangements". This is due to an insurance claim that the Council has settled, and areas of the Agnes Gardener king playground are currently cordoned off as unsafe. Clerk noted that she had previously raised the issue that the asset register in the Scribe accounting package is insufficient and a more suitable IT solution is required. Assets were previously visited regularly by Councillors but since the number of Councillors has reduced this is not happening as much and issues are not being picked up. The Clerk recommended moving to employing a grounds person for inspection and maintenance. See item 7.1.
- 6.3.2.2. Financial strategy – the Council must "review its use, planning and transparency of ear marked reserves and setting of the precept." The concern is that the reserves are high, but the Council continues to increase the precept year on year.

- 6.3.2.3. Savings and investments over £85K. Noted that the Council had reviewed this and agreed to accept the risk.
- 6.3.2.4. Contractors submitting invoices that conform with financial requirements. This only refers to the Parish Gardener, who needs to submit a formal invoice not just timesheets and receipts.

Clerk to update the risk register accordingly. Noted that the report says that Councillors should not be carrying out repairs. A Councillor felt that the report was “pedantic and minor” and that employing professionals was too costly. Noted that some reserves were for Wherry Gardens as per the section 106 agreement. Clerk commented that the annual budget is often underspent, and she feels that more time needs to be taken to tighten up the budget. Cllr Mantle to arrange a meeting to discuss.

ACTION CLERK & CLLR MANTLE

- 6.3.3. Considered and agreed by resolution the Governance Statement.
- 6.3.4. Considered and agreed by resolution the Accounting Statement.
- 6.3.5. Noted the dates for the exercise of public rights from the 10th of June to 14th July 2025. The public can make an appointment with the Clerk during this period to inspect the accounts.

7. GOVERNANCE AND ADMINISTRATION

7.1. Future staffing. The Chair read a pre prepared statement. In summary – following the resignation of the Clerk an informal proposal was made by the Clerks of Wroxham and Hoveton for a new way forward creating a closer working relationship between the two Councils. A formal proposal was then drawn up which aims to make better use of joint resources and expertise. There were several ideas which could benefit WPC long term but there were concerns about value against costs put the proposal in doubt. Cllr Mantle personally commented that emails asking for the process to be moved forward were unnecessary, he felt that this has resulted in a negative view of the proposal. The Council appreciated the time taken by the Clerks to put the proposal together. It was noted that Hoveton Community Council has voted in favour of the proposal. The Clerk of Hoveton was asked to explain the proposal and he outlined how the principal reasoning was to reduce costs of paying a Clerk or contractors to do jobs such as litter picking (Clerk) and grass cutting (contractors) by employing a grounds person at a lower salary. A grounds person has already been appointed part time in Hoveton to do the grass cutting, litter picking, odd jobs and managing the assets – photographing, logging etc. To be able to employ the grounds person full time across the two Councils would benefit both the employee and both Councils. Wroxham are interested in employing Hoveton’s grounds person on a case-by-case basis contracting from Hoveton. It was noted that this would not work for several reasons including VAT. A conversation was had that a grounds person would put “all the eggs in one basket”. Hoveton CC consider the value gained to be greater than the risk of an employee being off long term sick etc. This solution would address the issue that Wroxham has with assets as addressed by the auditor and Wroxham has a long list of jobs that need doing that are outstanding. Ben noted that the proposal does not aim to tie the Councils together, as they are on different sides of the river and in different Districts. The Clerk of Wroxham expressed her surprise that Councillors had said they felt pressured to agree to the proposal. She noted that after a preliminary conversation between the Chair and herself no approach had been made to herself to discuss the matter further or to have a meeting, despite the Chair’s statement saying there had been several meetings and papers discussed. The Clerk felt that communication on the matter had been poor. The proposal was voted on as follows:

- 7.1.1. Clerk** – to appoint a new Clerk with the proposed job description and person spec OR to move to a “new way of working” appointing a Clerk and Financial Officer/Deputy Clerk who work for both Wroxham and Hoveton Councils as per the proposal. **Voted unanimously to support the appointment of one new Clerk.**
- 7.1.2. Ground person** – to move to a “new way of working” as described above to include a grounds person working for both Hoveton and Wroxham Councils OR to appoint or contract grounds person independently OR business as usual. **Voted unanimously against the new way of working. Agreed that the Council has an issue and there**

are things they should be doing that they are not doing, however they do not know how to address it and therefore voted unanimously in favour of business as usual.

- 7.2. Noted the appointment of NPTS for the recruitment of a Clerk for a fee of £700. Noted that it was unlikely that a Clerk would be in place by the time the Clerk departs in mid-July. Council noted that they have the option to appoint a locum to cover.
- 7.3. IT project update – training arrangements, Dropbox shutdown and website go live date. This item was missed by the Chair.

8. PLANNING – Cllr Martin

- 8.1. New planning applications:
 - 8.1.1. Teals Beech Road NR12 8TW – BDC application no - [2025/1268](#) – erection of a new front porch. No objection.
 - 8.1.2. Brynwood, Beech Road Replace 76m of timber quay-heading with new timber quay heading. Broads Authority application no BA/2025/0118/FUL. No objection.
- 8.2. **No new planning applications** since the agenda was issued.
- 8.3. Reviewed the **tree works applications** in the appendix – **Cllr Joynson**. See appendix.

