



FULL COUNCIL MEETING - FINAL MINUTES

A meeting held in the Hub on Thursday 4th July 2024, 6.30pm

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

Clerk: Clare Male

Also present: Cllr Fran Whymark (Norfolk County Council (NCC) & Broads Authority (BA) and six members of the public.

1. **ATTENDANCE** – Apologies for absence from Cllr Sylvia Holyoake who has issues with her car. Apologies from Cllr Martin Murrell, Broadland District Council. Noted the resignation for Cllr Fiona Hakwe and thanked her for her service to the community.
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 **6th June 2024**.
4. **PUBLIC SPEAKING**
 - 4.1. Received a report from Cllr Fran Whymark - Broadland District Councillors (BDC) & Norfolk County Councillor (NCC). Noted a planning application has gone in for the Norwich Western Link. Closing dates for comments 18th July. Following the closure of the LEP NCC are looking for members of the business community to come forward and join a new Business Forum. Norfolk Rural Business Awards – awards were presented at the Royal Norfolk show.
 - 4.2. Public speaking –
 - 4.2.1. Resident enquired about the possibility of having a brick sign at both the road and pedestrian entrances to Wherry Gardens. See item 11.2.
 - 4.2.2. Resident enquired about the Beeston Park development and work has started on the access. No news.
 - 4.2.3. Complaint about cars parked near the junction of the Norwich Road and The Avenue – Norfolk Police are aware.
 - 4.2.4. Query about EV charging points – Clerk clarified that the Parish Council has no land suitable for these but has worked with NCC to look at opportunities in the village.
 - 4.2.5. Complaint about hedges overhanging footpaths – Clerk clarified this is a NCC Highways matter, who will write to the homeowner asking them to cut hedges back if requested. The Council agreed to add a note in The New Bridge magazine. **ACTION CLLR MARTIN**
5. **MATTERS ARISING FOR INFORMATION ONLY**
 - 5.1. Keys Hill Wood – follow up on complaint about the circular paths being overgrown. Clerk to speak with landscape contractor and ask them to trim. Resident noted that FP2 is also quite overgrown. **ACTION CLERK**
 - 5.2. Caen Meadow Working Group – at the last Full Council meeting it was agreed rolling attendance from Councillors. Clerk confirmed the next meeting is Thursday 18th July at 6.30pm. Councillors to conform who can attend. **ACTION COUNCILLORS**

- 5.3. Bus shelter on Salhouse Road – one pane of glass has smashed, and the glazier is having problems fitting the new glass. Shelters were supplied by Hopkins Homes from the company Glasdon and do not have an easily accessible frame. Ongoing.
- 5.4. Parish Partnership funding 23/24 – still no notice if the £3.5K applied for is to be awarded leaving WPC with some budget uncertainty. Liaising with Cllr Fran Whymark.
- 5.5. Broads Authority – pilot project and consultation on frontline staff wearing body cameras.
- 5.6. ROSPA safety inspection reports for Agne Gardner King and Wherry Gardens playground. No issues that need addressing urgently To be reviewed fully.

FOR FINANCE AGENDA

6. PLANNING – Cllr Joynson

6.1. Planning applications:

- 6.1.1. Wroxham Library, Norwich Road, Wroxham, NR12 8RX: Small extension to the Wroxham Library to incorporate a new Changing Places toilet: Norfolk County Council. Deadline 3rd July. No objections.
- 6.2. **New planning applications** since the agenda was issued - Greenbanks, Beech Road Wroxham NR12 8TP. Proposed boathouse and cart lodge garage. Broads Authority application no - BA/2024/0231/HOUSEH. Closing date for comments 17th July. No objection.
- 6.3. Reviewed the **tree works applications** in the appendix.

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	£7,233.04
Unity Bank instant access saver	£47,021.96
Redwood Bank	£10,000.00
CCLA Public Sector Deposit Fund	£90,034.25
Total in bank	£154,289.25
Wherry Gardens 10-year maintenance fund	£78,351.00
General reserves	£30,000.00
Working balance	£45,938.28

