



FULL COUNCIL MEETING - FINAL MINUTES

A meeting held in the Hub on Thursday 5th December 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 three members of the public.

1. **ATTENDANCE** – Cllr Sylvia Holyoake was absent from the meeting.
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. Noted Cllr Dashley has a payment as a contractor for gardening.
3. **MINUTES OF PREVIOUS MEETING** - agreed the accuracy of the final minutes of the meeting of the 7th November 2024.
4. **PUBLIC SPEAKING**
 - 4.1. Received a **report from Broadland District Councillors (BDC)**. Noted that the Overview & Scrutiny quarter two report has been published. Biggest issue is the cost of temporary accommodation. BDC better off than many Councils as they have a stock of housing for temporary homelessness. Noted that Clarion have not cleared unused social housing in Wroxham ready for reallocation. Discussed the impact of nutrient neutrality. Clerk asked for some marketing materials to publicise the septic tank scheme.

ACTION CLLRS MURRELL & WHYMARK
 - 4.2. Received a **report from Norfolk County Councillor (NCC) for Wroxham Ward** – noted a white paper will be coming out on devolution in the next few weeks. NCC looking for savings of £46 million. Not expecting additional funding from central government. Settlement not due until the end of the calendar year. Expecting to move to a 3-year settlement programme after that.

From the Broads Authority (BA) – a 5.9% increase has been agreed on tolls.
 - 4.3. Public speaking – comment that the Christmas lights are beautiful.
5. **MATTERS ARISING FOR INFORMATION ONLY**
 - 5.1. Noted that Wroxham's tax base has increased from 801 houses to 805.
 - 5.2. Noted a new BA consultation - design guide and code supplementary planning document. Councillors to review and make comments as appropriate. Closing date 16/01/2025.
 - 5.3. Thanked BDC for the Town & Parish Forum, attended by the Chair and the Clerk.
6. **GOVERNANCE AND ADMINISTRATION**
 - 6.1. There was lengthy debate on a **proposal to abolish the Finance committee** due to the meetings not being quorum and having to be cancelled on a regular basis. Agreed to proceed with informal quarterly meetings to discuss budget in more detail. All proposals would then be taken to Full Council for voting. Clerk to arrange accordingly.

ACTION CLERK

- 6.2. Agreed the update to the Roles & Responsibilities document. **CLERK TO PUBLISH**
- 6.3. Reviewed the following policies:
- 6.3.1. Financial Regulations – agreed. **CLERK TO PUBLISH**
 - 6.3.2. Financial risk assessment – agreed. **CLERK TO PUBLISH**
 - 6.3.3. Procurement policy – on hold awaiting new Procurement Act.
 - 6.3.4. Internal control review– agreed. **CLERK TO PUBLISH**
 - 6.3.5. Planning policy – agreed to update to reflect an agreed need to have a new channel outside of Facebook. Agreed to reinstate a news feed on the website. Cllr Nunn agreed to lead on this with the Clerk. Investigate if a newsfeed is possible from BDC. Also agreed to remove inviting residents to speak to meetings.

ACTION CLLR NUNN & CLERK

7. **PLANNING – Cllr Martin**

- 7.1. Noted the **consultation on the replacement of the mobile phone mast** behind Broadland Funeral Services on the Norwich Road. Replacing a 17.5m pole with a 22.5m pole to improve 4 and 5G coverage. The Council objected to the application on the basis that it is so close to the neighbouring boundary, however noted the need for the mast in the village and asked them to seek a more suitable site, such as the Masonic Lodge or the football club.
- 7.2. Noted the **Broads Authority call for sites** and discussions with Broads Tours about making a submission. Closing date 16th December.
- 7.3. Review of the **Rackheath Neighbourhood Plan consultation**. Closing date 6th January. Agreed the Clerk and Cllr Nunn will submit a response. **ACTION CLLR NUNN**
- 7.4. **New planning applications:**
- 7.4.1. Burewood House, Beech Road Broads Authority Application No: BA/2024/0411/FUL - replace 167.9m of timber quay-heading with galvanised steel piling, timber whaling & capping. Replace timber decking with composite. Deadline for comments 11th December. No objection.
- 7.5. No **new planning applications** since the agenda was issued.
- 7.6. Reviewed the **tree works applications** in the appendix – **Cllr Joynson**. See notes below.

8. **FINANCIAL MATTERS – Cllr Joynson**

- 8.1. Reviewed the period's financial position:
- 8.1.1. Noted total bank balances for period and signed the bank reconciliation.

