



## **FULL COUNCIL MEETING - FINAL MINUTES**

**A meeting held in the Hub on Thursday 6<sup>th</sup> February 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 Male

**Also present:** Cllr Martin Murrell, Broadland District Council (BDC) and Cllr Fran Whymark Norfolk County Council (NCC) & Broads Authority (BA) and eight members of the public.

1. **ATTENDANCE** – Cllr Philip Nunn sent apologies.
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. Cllr Dashley declared that his wife is one of the parties applying for a grant for their organisation under item 6.7.
3. **MINUTES OF PREVIOUS MEETING** - agreed the accuracy of the final minutes of the meeting of the 5<sup>th</sup> December 2024.
4. **PUBLIC SPEAKING**
  - 4.1. Report from Broadland District Councillors (BDC) – next year's budget has been approved with no increase in Council Tax. The visitors centre at Broadland Country Park has been approved.
  - 4.2. Report from Norfolk County Councillor (NCC) for Wroxham Ward. **Finances** are poor – the local government settlement was less than expected and savings of £46 million are required. The increase in National Insurance contributions has a big impact on the budget. Rural services grant has been redacted. Council Tax increase will be the maximum of 4.99%. **Devolution** – the government has announced that Norfolk and Suffolk will be in the priority group for a new mayoral authority with devolved powers. Elections this May will be cancelled and new elections for the mayor held in May 2026. There was much discussion on the new boundaries and what the impact will be. There is a possibility that Wroxham could fall within an extended City Council. There will be a consultation, but unlikely to be a referendum.
  - 4.3. Public speaking – complaint from the public about BT Openreach cutting back branches on trees on The Avenue to install new cables. There was a presentation on the work of Wroxham Stay and Play for item 6.7. A resident asked if the Council was aware of the installation of a large mobile home in Beech Road.
5. **MATTERS ARISING FOR INFORMATION ONLY**
  - 5.1. Request from street furniture cleaners to replace Perspex with glass in Norwich Road (Masonic Lodge) noticeboard where fly posters have left sticky marks. Perspex is also discolouring. Clerk to get a quote for replacement and add to the next agenda. **ACTION CLERK**
  - 5.2. Broadland District Council – notice of charging for commercial bin emptying at Wroxham Cemetery - £429 p.a. Clerk to get a quote from Veolia who empty the roll top bin at Caen Meadow. **ACTION CLERK**
  - 5.3. Devolution update – already covered under item 4.2.

## 6. FINANCIAL MATTERS – Cllr Joynson

### 6.1. Reviewed the period's financial position:

#### 6.1.1. Noted total bank balances for period and signed the **bank reconciliations**.

Unity Bank current account	£44,003.33
Unity Bank instant access saver	£6,591.30
Redwood Bank	£10,486.33
CCLA Public Sector Deposit Fund	£92,304.78
<b>Total in bank</b>	<b>£153,385.74</b>

6.1.2. Transfers – noted two bank transfers of £7,250 and £36,906.51 from Unity Instant access saver account to Unity Current account on the 23/12/24 and the 05/02/2025.

6.1.3. Receipts - noted receipts in the period of £2,404.97.

6.1.4. Payments - agreed payments of £43,923.06 as listed in the appendix.

6.2. Agreed the proposal to accept the risk of being over the £85K FSCS protection limit on the CCLA fund as the yield is high, and other products offer a lower rate of return.

6.3. Agreed the proposal that the budget reflects the costs of maintenance at Wherry Gardens and not the cash flowed income. This will still be shown in reserves. **ACTION CLERK**

6.4. Accepted the Q3 budget. Current forecast of £4,330.02 underspend at the end of the year. This is mainly due to an increase in Cemetery receipts.

6.5. Appointment of a new internal auditor – pending.

6.6. Agreed the grass cutting contracts for 2025 season. Agreed to add in the “loop” footpaths at Keys Hill Wood as additional to the contract as this was very overgrown last year and had to be ordered on an emergency basis. **ACTION CLERK**

6.7. Agreed two requests for grant funding from “Making Connections” Hoveton and Wroxham Dementia Café and Wroxham Stay and Play. Agreed to split the remaining budget of £750 between the two organisations. **ACTION CLERK**

## 7. PLANNING – Cllr Martin

7.1. Broads Authority call for sites – noted the Council's support for residential development on the two former Windboats sites.

7.2. New planning applications:

7.2.1. Revised application - 15 Charles Close NR12 8TU. Erection of garage and annexe with single and two storey elements etc - Broadland District Council application number: 2024/2744. Deadline for comments 5<sup>th</sup> January. **OBJECT**.

