



## **FULL COUNCIL MEETING - FINAL MINUTES**

**A meeting held in the Hub on Thursday 7<sup>th</sup> November 2024, 6.30pm**

**Parish Councillors Present:** Cllr Bill Dashley, Cllr Ian Joynson (Vice Chair), Cllr Peter Mantle (Chair), Cllr Paul Martin, Cllr Philip Nunn.

**Clerk:** Clare Male

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

1. **ATTENDANCE** – Apologies for absence from Cllr Sylvia Holyoake due to illness.
2. **TO AGREE TO CO-OPT A NEW COUNCILLOR** – Bill Dashley was unanimously elected as a Councillor and joined the Councillors for the meeting.
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. Cllr Dashley declared that he also works as a self-employed gardener for the Parish Council. The Clerk noted that there are a number of tree works applications from both Broadland District Council and the Broads Authority for the Parish Council and therefore these will not be reviewed.
4. **MINUTES OF PREVIOUS MEETING** – agreed the accuracy of the final minutes of the Parish Council meeting of the **3<sup>rd</sup> October 2024**.
5. **PUBLIC SPEAKING**
  - 5.1. Broadland District Councillors (BDC) – update on the “Local Area Housing Fund” and the shortfall of temporary housing, especially for single people. The Councillor made comments on the winter fuel payments and Policy meetings. Update on the Rackheath medical centre build and the news that a pharmacy and dental practice will now be on the site. Hoping it will open July 2025.
  - 5.2. Norfolk County Councillor (NCC). Update on the devolution deal – waiting for feedback from central government on what a new model might look like. 1 million trees for Norfolk project offers subsidised trees for residents, businesses and groups. Park and Ride contracts have been out to procurement – there will be more buses, later running times and Postwick P&R will remain open.
  - 5.3. Public speaking – complaint about advertising posters in Beech Road, which is a conservation area. Need for a public crossing at the crossroads with The Avenue/Church Road.
6. **MATTERS ARISING FOR INFORMATION ONLY**
  - 6.1. Street sweeping – complaint from a resident about the frequency of street sweeping and response from BDC. Detailed response from BDC that *“High/Medium intensity areas are inspected and where required, cleansed, if necessary, every 3 weeks as a minimum. Low intensity areas are inspected and where required, cleansed, if necessary, every 9 weeks as a minimum.”* Clerk noted that there are many points on the Norwich Road where there are weeds growing in the gutter, so they certainly haven’t been cleaned every 3 weeks. Following up – District Councillors made aware.
  - 6.2. Hoveton Community Council (HCC) notice of a public meeting to discuss additional housing on top of existing allocation - 7pm on Wednesday 13 November at Hoveton Village Hall. NNDC’s local plan has been challenged as not providing enough housing. Cllrs Mantle and Nunn to attend.

6.3. Rough sleeper count by BDC – night of 13-14<sup>th</sup> November. If anyone knows of anybody sleeping rough on this, or any other night, please get in touch with the Clerk.

## 7. PLANNING – Cllr Martin

7.1. New planning applications -15 Charles Close NR12 8TU. BDC application no 2024/2744 | Erection of garage and annexe with single and two storey elements and remove existing vertical timber cladding to replace with composite, demolition of existing detached garage, rear porch and garden room.

**OBJECT** – on the basis that the extension is not ancillary to the main dwelling.

7.2. Noted the new heritage listing of Staithecote, Beech Road – Grade II.

7.3. **New planning applications** since the agenda was issued – NONE.