Unity Bank current account	£15,129.29
Unity Bank instant access saver	£50,343.75
Redwood Bank	£10,486.33
CCLA Public Sector Deposit Fund	£91,933.87
Total in bank	£167,893.24
 - 8.1.2. Receipts - noted receipts in the period of £1730.37
 - 8.1.3. Payments - agreed payments of £14,159.26 as follows:

Mileage (2 months)	Clare Male (Clerk)	£43.20
Working from home allowance (2 months)	Clare Male (Clerk)	£52.00
Clerk's Pension	Norfolk Pension Fund	£825.91
Clerk's tax and NI	HMRC	£735.68
Parish gardener	Bill Dashley	£221.69
Grass cutting 2024	Rob Rice (Garden Guardian)	£9,234.16
Cleaning	Greg Garfoot (G Garfoot)	£40.00
Cleaning	Greg Garfoot (G Garfoot)	£200.00
Clerk's payroll (backpay)	Clare Male (Clerk)	£536.66
Clerk's payroll	Clare Male (Clerk)	£1,799.94
Bank charges	Unity Trust Bank	£6.00
Water - Cemetery	Wave (Anglian Water)	£19.50
Roll top bin emptying (Caen Meadow)	Veolia	£30.06
Hall hire	Wroxham Hub	£50.00
Defib parts	Cllr Ian Joynson	£10.24
Stationary	CIM - Creative Image Management	£43.20
Mobile phone	Vodafone	£16.66
Bank charges	Lloyds Bank Plc	£3.00
Members allowance	Fizz and Fromage	£13.00
Office supplies	Staples UK	£22.79
Defib parts	Defib Warehouse	£150.00
Members allowance	The Old Mill	£24.55

Wreath	Royal British Legion	£25.00
Energy	Npower	£56.02

- 8.2. Grass cutting contracts** – main contractor quote for next year is over budget, due to the NI increase. Awaiting quote from our second contractor. Agreed to review the spec.

ACTION CLLR MANTLE

9. **CHRISTMAS LIGHTS – Cllr Mantle** – thanked everybody involved in the Christmas lights switch on event which was primarily organised by the working group from Hoveton Community Council. They did a great job in a short period of time. The event went smoothly, was well attended and the lights look great. Minor query from Cllr Dashley – was the WPC logo included on the banner affixed to the Christmas tree?

9.1. LIAISON WITH OTHER BODIES – Cllr Mantle

- 9.2.** Received a report from the recent **meeting about flooding on the Norwich Road** on the 27th November. Attended by NCC Highways, local businesses, County Councillor, Hoveton Community Council and Wroxham Parish Council. Useful first meeting to establish the plan to raise the level of the road and footpath. Provisional date is January 2028. Discussed the need to push for an interim solution – Clerk to follow up. Feasibility expected in December. Clerk will produce minutes. MAG meetings ongoing.

ACTION CLERK

- 9.3. New wastewater treatment plants at Rackheath and Beeston Park** – noted the holding response from Phil Courtier, Head of Planning at BDC, following our letter outlining the Council's concerns about these new plants feeding treated water into the Bure and adding to the areas flooding problem. Ongoing.

- 9.4.** Discussed the recent **meeting with Trafford Estates** covering several issues including a footpath to link up with Salhouse. Cllr Mantle to distribute meeting minutes to Councillors and follow through.

ACTION CLLR MANTLE

10. RECREATION SPACES

- 10.1. Play area inspections** – Clerk attended a seminar on risk and insurance and has brought to Councillors attention that we need to undertake and record weekly inspections on both sites. Also, safety concerns that are picked up during the annual ROSPA inspections need to be addressed promptly. Have agreed that a rota will be set up, standard forms collated and distributed, and training organised. Agreed to get a rota in place from the New Year.

ACTION CLLR JOYNSON & CLERK

10.2. Agnes Gardner King Playground to receive updates – **Cllr Joynson**

- 10.2.1. Line markings and a basketball hoop project** – presented final spec with line markings to create a roadway, games, d-hoop for basketball. Moss needs to be cleaned off before the markings can be undertaken. Reviewed two quotes and agreed to go with the cheapest quote. Tesco grant of £500 has been paid. Age range is currently up to 11 years. If you add in a basketball hoop, then the age range needs to be extended. Discussed the opportunity this gives to apply for a Sports England grant. Lengthy discussion of whether to cap the age range at 16 years or have it open ended and have no age limit. Point of who polices the current age limit. Some Councillors felt adults, especially vulnerable adults should not be encouraged into the play area. Unable to conclude and agreed to postpone a decision until the next meeting.

- 10.2.2.** Agreed that the **hedge** that has been planted without consent be relocated for safeguarding reasons.

ACTION CLLR JOYNSON

10.3. Caen Meadow – Clerk

- 10.3.1. Management plan** – final document still outstanding. Clerk chasing.

- 10.3.2.** Noted permission has been given for the BA to use the staithe and meadow for some **wildlife walks in 2025**. Clerk will publicise the details when a programme is published.