7.2.2. 151 Norwich Road Wroxham Norfolk NR12 8RZ. New external covered entrance and glass panel infill to existing external canopy area. District Council application number: 2024/3767 Deadline for comments 11th January. **NO OBJECTION**

7.2.3. Change of use for the first floor of the Water's Edge restaurant on the Norwich Road to bed and breakfast accommodation. Broads Authority application no BA/2024/0361/FUL. Deadline for comments 3rd January. **SUPPORT**

7.3. **New planning applications** since the agenda was issued - 27 Skinners Lane, NR12 8SJ. Proposal: Single storey rear extension, upwards roof extension, addition of dormer window and balcony to front elevation. Broadland District Council (BDC) application number: 2025/0309. **NO OBJECTION**

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

## 8. GOVERNANCE AND ADMINISTRATION - Cllr Mantle

8.1. IT project – received and agreed a report from Cllr Nunn on the scope of the IT the renewal project. Noted that our DropBox cloud storage expires on the 7<sup>th</sup> March. Agreed to remove documents and store on a hard drive in the interim whilst a new long-term solution is found. This means Councillors will lose access to files in the short term. Agreed to change to a gov.uk domain name for a new website. **ACTION CLERK**

8.2. Agreed arrangements for the Clerks appraisal – pending date.

8.3. Agreed the Clerks request for a week's unpaid annual leave in May.

8.4. Noted the completion of the Pension Regulator three yearly pension declaration.

## 9. HIGHWAYS –

9.1. Request 30mph rondels on the Salhouse Road. Highways have said that they will consider it in the next financial year. Discussed the merits of village gateways. These are sometimes

funded by the NCC Parish Partnership scheme. The next round of funding will be released in the summer – **Cllr Martin**

**9.2.** Consultation on road works – outstanding.

**ACTION CLLR MANTLE**

**10. WHERRY GARDENS – Cllr Martin**

**10.1.** Playground:

- 10.1.1. Noted the installation of new safety matting and new swings. Everyone really happy with the work – thanks to the contractor NGF Play.
- 10.1.2. Inspection issues – noted the split rope ladder and cracks in beams on the low climbing frame. Neither item is covered by the manufacturer's warranty. Cllr Martin has repaired the ladder, but it will happen again – Clerk to get a price for a new ladder. To review the cracks further and see if any need sanding as per the manufacturer's advice.

**ACTION CLLR MARTIN & CLERK**

- 10.2.** Update on the installation of the defibrillator – all complete and a small opening ceremony took place last week. Thanks to Cllr Whymark, London Hearts and Anglian Water for their support.
- 10.3.** Update on planting of new trees in the central swale - completed.
- 10.4.** Thanks to the Councillors who helped to spread the woodchip recycled from the recent tree works – Cllrs Martin, Nunn and Dashley.

**11. RECREATION SPACES**

- 11.1.** Update on play area inspections and the inspection rota. Both playgrounds are now being inspected weekly as per the insurance requirements. Chair asked Cllr Martin and Nunn to be responsible for Wherry Gardens and asked Cllr Holyoake to sign up for some inspections at Agnes Gardner King playground.

**ACTION COUNCILLORS**

**11.2.** Agnes Gardner King Playground (AGKP) to receive updates – **Cllr Joynson**

- 11.2.1.** A proposal was made, and was agreed, not to proceed with installing a basketball hoop due to the issues around extending the age range. Agreed to proceed with the line markings. Clerk will go back to the contractors and ask for revised quotes. Clerk noted the need to have the tarmac surface cleaned thoroughly before the markings can be applied and then having the tarmac cleaned more regularly once the lines have been painted on. Our current cleaning contractor are unable to undertake this job. Clerk has been in contact with other contractors who are able to do a preliminary clean, but they will need to be sure that the line markings are able to be pressure washed or steam cleaned. Clerk to check the spec with contractors.

**ACTION CLERK**

- 11.2.2. Hedge removal – landscape contractor has agreed to remove the whips that have survived as part of the spring tidy up. Cleaning – as above. Cllr Joynson has removed the graffiti at AGKP. Wherry Gardens - the new swings have been added to the regular cleaning programme, graffiti scheduled for removal and a deep clean for the toddler spring.
- 11.2.3. Maintenance works list – a list of issues has been developed from the issues identified at weekly inspections. Agreed to split the list between the specialist provider of playground equipment on this site (Wicksteed) and a general contractor. The handrail to the steps up the embankment to the slide was rotten and Cllr Joynson has removed part of this and taped the steps off. Agreed to have this removed, the ground made good and not to replace the steps. Children can then use either the steep or gentle slope of the embankment to get to the slide. Agreed to use the capital funds identified for the basketball net to pay for the maintenance works required. **ACTION CLERK**

