



ANNUAL PARISH COUNCIL MEETING - AGENDA

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

8th May 2025 (to follow the Annual Parish meeting)

Press and public welcome.

1. **ELECTION OF CHAIR AND VICE CHAIR**
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 **3rd April 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 01/05/2025) and sign 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 - to note receipts in the period.
 - 7.1.3. Payments - to agree payments as recorded in the presented schedule.
 - 7.2. Budget – to note current position.
 - 7.3. To review the annual renewal of the insurance policy.
8. **PLANNING – Cllr Martin**
 - 8.1. To note 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. To note the consultation on revised plans for a replacement telecoms mast behind Broadland Funeral Services on the Norwich Road.
 - 8.3. To review new planning applications and comment:
 - 8.4. To discuss any **new planning applications** since the agenda was issued.
 - 8.5. To review the **tree works applications** in the appendix – **Cllr Joynson**.

9. GOVERNANCE AND ADMINISTRATION

9.1. HR:

9.1.1. To note the resignation of the Clerk – see closed section of the meeting.

9.1.2. To sign off the Clerk's performance appraisal.

9.1.3. To receive an update from discussions with Hoveton Community Council over the possible appointment of a ground's person – **Cllr Mantle**.

9.2. IT project update and to note that the Council is now using .gov.uk email addresses - **Clerk**

10. STREET SPACES –

10.1. To thank Cllr Dashley for putting up bunting to celebrate VE Day on the 8th May.

10.2. To vote to add cutting the permissive footpath alongside southerly end The Avenue to the grass cutting contract – **Cllr Martin**.

11. RECREATION SPACES

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

11.1.1. Update on maintenance works.

11.1.2. Update on inspection rota.

11.1.3. Update on no dog's signage.

11.2. Bench project update – **Cllr Mantle**

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

11.3.1. Update on new signage.

11.3.2. Update on the management plan.

11.3.3. Note on policing from PC Al Jennings

11.3.4. Complaint from a resident about fire hazard and advice from the fire service.

12. HISTORIC & BURIAL SPACES – Cllr Mantle

12.1. Cemetery

12.1.1. Bin update.

12.1.2. Spoil removal update.

12.2. St Mary's Churchyard – to review a request to edge the main pathway.

13. CORRESPONDENCE:

13.1. Broads Authority consultation: Norfolk and Suffolk Local Nature Recovery Strategies – deadline for responses 11th June 2025.

13.2. Norfolk County Council - new Funding Initiative to Support Bus Shelter Installations Across Norfolk. Offering 80% of the cost.

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 are to be 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.