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

## 8. FINANCIAL MATTERS – Cllr Joynson

8.1. Reviewed this period's financial position:

8.1.1. Noted total bank balances for period and signed the bank reconciliation:

Unity Bank current account	£3,905.82
Unity Bank instant access saver	£68,343.75
Redwood Bank	£10,000.00
CCLA Public Sector Deposit Fund	£91,189.83
<b>Total in bank</b>	<b>£173,439.40</b>

8.1.2. Receipts - noted receipts in the period of £2,672.76.

**8.1.3.** Payments - agreed payments of £8,157.49 as follows:

Wherry Gardens other costs - posts	Jacksons Fencing	£306.48
Members allowance	Bloom and Wild	£29.00
Members allowance	The Old Mill	£13.60
Mobile phone	Wroxham Computer Services	£60.00
Website & email	GoDaddy	-£38.45
Bank charges	Lloyds Bank Plc	£3.00
Footway lighting - energy	Npower	£51.59
Mobile phone	Vodafone	£16.00
Commercial bin emptying - roll top bin at Caen Meadow	Veolia	£50.92
Wherry Gardens adoption - Defib	London Hearts	£750.00
Bank charges	Unity Trust Bank	£5.40
Clerk's salary	Clerk	£1,799.94
Gardening	Bill Dashley	£109.00
Litter & dog bin emptying	Broadland District Council	£1,722.24
Litter & dog bin emptying	Broadland District Council	£1,148.16
Rent	Wroxham Home Farms	£1.00
War memorial gardening	Bill Dashley	£112.26
Wherry Gardens other costs	Bill Dashley	£279.38
General maintenance	Cllr Peter Mantle	£4.98
Members allowance	Cllr Peter Mantle	£5.50
Members allowance	Cllr Peter Mantle	£6.25
Mileage	Cllr Peter Mantle	£25.20
Scribe fees	Scribe Accounts	£489.60
Employer's HMRC & NI	HMRC	£530.24
Employer's Pension	Norfolk Pension Fund	£676.20

8.2. Noted new pay scales for 2024-25 have now been agreed, and the National Insurance increase announced in the budget from the 1<sup>st</sup> April does apply to the Parish Council. These have been included in the updated budget.

8.3. Received the revised budget for the remainder of the financial year with commitments to the end of the year. Further income confirmed from a Tesco grant (£500 – AGK playground), District Members grant (£750 – defib) and London Hearts grant (£750 – grant). Revised expenditure figures for the Clerks salary, NIC, Christmas lights (see item 9) and defibrillator at Wherry Gardens (primarily funded by grants). Next years projects are to undertake the actions required from the new Caen Meadow management plan; review the Neighbourhood Plan; install a basketball hoop and line markings at Agnes Gardener King playground; stage 2 of the bench refurbishment project; a summer warden at Caen Meadow and stage 2 of the Christmas lights. To balance the budget for 25-26 it was proposed to draw down £8,000 of the s106 money/interest earned on the investment to cover the swings in the Wherry Gardens playground and to increase the precept for 2025-26 by 5%. This is an increase in the

precept of £2,829.15 in the budget across the village and equates to a £3.53 increase per annum for a band D household. The budget and precept were AGREED.

8.4. Grass cutting contract – negotiations underway for a one-year extension, pending assessment of the impact of the NIC increase by the contractor.

9. **CHRISTMAS LIGHTS – Cllr Mantle** – This is a joint venture, led by HCC, for Christmas lights on the streetlights across, and on either side, of the river bridge. The procurement has been undertaken by HCC who are using a local contractor – Cozens who have agreed to supply the lights at cost for the community. HCC will also arrange a Christmas tree and a switching on event in Hoveton on the 29<sup>th</sup> November. Proposed that Wroxham fund 7 lights on this side of the river this year (to the library) and more next year. These lights will be purchased and owned by WPC and then there will be an ongoing revenue costs year on year to put them up, take them down and store them. There is a JustGiving page that local people have contributed to and the HCC working group has been raising additional funds from local businesses on both sides of the river. Agreed to fund the capital and revenue over the next two years but meet with HCC to discuss the allocation of the donations between the two Parish Council's.

**ACTION CLLR MANTLE & CLERK**

10. **NEIGHBOURHOOD PLAN – Cllr Nunn** – plan to undertake a survey of the village in early 2025. HCC are currently consulting on their new Neighbourhood Plan so will seek advice from them on the best way to approach a survey. An addendum to the plan will then be created, although this will not be legally binding. Cllr Nunn working on the structure for the addendum for agreement by Council. Volunteers are willing to help with the next stage.