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

- 11.3.1. The Parish Council was very sorry to hear of an injury to a dog whilst out walking at Caen Meadow. The resident has asked the Council to pay for the vet's bills. They have asked for one of memorial tree plaques commemorating the Diamond Jubilee in 2012 to be removed as they felt it is a hazard and was the cause of the dog's injury. The matter has been passed over to the Council's insurance company and the sign has been taped off pending further investigation and advice.
- 11.3.2. Update on the management plan – Clerk apologised for not organising another meeting of the Caen Meadow working group. Cllr Dashley talked about the difficulty of being overwhelmed by the detail and commitment of the plan. Asked all Councillors to attend the next meeting as Caen Meadow is the jewel of Wroxham. Need to break it

down into small, achievable tasks. Discussed the perception and actual incidents of anti-social behaviour over the summer months and the desire for a warden to address this. A warden would have a tricky job to work with young people and push back on anti-social behaviour. Need to engage with the community, especially local schools and for example have a resource available for residents to report wildlife sightings.

**ACTION CLERK**

11.3.3. Trafford Memorial Ground first land registration has now been completed.

**12. LIAISON WITH OTHER BODIES – Cllr Mantle**

12.1. Flooding on the Norwich Road – met with Anglian Water and identified several drains to be sealed off to prevent flood water going into the wastewater system and rising up elsewhere. Limited flooding on the Wroxham side of the bridge so far this year. Maintain a watching brief and continue to attend the MAG group meetings.

**13. FLOODING & WATER – Cllr Dashley**

13.1. Short report from Cllr Mantle on a livestream multi-agency flood and drought summit from Norfolk County Council on the 31st January. Noted that Rob Kelly who has led the flooding agenda very successfully so far in our area will be leaving shortly.

13.2. A report was given on a briefing session on The Broads SAC Sustainable Abstraction Plan. They have been studying the impact on the Ant River valley. The water has become more acidic having an impact on wildlife. Plan is to replace the river water abstraction with boreholes. The study is to be extended to the whole of the Broads. Watching brief.

13.3. New wastewater treatment plants at Rackheath and Beeston Park – need to set up a meeting with Phil Courtier, Head of Planning at BDC to discuss the impact downriver on Wroxham.

**ACTION CLLR MANTLE**

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

14.1. St Marys church internal wall – noted a possible movement in the leaning section of the wall from the footpath to the yew. Noted comments in the recent Quinquennial report by the church. Agreed to source some contractors who would be prepared to repair or rebuild the wall and establish costs. Nothing currently in the budget.

**ACTION CLERK**

14.2. Cemetery

14.2.1. Reviewed quotes for spoil removal – a grab lorry is c£300 but it is very heavy, and the contractor is worried about the damage that a lorry would do to the ground. Spoil heap is now overflowing. To review.

**ACTION CLERK/CLLR MANTLE**

14.2.2. Extension planning meeting needs to be rearranged – **ACTION CLLR MANTLE**

**15. CORRESPONDENCE**

15.1. Report of a fall on an icy pavement and a request for an additional grit bin to the back of the Wherry Gardens estate. Cllr Martin feels that there isn't a suitable location to site a second bin and that it isn't necessary. Clerk to get a quote.

**ACTION CLERK**

15.2. Request for double yellow lines at the end of Park Road to prevent vehicles parking and blocking the footpath, playground gate and grit bin. The Council has tried to get lines in the past but Highways wouldn't agree.

15.3. Notification from a resident about a claim against NCC over pothole in Beech Road. Noted.

15.4. Invitation to attend the launch event for the Norfolk Anti-Poverty Alliance – 26<sup>th</sup> February, Norwich Cathedral. Cllr Mantle to attend.

15.5. Complaint from a resident about an extension of a driveway on Skinners Lane. No further action.

15.6. Norfolk Parish Training and Support Spring Seminar - 20 March, Queen's Hill Community Centre, Costessey. Clerk and Cllr Mantle to attend.