9. RECREATION SPACES

- 9.1.1. Playgrounds - **Cllr Joynson & Martin** - update on replacement parts. Agnes Gardner King playground parts have been ordered. The supplier needs further dimensions which Cllr Joynson will supply shortly. They have confirmed that the parts will be fitted before the school summer holidays. Wherry Gardens replacement ladder for the low-level climbing frame, not urgent. The contractor (eibe) wants £1850 plus VAT to supply and install a small rope ladder. Agreed to postpone the issue until the next agenda. **ACTION CLLR JOYNSON & MARTIN**
- 9.2. Bench project update – **Cllr Mantle**. Works to refurbish benches was ordered in October and are being undertaken by a local contractor, but progress has been very slow. This confirms that the Council is not dealing with its assets very well. St Marys church benches – two benches in the upper churchyard and one in the lower have been refurbished. Trafford Memorial Ground (Caen Meadow) – a bench has had to be removed as the work ordered in October was not completed. The metal bench ends have been put into storage at the Cemetery, but the concrete plinth is cracked and needing repair. Discussed the opportunity to offer the site for a memorial bench but then there would be a question of whether to charge for the work required to the plinth, but this was not resolved.
- 9.3. Caen Meadow – **Cllr Bill Dashley**
 - 9.3.1. Update on new signage – meeting next week on site to agree final locations.
 - 9.3.2. Update on the management plan. Regular Monday morning litter picking is now taking place. This has been advertised online. Cllr Dashley to contact the Scouts and see how they would like to be involved.
 - 9.3.3. Noted that the brush at the top of the Meadow has been chipped following a complaint from a resident about fire hazard.
 - 9.3.4. Reviewed the draft risk assessment of the site. Discussed the fire hazard. Cllr Dashley has been in contact with the fire service, and they have provided a poster which he will put up at particularly dry times. Guards around the memorial oak trees – proposed these are removed as they are no longer required (fitted for the Queen's Diamond jubilee in 2012), but this will expose the memorial plaques. Proposed that the plaques are removed to mitigate the risk, store them and then think of a plan for the plaques. Noted that a plaque was the cause of a recent injury to a dog. Grass is long and plaques are not currently visible. The plaques are steel and are embedded in concrete. Suggested that the plaques could be remounted on wood. Councillors voted against the proposal. Agreed to come back to the issue at another meeting. Bench at Trafford Memorial Ground – noted that the Clerk arranged for this to be removed with immediate effect following the safety inspection due to safety concerns - see item 9.2.

10. HISTORIC & BURIAL SPACES – Cllr Mantle

- 10.1. Cemetery – bin update. BDC have agreed to service the site, and a bin has been delivered. The additional roll top delivered in error by Veolia to Caen Meadow has been removed. The roll top at the Cemetery needs to be relocated to Caen Meadow for the summer. Cllr Mantle arranging for a resident to put the bin out once every two weeks. **ACTION CLLR MANTLE**

- 10.2. Meadow management meeting – Norfolk Wildlife Trust meeting re Cemetery and churchyard. They are continuing with rewilding. There was an issue last year with cutting the meadow grass in July but they have found an alternative contractor for this year.

11. **CORRESPONDENCE - noted:**

- 11.1. Complaint from a resident about grass cuttings and lack of street sweeping at Wherry Gardens. Councillor for Wherry Gardens does not recognise this as an issue for the Parish Council. Weeds growing on the gutter of the road is a NCC Highways issue. Clerk to respond to resident.
- 11.2. Information about closure of sections of the A47 until November 2025.
- 11.3. Notice from Anglian Water of the £2.3 million upgrade to the Horning water recycling centre.
- 11.4. Broadland & South Norfolk Design Code - 3rd stage public & stakeholder engagement – closes 23rd June.
- 11.5. Rackheath Neighbourhood Plan (Revised for 2024-2045) consultation carried out by Broadland District Council between 14th May and 27th June 2025.

12. **DATE & ITEMS FOR NEXT MEETING** – 3rd July 2025 – to discuss meeting with Trafford Estates re: hedge cutting on the permissive footpath; playground inspection rota; donation to New Bridge magazine; ladder at the WG playground, Caen Meadow risk assessment – especially memorial plaques.

13. **CLOSED MEETING** – under the Public Bodies (Admissions to Meetings) Act 1960 and the Council's standing orders, the press and members of the public were excluded from the meeting to discuss salaries as per item 7.1.

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APPENDIX: TREE WORKS APPLICATIONS:

1. Porthcothan House 40 The Avenue NR12 8TR – crown reduce T1 Holm oak tree and T2 lime tree. No objection.
2. Bureside , 6 Skinners Lane, Wroxham, Broads Authority application number: BA/2025/0135/TCAA Proposal: T1: Sweet Chestnut - height reduction. Noted that BDC tree officers are investigating the root protection element. Otherwise no objection.