## 11. LIAISON WITH OTHER BODIES – Cllr Mantle

11.1. Report from the latest Multi Agency Group (MAG) meeting re flooding – attended by Cllrs Mantle and Nunn. Trying to set up a site meeting to discuss the flooding next to the river bridge to include local businesses. Need to establish if there is a Highways budget to raise the road – have heard that there may not be funding available until 27/28 but not yet confirmed. Discussed what measures can be taken over the winter to allow pedestrian access without having to wade through the water or use the Broads Tours car park which is private. To be raised at the onsite meeting.

11.2. Rackheath Parish Council (RPC) – Cllrs Martin, Nunn and Mantle attended a meeting in Rackheath to discuss the new sewage work planning application by Severn Trent which RPC have objected to. Noted that there are several options for the location of the outfall – one upriver of Wroxham and the other at Salhouse Broad. Concern that the water for the two new estates (about 7,000 new houses) will be extracted from the River Wensum and then fed back into the River Bure and that the additional volume of water could exacerbate flooding in Hoveton and Wroxham. Agreed to write to Phil Courtier at BDC to express the Council's concerns. Clerk to compose a letter.

**ACTION CLERK**

11.3. Remembrance Day – all organised for the coming Sunday. Parking in the Masonic Lodge. Police will attend to help with the traffic. Rotary will help with the marshalling. Cllr Holyoake to lay the wreath on behalf of the Parish Council.

11.4. Trafford Estates – meeting pencilled in for the 22<sup>nd</sup> November. Agreed to meet in advance to draw up a map for a suggested route of a permissive footpath from Wroxham to Salhouse.

**ACTION CLLR MANTLE**

## 12. HIGHWAYS

12.1. Proposal for 30mph rondels painted on the Salhouse Road – **Cllr Martin**. Discussed the SAM2 data of the number of cars exceeding the speed limit in this area. Agreed to write to Highways.

**ACTION CLLR MARTIN**

12.2. Grit bins – noted the grit audit and replacement bin for Nobel Crescent – **Cllr Mantle**. New bin installed o Nobel Crescent to replace the damaged bin which needs removing and emptying.

**ACTION CLLR MANTLE**

12.3. Discussed the roadworks leading to long tailbacks and cancellation of bus services on the 28<sup>th</sup> October. This was caused by 4-way lights outside Roys Toys. Council felt the work should have been undertaken at nighttime and that they should have been consulted before the work was agreed.

Councillor Mantle agreed to write to Highways to ask that in future the Parish Council be consulted before they grant a licence to work.

**ACTION CLLR MANTLE**

13. **TREE MANAGEMENT – update.** The contractor has been appointed and they have made tree works applications to BDC and the BA. These are not quite as per the Council's final specification. Clerk working to resolve this.

#### 14. RECREATION SPACES

- 14.1. Agnes Gardner King Playground updates – **Cllr Joynson**
- 14.1.1. Update on work to the timber steps, handrail and slide as per ROSPA report. Ongoing.
- 14.1.2. New line markings and a basketball hoop. Have been awarded a £500 grant from Tesco. Have to complete the work within 12 months. Cllr Joynson to complete the documentation online. Reviewed three quotes for the work but agreed that we need to decide on what line markings we want and feed that back to the contractors for a final cost. Arrange a meeting to discuss. Cllr Joynson to review a grant offer that Clerk has sent. **ACTION CLLR JOYNSON & CLERK**
- 14.2. Caen Meadow – **Cllr Mantle**. Update on the management plan. The Caen Meadow working group reviewed the plan, agreed that it only meets 50% of the outputs required and detailed feedback has been sent to the consultant. Consultant has agreed to add extra material. One of the projects in the plan was to collect acorns from the oaks, grow these into saplings and then plant them near the existing oaks for succession planning. These will need to be heavily protected from the deer. Cllr Dashley has collected acorns and then organised the toddlers at the Stay and Play group to plant these into pots. These are now at the War memorial. Great engagement on the work of the Parish Council, the CMWG and informing the group about the Meadow. All agreed it is super to engage with children in the village.