**16. DATE & ITEMS FOR NEXT MEETING – 6<sup>th</sup> March 2025**

**APPENDIX:**  
**PAYMENTS APPROVED**

Grit bin	Bin Shop	£ 147.14
Memorial plaque	Brunel Engraving Company Ltd	£ 148.68
ID cards	The Photo ID Card People	£ 17.39
Neighbourhood Plan costs	Fizz and Fromage	£ 30.60
Bank charges	Lloyds Bank Plc	£ 3.00
Energy	Npower	£ 65.03
Mobile phone	Vodafone	£ 16.00
Roll top bin emptying	Veolia	£ 8.92
Bank charges	Unity Trust Bank	£ 6.00
Clerk's payroll	Clerk	£ 1,867.07
Clerk's tax and NI	HMRC	£ 555.88
Members allowance	The Old Mill	£ 7.50
Members allowance	The Old Mill	£ 15.10
Members allowance	The Old Mill	£ 13.60
Members allowance	Fizz and Fromage	£ 13.00
Maintenance expenses	Toolstation Ltd	£ 34.98
Bank charges	Lloyds Bank Plc	£ 3.00
Energy	Npower	£ 68.71
Mobile phone	Vodafone	£ 16.00
Roll top bin emptying	Veolia	£ 9.06
Bank charges	Unity Trust Bank	£ 6.00
Clerk's payroll	Clerk	£ 1,867.07
Clerk's Pension	Norfolk Pension Fund	£ 694.91
Grass cutting	Shaun Hearn Landscapes	£ 4,670.00
Christmas lights	Cozens (UK) Ltd	£ 5,377.68
Clerk's tax and NI	HMRC	£ 556.08
Clerk's Pension	Norfolk Pension Fund	£ 694.91
Working from home allowance	Clerk	£ 163.40
Mileage	Clerk	£ 57.15
Hall hire	Wroxham Hub	£ 30.00
Hall hire	Wroxham Hub	£ 30.00
Cleaning	G Garfoot	£ 40.00
Cleaning	G Garfoot	£ 200.00
Tree works	Target Trees	£ 13,834.97
Play equipment	NGF Play Ltd	£ 11,959.32
Clerk's Pension	Norfolk Pension Fund	£ 694.91
	<b>TOTAL</b>	<b>£ 43,923.06</b>

## TREE WORKS APPLICATIONS:

1. **Quercus 229 Norwich Road NR12 8SL** - 2024/3631 - (T1) - Beech - Removal of crossing limbs and light thinning of crown, with crown reduction from 23m to approx 20m for maintenance (T2) - Beech -Removal of crossing limbs and light thinning of crown, with crown reduction from 20m to approx 17m for maintenance (T3) - Oak- removal of crossing limbs and light thinning, with crown reduction from 27m to approx 24m due for maintenance (T4) Monterey Cypress - fell due to proximity to property and replace with Holm Oak line along the boundary.
2. **Cypress House 25 Staitheway Road, NR12 8TH.** T1 Walnut - ht14m w12m - To reduce the entire crown by 3-3.5m. Broadland District Council application no 2025/0038.
3. Between Parking Areas Associated With Staithcote And Coot Wood Beech Road NR12 8TP. Broads Authority application - BA/2025/0010/TCAA | G1: Alder and Willow x9 – pollard.
4. Harnorville 21 Church Lane Wroxham Norfolk NR12 8SH. Broadland District Council application no 2025/0233. T1- Lime- ht 16m- Pollard to 8-10m. T2- Lime- ht 17m- Pollard to 8-10m. T3- Lime- ht 13m- Pollard to 8-10m . T4- Lime- ht 17m- Pollard to 8-10m. T5- Lime- ht18m- Pollard to 8-10m.
5. 36 Charles Close Wroxham Norfolk NR12 8TU. Broadland District Council application no 2025/0232. T1- Ash- ht 14m- Crown raise over the shed to 8m above ground for clearance. T2- Ash- ht 19m- Reduce the crown growing towards the property by 2.5m. T3- Ash-ht 16m - Reduce the upper crown by 1.5-2m. T4- Ash- ht 17m- Reduce the declining upper crown by 4m to more suitable growth points, and to shape remaining crown back into an optimised shape.
6. Greystoke Lodge 10 Hartwell Road Wroxham Norfolk NR12 8TL. Broadland District Council application no 2025/0235. T1- Yew- Remove. **Queried the necessity of felling the yew. Tree has amenity value. Clerk to ask BDC to consider this application in detail. ACTION CLERK**
7. Ridge Cottage Beech Road Wroxham Norfolk NR12 8TP. Broadland District Council application no 2025/0235. T1- Hazel- Reduce height by approximately 2-2.5m from 7m.
8. 43 Charles Close Wroxham Norfolk NR12 8TU - 2025/0283 - T1- Kohuhu- Current height- 8m, Canopy width- 4m- Reduce height by 6m. T2 Silver Birch- Fell. **CLLR JOYNSON TO REVIEW**

Signed.....

Dated.....