



FULL COUNCIL MEETING - FINAL MINUTES

A meeting held in the Hub on Thursday 8th May 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 six members of the public.

1. **ELECTION OF CHAIR AND VICE CHAIR.** Unanimously agreed that Cllr Peter Mantle would be Chair and Cllr Ian Joynson Vice Chair.
2. **ATTENDANCE** – all present.
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. None.
4. **MINUTES OF PREVIOUS MEETING** – reviewed and agreed the final minutes of the meeting of the **3rd April 2025**.
5. **PUBLIC SPEAKING**
 - 5.1. Received a report from Broadland District Councillors (BDC). Very little to report. Funding being committed for temporary accommodation which is currently the biggest cost to the Council. New Rackheath medical practice been slightly delayed until September, but the new roadway is now under construction.
 - 5.2. Received a report from Norfolk County Councillor (NCC) for Wroxham. National composting week and reduced cost bins will be available from June at big recycling centres. Update in changes at the Integrated Care Board. The Broads Authority (BA) are meeting tomorrow to discuss how to deal with the reduction in central government funding. New water treatment plant for the Beeston Park development was approved at planning yesterday. The scheme still needs a permit from the Environment Agency before it can function. Must be finished by the time there are 50 homes built on site. The estate will also be serviced by a natural filtration wetland and then there will be an additional treatment plant for the Rackheath development. These will all feed into the River Bure and flow through Wroxham.
 - 5.3. Public speaking – none.
6. **MATTERS ARISING FOR INFORMATION ONLY**
 - 6.1. Correspondence from NCC re Nutrient Neutrality fund and nutrient mitigation.
 - 6.2. Correspondence from NCC re consultation and meetings re Local Government Reorganisation. Clerk to book for Councillors. **ACTION CLERK**
 - 6.3. Notification from a resident about a very large fallen oak at Caen Meadow. Clerk has inspected it and says that it poses no immediate danger. However, it is located on a slope and propped up by a couple of saplings. Clerk meeting with a tree works contractor next Monday to

review safety.

CLERK

ACTION

7. FINANCIAL MATTERS – Cllr Joynson

7.1. Reviewed this period's financial position:

7.1.1. Noted total bank balances for the period and signed the **bank reconciliation**.

Unity Bank current account	£11,241.57
Unity Bank instant access saver	£21,224.81
Redwood Bank	£10,486.33
CCLA Public Sector Deposit Fund	£93,354.23
Total in bank	£136,306.94

7.1.2. Receipts - noted receipts in the period of £30,661.31.

7.1.3. Payments - agreed payments of £9,801.50 as follows:

Stationary	HP inc UK Ltd	45.97
General admin	The Photo ID Card People	17.39
IT support	DropBox	167.88
Members allowance	Fizz and Fromage	6.50
Members allowance	The Old Mill	18.00
Members allowance	Fizz and Fromage	19.50
Website & email	Net Nerd	83.99
Website & email	Net Nerd	480.00
Bank charges	Lloyds Bank Plc	3.00
Mobile phone	Vodafone	17.60
Commercial bin emptying	Veolia	14.77
General admin	Unity Trust Bank	6.00
Clerk's salary	Clerk	1,867.07
Caen Meadow other costs	CIM - Creative Image Management	36.00
Playground maintenance & inspection	Gutter Force Ltd	3,023.28
Caen Meadow other costs	RoadArt Ltd	57.00
War memorial gardening	Bill Dashley	211.25
Wherry Gardens other costs	Toolstation Ltd	27.98
General admin	Clerk	52.00
Hall hire	Wroxham Hub	30.00
Mileage	Clerk	31.05
Employer's HMRC & NI	HMRC	626.20
Employer's Pension	Norfolk Pension Fund	694.91
AGK markings and hoop	RoadArt Ltd	2,264.16

7.2. Budget – reviewed current position. Noted that receipts received to date is 38% against budget at £30,661.31 and payments so far are on track at 14% at £16,105.73. A few big payments so far for works to the Agnes Gardner King playground and the IT update project.

7.3. Discussed the annual renewal of the insurance policy. The current policy expires on the 2nd July and as the Council has a claim against the current policy the Clerk has started investigating possibilities.

8. PLANNING – Cllr Martin

8.1. Noted a prior notification application for change of use from a flower shop to residential for 173 Norwich Road, Wroxham. BDC application no 2025/1018.

8.2. Noted the consultation on revised plans for a replacement telecoms mast behind Broadland Funeral Services on the Norwich Road. The Council was pleased that the developer had responded to the residents and the Council's concerns and reduced the height and position accordingly.

8.3. Discussed any **new planning applications** since the agenda was issued:

8.3.1. Permission for Norfolk Broads Yacht Club, The Avenue Wroxham Norfolk NR12 8TS - 2025/1251. Application under Regulation 77 of the Conservation of Habitats and Species Regulations. No objection.

8.3.2. Change of use from fallow agricultural land to boat storage park - 2025/1387
Land West off Norfolk Broads Yacht Club The Avenue. No objection.