#### 15. WHERRY GARDENS – Cllr Martin

- 15.1. Playground – double bay swings. Agreed to have one nest swing and then two flats in the second bay. Clerk to order and agree programme for works. **ACTION CLERK**
- 15.2. Update on additional landscaping works. Ongoing. Contractor has complained about dog fouling at the rear of the site and the hedge along the Norwich Road falling into the ditch. To be added to the agenda for the next meeting.
- 15.3. Update on grants and installation of a defibrillator. Two grants have been given – Members Grant via Cllr Fran Whymark and London Hearts grant which have covered the cost of the defib. Unit has been delivered and the box installed on the wall of the pumping station at the front of Wherry Gardens. Waiting for Anglian Water to provide the power connection before the unit can be connected and ready to use.
- 15.4. Update on planting new trees in the central swale. Trees on order.

#### 16. HISTORIC AND BURIAL SPACES – carried over to next agenda.

- 16.1. Cemetery – **Cllr Mantle**
- 16.1.1. Review of layout of extension
- 16.1.2. Update on spoil removal
- 16.1.3. Update on removal hurdle/post to stop vehicle turning.

#### 17. STREET SPACES

- 17.1. Bench refurbishment project update. Local resident has expressed an interest in refurbishing the worst bench at the Trafford Memorial Ground on a self-employed basis, like the Parish Gardener. Clerk has also arranged for the grounds maintenance contractor at St Marys to tidy and stain the four benches in the graveyard. Ongoing.
- 17.2. Footway lighting update – Clerk has been investigating moving from an unmetered supply to a metered supply to save money. However UK Power Networks have quoted £3.5K for a meter exc trenching and traffic management. This is completely cost prohibitive for only 11 lamps. Clerk has been advised that we can apply for a discount as all the lights have been changed from sulphur to LED. Ongoing.

#### 18. GOVERNANCE AND ADMINISTRATION

- 18.1. Agree meeting dates for 2025 – agreed.  
The Clerk proposes to abolish the Finance committee on the basis that it has only met twice this year - **carried over to next agenda.x**
- 18.2. To review the following policies - **carried over to next agenda.**
- 18.2.1. Financial Regulations
- 18.2.2. Financial risk assessment

- 18.2.3. Procurement policy
- 18.2.4. Internal control review
- 18.2.5. Planning policy

**19. DATE & ITEMS FOR NEXT MEETING – 5th December 2024**

Published 18<sup>th</sup> November 2024  
Clare Male, Clerk & RFO to the Parish Council

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**APPENDIX:  
TREE WORKS APPLICATIONS:**

1. 2024/2780 | T1 Magnolia - height 5m spread 5m, reduce by 2m overall | 179 Norwich Road Wroxham Norfolk NR12 8RZ
2. 2024/2845 | T1 Sycamore - Repollard G1 Cherry Laurel hedge - Reduce height to 2.2m, reduce lateral grown to main stem wood T2 Beech - Crown lift to 3m | Park House 16 Charles Close Wroxham Norfolk NR12 8TU
3. 2024/2884 Robinswood 4 The Avenue NR12 8TN - T13 Mature Oak - Reduce height from 20m to 14m, reduce the extended limb to the south by 4 to 5m leaving a 7m crown radius spread in this direction, the remaining crown spread will be reduced in the height reduction and reduce branches with natural fracture pruning techniques, works to be carried out due to health and safety
4. 2024/3082 26 The Avenue NR12 8TR - Larch T1 - reduce height by 2.5m from 7m to 4.5m. Conifer T2 - reduce limb on house side by from 6m to 3m. Conifer, Ash and Amelanchier G1 - crown lift over Neighbours roof and path to give 1m clearance
5. Hill House 2 Skinners Lane Wroxham Norwich Norfolk NR12 8SJ. Broads Authority application - BA/2024/0377/TCAA. T1: Beech - height reduction to 10m, crown spread reduction to 10m.
6. 2024/3305 Greystoke Lodge 10 Hartwell Road NR12 8TL. T1 Beech - Current height 20m, current width 20m. Proposed works. Overall crown reduction of 25%, crown raise over highway to 5m removing smaller branches only. Proposed height 15m, proposed width 15m.

**Signed**.....

**Dated**.....