7.1.2. Receipts - noted receipts in the period of £4,970.74.

7.1.3. Payments - agreed payments of £5,436.13 as follows:

Gardening	Brown bin	Broadland District Council	£118.81
Members allowance	Meeting	The Old Mill	£17.60
Members allowance	Flowers	Waitrose	£19.25
Members allowance	Meeting	Fizz and Fromage	£15.75
IT support	Clerk's laptop repair	Wroxham Computer Services	£45.00
Bank charges	Bank charges	Lloyds Bank Plc	£3.00
Footway lighting	Energy	Npower	£52.11
Mobile phone	Clerk's mobile	Vodafone	£16.00
Commercial bin emptying	Caen Meadow	Veolia	£51.06
General admin	Bank charges	Unity Trust Bank	£18.00
Clerk's salary	Clerk's payroll	Clerk	£1,799.94
Insurance	Annual insurance	Clear Councils	£1,340.71
Street furniture cleaning	Cleaning	G Garfoot	£200.00
Playground maintenance & inspection		Playsafety Ltd	£211.20
Hall hire	Hall hire	Wroxham Hub	£30.00
General admin	Locum	Sarah Martin	£112.50
General admin	Office supplies	Cllr Peter Mantle	£6.99
Members allowance	Printer ink	Cllr Peter Mantle	£17.59
General admin	Design work	Karen Wightman	£40.00
Mileage	Mileage	Clerk	£31.50
General admin	Working from home allowance (2 months)	Clerk	£52.00
Employer's HMRC & NI	Clerk's tax and NI	HMRC	£530.24
Employer's Pension	Clerk's Pension	Norfolk Pension Fund	£676.20
Neighbourhood Plan review	Office supplies	Cllr Peter Mantle	£19.43
Training	Mileage	Cllr Peter Mantle	£11.25

- 7.2. Ratified the new insurance policy. Three quotes were finally received. with Clear Insurance provides the best cover at the cheapest price. The level of cover has been increased this year to reflect the asset values. Noted that damage to specimen trees is not available anywhere.

7.3. Budget review – current rate of inflation is 6% and 8% for the Wherry Gardens cashflow. As it is election day and a new government is predicted, it was agreed to wait for the Finance meeting in a couple of weeks to discuss. Noted that there is a balanced budget for this year but next year is in deficit. Likely to be resolved by inflation and under delivery on projects this year. Noted there are outstanding issues to be resolved regarding Wherry Gardens and the Neighbourhood Plan, especially Locality Funding.

FOR FINANCE AGENDA

8. NEIGHBOURHOOD PLAN REVIEW – Cllr Nunn

8.1. Report from the working group meeting of the 27th June. Review team had reviewed the objectives of the WNP. Feeling was that there has been progress on many of the points but understanding that things change and there is always more to do. The key issue is the volume of traffic and the level of housing development in the region. Members felt that there had been little progress in this area. Other key topics were flooding, access to green spaces in the villages and a recognisable heart of the village. Ran out of time to agree priorities but the group will score the issues and feedback. Next work will be undertaken on procuring a consultant for presentation at the September Full Council meeting. Always looking for new members to join this piece of work.

8.2. Noted the invitation from BDC to attend a seminar on the 9th July.

9. LIAISON WITH OTHER BODIES

9.1. Received a report from MAG flooding meetings – Cllr Martin. Attended by various representatives from Anglian Water. Focused on sewage in Hoveton. AW felt that the flooding at the River Bridge is a Highways issue. No feedback from Highways on either the scheme to raise the road level or at least remove the drop curb to keep the water off the footpath. There will be a meeting with Highways on the 12th July – see below. If there is no progress at this meeting agreed to engage again with Jerome Mayhew MP.

9.2. A date of a meeting with Anglian Water at Belaugh – ongoing, Clerk in contact with the regional engagement manager.

9.3. Noted a meeting with Highways and multiple other Parish Councils on the 12 July 1.30pm - online which will be attended by Cllr Mantle. As many Councillors to attend as possible.

ACTION COUNCILLORS

10. **TREE MANAGEMENT – Cllr Joynson** – tree condition report and recommendation for works for winter of 24/25. Clerk & Cllr Martin have reviewed the Wherry Gardens programme and are happy to sign this off. Agreed to get a quote from the report author's Target Trees for trees prioritised by time scale and then work from there. Clerk to update the spreadsheet.

ACTION CLERK

11. WHERRY GARDENS – Cllr Martin

11.1. Update on the Wherry Gardens defibrillator – after many failed attempts at various locations now investigating using power from the signage at the junction of the Norwich Road and the pedestrian footpath into the estate. Written to Amey to enquire if this is possible. Ongoing.