- 10.3.3. Trafford Memorial Ground first land registration** made in August 2023 – letter received from the Land Registry with several queries, including the area to be registered. With the agreement of the Chair the Clerk has taken advice from Wellers Hardy solicitors who have confirmed that the Council can only apply for the area shown in red as shown on the Land Registry letter. To register the area outside of this would involve a claim for adverse possession. Agreed to continue with the application as suggested by the Land Registry as the risk of another party claiming adverse possession is very small. Clerk to action.

ACTION CLERK

11. WHERRY GARDENS – Cllr Martin

- 11.1.** Playground – the new safety matting and new swings will be fitted in the New Year.
- 11.2.** Following complaints from the landscape gardener about dog fouling and the longevity of the hedge near the ditch crossing. Cllr Martin has reviewed the points made and felt there isn't an issue.
- 11.3.** Installation of the defibrillator – waiting for Anglian Water to complete the wiring. Cllr Martin chasing. Delayed due to the storms. Hoping for completion before Christmas.
- 11.4.** Planting new trees in the central swale – expected to be planted in January.
- 11.5.** New hedge near entrance – Hopkins Homes have replaced the dead whips. Thanks to them. Agreed to add a membrane to suppress the weeds before Target Trees apply the mulch resulting from the tree works in January. Cllr Martin to arrange.

ACTION CLLR MARTIN

- 12. HIGHWAYS** – to follow up on letters to Highways re: 30mph rondels on the Salhouse Road and consultation on road works – **Cllr Martin & Mantle**. Outstanding. Cllr Martin has had a complaint from a resident about the poor markings on the roundabout outside. To follow up.

ACTION CLLR MARTIN & MANTLE

- 13. TREE MANAGEMENT – Cllr Joynson** - noted that tree works across the Council's site will start on the 6th January.

14. CORRESPONDENCE

- 14.1.** Request from a resident for two new grit bins and a dog poo bin on and near Wherry Gardens. Cllr Martin felt these were unnecessary.
- 14.2.** Update on 3 Salhouse Road. Now being cleared.
- 14.3.** Noted need to follow up on posts around The Avenue green. To be added to budget wish list.

- 15. DATE & ITEMS FOR NEXT MEETING** – 6th February 2025

Published 17th December 2024
Clare Male, Clerk & RFO to the Parish Council

07341 873375
clerk@wroxhamparishcouncil.org

Signed.....

Dated.....

APPENDIX:
TREE WORKS APPLICATIONS:

1. 2024/2780 | T1 Magnolia - height 5m spread 5m, reduce by 2m overall | 179 Norwich Road Wroxham Norfolk NR12 8RZ. Approved, no issues.
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. Approved, no issues.
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. Approved, no issues.
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. Approved, no issues.
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. Approved, no issues.
6. 2024/3363 Wroxham Cottage 15 The Avenue NR12 8TN T1 Lime - Approx 25m in height and 6m wide. Remove the offshoots up to approximately 3.6m at the base of the tree. No application form online Cllr Joynson to query with BDC.
7. BA/2024/0422/TCAA | T1: Oak - reduce to height of surrounding conifers due to root fungus | Bryn House Beech Road Wroxham Norwich Norfolk NR12 8TP. Deadline 17th December. Agreed to query with BA if this level of cut back is required as the tree is large and has visual amenity from the road.
8. 2024/3131 - T1 Spruce - Reduce branches overhanging garden by 1-2m. Current overhang 4m. T2 Spruce - Reduce branches over driveway by 2m. Current overhang 5m. T3 Spruce - Reduce branches over driveway by 2m. Current overhang 5m. T4 Spruce Reduce branches over driveway by 2m. Current overhang 5m. T5 Spruce - Reduce branches over driveway by 2m. Current overhang. Fire Station Park Road Wroxham Norfolk NR12 8SB. No objection.
9. 2024/3383 - T1-Pine: Remove branch shown in photo (marked with red line). Raise crown to 3.5 meters. Reduce the branch/stem over the building by 2m. 82 Charles Close Wroxham Norfolk NR12 8TT. No objection.
10. **20 The Avenue Wroxham Norfolk NR12 8TR** - 2024/3573 - T1 Macrocarpa - Fell this tree due to its location, aesthetic appearance, as well as proximity to both properties T2 Macrocarpa - Remove this tree as it is growing towards the conservatory and potential failure due to its unbalanced growth T3 Macrocarpa - Remove this tree as it is growing towards the neighbour's property in an obscure manner. Comments from Wroxham's tree warden. **ACTION CLLR JOYNSON TO REVIEW**
11. **Cramond Lodge 6 Hartwell Road Wroxham Norfolk NR12 8TL** - 2024/3529| T1- Group of 4 conifer trees current height approximately 16m- Reduce in height by approximately 2m and shorten the side branches. T2- Conifer tree current height approximately 11m- Reduce in height by approximately 1m in height and shorten the side branches. No issues.