



PARISH COUNCIL MEETING - AGENDA

You are hereby summoned to attend the Wroxham Parish Council Meeting in the Hub, Norwich Road on:

3rd July 2025 at 6.30pm

Press and public welcome.

1. **TO VOTE TO CO-OPT A NEW COUNCILLOR** – to sign the acceptance of office.
2. **ATTENDANCE** - To note those present and to consider apologies for absence.
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.
4. **MINUTES OF PREVIOUS MEETING** - to agree the accuracy of the final minutes of the Parish Council meeting of the **5th June 2025**.
5. **PUBLIC SPEAKING**
 - 5.1. To receive a report from Broadland District Councillors (BDC).
 - 5.2. To receive a report from Norfolk County Councillor (NCC) for Wroxham Ward and to note relevant points from the Broads Authority (BA).
 - 5.3. Public speaking - to allow the public to speak on any Parish matter up to 5 minutes each and not exceeding 15 minutes in total.
6. **MATTERS ARISING FOR INFORMATION ONLY**
7. **FINANCIAL MATTERS – Cllr Joynson**
 - 7.1. To review this period's financial position:
 - 7.1.1. To note total bank balances for period (at 24th June 2025) and sign the **bank reconciliation**.

Unity Bank current account	£12,092.50
Unity Bank instant access saver	£16,224.81
Redwood Bank	£10,486.33
CCLA Public Sector Deposit Fund	£94,041.23
Total in bank	£132,844.87
 - 7.1.2. Receipts - to note receipts in the period.
 - 7.1.3. Payments - to agree payments as recorded in the presented schedule.
 - 7.2. Grants – to agree donating to the New Bridge magazine and Wroxham, Hoveton & Belaugh Community Care.
 - 7.3. Audit: to agree a plan of action for issues identified by the audit:
 - 7.3.1. Asset stewardship
 - 7.3.2. Financial strategy
 - 7.3.3. Savings and investments over £85K
 - 7.3.4. Contractors submitting invoices that conform with financial requirements
8. **GOVERNANCE AND ADMINISTRATION**
 - 8.1. **HR – Cllr Mantle**
 - 8.1.1. To note the current Clerk's last working day is the 15th July.
 - 8.1.2. To approve the appointment of a new Clerk or the appointment of a locum.
 - 8.1.3. To approve the provision of temporary storage.

8.2. IT project update – Dropbox shutdown and website go live date – **Clerk.**

9. **PLANNING – Cllr Martin**

9.1. No new planning applications in the period.

9.2. To discuss any **new planning applications** since the agenda was issued.

9.3. To review the **tree works applications** in the appendix – **Cllr Joynson.**

10. **RECREATION SPACES**

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

10.1.1. Update on replacement parts.

10.1.2. Review of annual ROSPA inspection reports.

10.1.3. Update on playground inspection rota.

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

10.2.1. Update on new signage.

10.2.2. Update on the risk assessment of the site.

10.2.3. Update on the overflowing Veolia bin.

11. **STREET SPACES – Cllr Mantle**

11.1. To agree a meeting date with Trafford Estates re: **hedge cutting on the permissive footpath**

11.2. Follow up on **white line markings** at the junction of the NBYC access road and The Avenue.

11.3. **Street lighting** - TT Jones contract renewal.

12. **HISTORIC & BURIAL SPACES – Cllr Mantle**

12.1. To review the Cemetery fees.

12.2. To agree costs for the update of Cemetery marketing materials.

13. **CORRESPONDENCE:**

13.1. Local Government Reorganisation – update from NCC consultation. County will be supporting the one council option.

13.2. Norfolk Police - the first wider Police Priority setting Meeting for Sprowston, Old Catton, Thorpe, Wroxham and Acle will take place on Wednesday 11th June 2025 at 6pm, and will be held physically at The Diamond Centre, School Lane, Sprowston.

13.3. Request from Broadland District Council to sign the Armed Forces Covenant for Town or Parish Councils.

13.4. Norfolk County Council - invitation to Bid for Parish Partnership funding 2026/27

14. **DATE & ITEMS FOR NEXT MEETING** – 4th September 2025. Procurement of new grass cutting contractor (need to update spec).

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Clare Edgington, Clerk & RFO to the Parish Council

clerk@wroxhamparishcouncil.gov.uk

07341 873375

APPENDIX: TREE WORKS APPLICATIONS:

1. BDC application no 2025/1675 – Corner of Castle Street and Church Lane. AGUT001 Crab Apple- Crown lift to 2.4m over footpath. AGUT002 Wild Cherry- Reduce and reshape by up to 2m from 8m tall to 6m tall and 8m crown radius to 6m. AGUT009 English Yew- Epicormic removal.
2. Broads Authority application Number: BA/2025/0178/TCAA - Burneside, 6 Skinners Lane - T1: Sweet Chestnut – fell.
3. Broads Authority application Number: BA/2025/0179/TCAA - Burneside, 6 Skinners Lane - T1: Sycamore - fell. T2: Robinia - fell.
4. Broadland District Council application no 2025/1788 - T1 Atlas Cedar: Current height 11m and width 10m. Crown raise to 4m, reduce the crown away from the building to allow a 2.5m clearance and to reduce the selected branches over the garden space by 2.5m to reform shape.
5. Broadland District Council application no 2025/1839 - T1 - Lime tree – Fell. 7 Charles Close NR12 8TU.
6. Broadland District Council application no 2025/1803| - 1 Holly tree 4m remove to approximately ground level - The Ferns Beech Road NR12 8TW