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

9. GOVERNANCE AND ADMINISTRATION

9.1. HR:

- 9.1.1. Noted the resignation of the Clerk. Last working day will be the 15th July. Appointment of a new Clerk to be discussed in the closed section of the meeting.
- 9.1.2. Signed off the Clerk's performance appraisal.
- 9.1.3. No update on discussions with Hoveton Community Council over the possible appointment of a ground's person – **Cllr Mantle to arrange. ACTION CLLR MANTLE**

- 9.2. IT project update from the Clerk – the Council has now migrated to a new IT system. The clerk has a new MS 365 system and Councillors are browser based. Everyone has migrated to .gov.uk email addresses. IT support is available 24/7 from Cloudy IT. The website has been built but has yet to be launched which will happen in the next month. All files have transferred from Dropbox to MS Sharepoint. Dropbox will remain operational until the audit is completed and then this will be shut down. Ongoing. **ACTION CLERK**

10. STREET SPACES –

- 10.1. Thank passed to Cllr Dashley for putting up bunting on the southerly village sign and war memorial to celebrate VE Day on the 8th May.
- 10.2. Cutting the Trafford Estate permissive footpath alongside southerly end The Avenue – **Cllr Martin**. Agreed to add cutting this path 3 times a year to the grass cutting contract. The hedge either side of this footpath is an issue. Trafford Estates (TE) have said they cannot cut this hedge, but this will need to be resolved before it grows over the footpath and prevents access and cutting. Agreed to set up a meeting with TE to discuss. **ACTION CLERK**

11. RECREATION SPACES

11.1. Playgrounds - **Cllr Joynson & Martin**

- 11.1.1. Update on maintenance works. Agnes Gardner King playground has been deep cleaned, repair works to the train completed and the ladder and handrail on the slide have been removed. Just waiting for the levelling work at the top of the slide to be completed which has been delayed due to the additional equipment required to bang the posts in in the dry weather. New line markings have been added which are looking great. The rope walkway has been closed off as the handrail is not secure. Agreed to accept the quote from Wicksteed for all of the replacement parts proposed.

ACTION CLERK

- 11.1.2. Update on inspection rota. Rota needs to be populated for the summer months. Councillors to fill some of the gaps. Cllr Martin to ask for volunteers in The Bridge and the Clerk to post a piece on Facebook. Clerk to leaflet the areas directly around the playgrounds and contact the Stay and Play group.

ACTION CLLR MARTIN & CLERK

- 11.1.3. Update on "no dog's" signage. Clerk has put up signs on both gates on both playgrounds.

11.2. Bench project update – **Cllr Mantle**. Rolled over to next meeting.

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

- 11.3.1. Update on new signage. Struggling to resolve the disclaimer issue but noted the need for a risk assessment of the site. Insurance company have referred the Council to the HSE. Waiting for the first proof of the artwork. **ACTION CLLR DASHLEY**
- 11.3.2. Update on the management plan. Noted that "Keep Clear" markings have been added to road at the main entranceway. No response from the High schools about engagement with pupils. Key now is increasing community engagement. Regular litter picking needs to be organised either with a volunteer group or a paid role as per item 9.1.3. Cllr Mantle to contact McDonalds re sponsorship.

ACTION CLLR DASHLEY & MANTLE

- 11.3.3. Noted correspondence on policing from PC Al Jennings.

- 11.3.4. Complaint from a resident about fire hazard and advice from the fire service. Cllr Dashley has been in contact with the local fire service who have recommended a fire risk assessment and fire risk posters in the flat areas where people congregate. Advised extending the fire break. Discussed providing fire buckets and fire beaters. Further advice required. Reviewed complaint from a neighbour about the pile of brush

left for habitat at the top of the Meadow following the tree works over the winter. In the dry weather it was agreed this is a fire risk. Clerk is meeting the tree works contractor next week to arrange getting it removed. **ACTION CLLR DASHLEY & CLERK**

12. HISTORIC & BURIAL SPACES – Cllr Mantle

12.1. Cemetery

- 12.1.1. Bin update. Veolia have now said they are not able to service the site. BDC have suspended taking on new customers, so the Clerk has approached a broker. Waiting for a price. Cllr Whymark recommended contacting the portfolio holder at BDC if we cannot find a company to service the site. Urgent and ongoing. **ACTION CLERK**
- 12.1.2. Spoil removal update. Clerk has now had 4 quotes for the removal by digger and trailer as the bund cannot be accessed by a grab lorry. 25 tonnes of soil and turf to be removed and therefore classified as mixed waste which is more expensive. Clerk proposes to get bund emptied and then relocate it to the other side of the site where it could be accessed by a grab lorry in the future. Proposal from Hoveton Community Council (HCC) to get their groundsperson to hire a digger to move the soil around to create more room in the bund and give the Council more time to resolve the issue. Cllr Mantle to meet with HCC. **ACTION CLLR MANTLE**

- 12.2.** St Mary's Churchyard – agreed a request to edge the main pathway. Cllr Mantle to speak with Norfolk Wildlife Trust re conservation area.

CLERK TO ORDER & ACTION CLLR MANTLE

13. CORRESPONDENCE:

- 13.1.** Broads Authority consultation: Norfolk and Suffolk Local Nature Recovery Strategies – deadline for responses 11th June 2025. Noted and Councillors to respond.

ACTION COUNCILLORS

- 13.2.** Norfolk County Council - new Funding Initiative to Support Bus Shelter Installations Across Norfolk. Offering 80% of the cost. Agreed no further bus shelters required.

14. DATE & ITEMS FOR NEXT MEETING – 5th June 2025

- 15. 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 a legal and a HR matter.

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APPENDIX:

TREE WORKS APPLICATIONS:

1. Broads Authority application - BA/2025/0098/TCAA. Moorings Adjacent to Sheriff House, Beech Road. Proposal: T1: Ash - Pollard to 9m. Reduced the larger retained lateral branch to the northeast towards the boat shed from 5.5m to 1.7m to live growth points. Remove any deadwood from the retained canopy. No objection.
2. 92 Charles Close – fell Wellingtonia with TPO - 2025/1361, Redwood 92 Charles Close NR12 8TT. Same response as the request to fell this tree in 2020.

Signed.....

Dated.....