11.2. Name sign for the estate and to agree how to proceed. Proposal is for one cast iron sign of approx. 1100mm x 400mm mounted on posts with a picture of a Wherry. Public representation at the meeting for a brick pillar/wall with a sign at the vehicle entrance at Stevenson Road and one at the pedestrian entrance off the Salhouse Road. Councillors were concerned about the cost of such a scheme. Agreed to canvass opinion from residents – this month's Bridge magazine asks for views and asked the Clerk to put a piece on Facebook.

ACTION CLERK

11.3. Update on trees for the swales – still awaiting licence from NCC Highways which was applied for in May. Clerk has been chasing the arboriculture and woodland team at NCC who are reviewing the case. These will require root guards. Ongoing. Noted that the trees that were removed from the swales, at the insistence of NCC, have now been replanted around the Wherry Gardens estate.

11.4. Grass cutting – to report on a contract management meeting – outstanding. Noted that for most areas in the village the contract is for cut only, not cut and sweep/blow. Also, that if NCC had taken over the grass cutting, they cut all urban areas much less regularly than the Parish Council. The contract finishes at the end of this calendar year and the specification will be reviewed at the next Finance meeting.

FOR FINANCE AGENDA

12. LITTER PICKING EVENT – Cllr Mantle

Noted the event to be held on the Wednesday 17th July at 10am starting at Wroxham Parish Hall. This is to replace the Community Payback scheme that no longer has enough offenders to provide a

regular team. Noted forthcoming planning meeting to compile programme, a risk assessment and a safety briefing to comply with H&S laws.

13. **HISTORIC & BURIAL SPACES – Cllr Mantle. Mary’s Churchyard** – Churchyard wall update. No further update.

14. STREET SPACES

- 14.1. Christmas lights – discussed proposal from Hoveton and plans for Wroxham – **Cllr Mantle**. Hoveton’s quotes for lights on the streetlights are very high. Ongoing.
- 14.2. Footway lighting – switching to part night lighting – **Cllr Mantle**. Quotes from our maintenance contractor for adding a clock and switching to the posts are small. However, the Clerk has spoken to the energy provider, nPower, and there is an issue because we are on an unmetered supply. They advised speaking to UK Power Networks who said you need to have a surveyor out to review. Ongoing.

15. GOVERNANCE AND ADMINISTRATION - Clerk

- 15.1. Agreed the update of the social media policy. **CLERK TO PUBLISH**
- 15.2. Noted and agreed the review of the Model publication scheme. **CLERK TO PUBLISH**

16. CORRESPONDENCE

- 16.1. Community at Heart Awards 2024 held by BDC – nominations close 29th August 2024. Noted.
- 16.2. Joe Dix Foundation – suggesting bleed control bags to go with a defibrillator – **Cllr Joynson**. No further action as Councillors felt they were unlikely to be used.
- 16.3. Invitation to Network Rail’s Biodiversity Programme in Norfolk 3rd July 2024 – **CMWG**. Not aware if anyone attended this meeting.

Meeting closed at 8.20pm

DATE & ITEMS FOR NEXT MEETING – 5th September 2024

Published 11th July 2024.

Clare Male, Clerk & RFO to the Parish Council

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APPENDIX – TREE WORKS APPLICATIONS

- 2024/1640 | T3 Maple - current height 11m, current width 8m. Crown reduction. Proposed height 8.8m, proposed width 6.4m. T4, T5, Holm Oaks - current height 10m, current width 8m. Both trees previously pollarded. create new pollard points at 7m tall. T6, Magnolia - 7m tall, 7m wide. Reduce entire crown back to suitable pruning points. Proposed height 6m, width 6m | Ashford House 8 Hartwell Road Wroxham Norfolk NR12 8TL. No objection.
- 2024/1641 | T1 Beech - remove the large lateral limb growing over the garden, large over extended limb approximately 10m up the main stem. T2 Sycamore - Fell | Barleycoomb House 3 Hartwell Road Wroxham Norfolk NR12 8TL. No objection.
- Application Number: BA/2024/0237/TPOA Site Location: Land Adjacent To, Bridge Broad Close, Wroxham. Proposal: T1: Alder - prune back both subsiding stems on SE side to suitable point to prevent failure. T4: Ash - fell (dieback disease). T12: Alder - remove dying branch. Deadline 11th July. No objection.
- Burewood House, Beech Road, Wroxham, Norwich. Proposal: T1: Willow - remove. T2: Ash - remove. T3: Willow - remove. Application Number: BA/2024/0251/TCAA. No objection.

Signed.....

Dated.....