



## FULL COUNCIL MEETING - FINAL MINUTES

**A meeting held in the Hub on Thursday 6<sup>th</sup> June 2024, 6.30pm**

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

**Clerk:** Sarah Martin (Locum)

**Also present:** Four members of the public.

1. **ATTENDANCE** – apologies from the Clerk.
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 **2<sup>nd</sup> May 2024**.
4. **PUBLIC SPEAKING**
  - 4.1. Apologies received from District Councillors Fran Whymark and Martin Murrell – a report was received.
  - 4.2. Apologies received from Fran Whymark - Norfolk County Councillor (NCC) for Wroxham Ward. A report was received.
  - 4.3. Public speaking – Apologies received from PC Al Jennings – no report received. A member of the public spoke regarding the tree removed at The Avenues.
5. **MATTERS ARISING FOR INFORMATION ONLY**
  - Town & Parish Forum report (3rd June) – meeting attended; key points: employability programme, general election, work on a recruitment campaign for Parish Councillors, in person conference 13/11 – suggestions for content.
  - Complaint from a resident about overgrown paths at KHW.
  - Hoveton village hall – request for WPC to have a stall at Norfolk Day event 27/07/24 and to publicise the event on parish noticeboards.  
**ACTION:** Cllrs. to consider/suggest ideas for stall.
  - 223 Norwich Road – Tree works reported to Council and tree warden. BDC enforcement team dealing with as within conservation area.
6. **PLANNING – Cllr Joynson**
  - 6.1. **Planning applications:**
    - 6.1.1. Replacement of 45m of timber quay-heading, High House, Beech Road. Broads Authority application no - BA/2024/0147/HOUSEH. Deadline for comments 24<sup>th</sup> May – no objection.  
**Ratified.**  
**BA approved subject to conditions.**
  - 6.2. No **new planning applications** since the agenda was issued.
  - 6.3. Reviewed **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 to 3<sup>rd</sup> June 2024 of £153,249.50. Bank reconciliation signed.

7.1.2. Receipts - noted receipts in the period of £380.94 – bank interest.

7.1.3. Payments - agreed payments of £4,203.34 as follows:

Heelis & Lodge	Internal audit	£300.00	
Fizz and Fromage	Members allowance	£23.45	
eBay	Stationary	£4.95	
eBay	Stationary	£5.95	
Number 14 Ltd	Members allowance	£6.00	
Fizz and Fromage	Members allowance	£17.85	
The Photo ID Card People	ID cards	£40.91	
Fizz and Fromage	Members allowance	£15.10	
Lloyds Bank Plc	Bank charges	£3.00	
Greg Garfoot	Cleaning	£40.00	
Norfolk Parish Training and Support	Training	£162.00	
Npower	Energy	£55.86	
Vodafone	Mobile phone	£16.00	
Veolia	Roll top bin emptying	£29.92	
Wave (Anglian Water)	Water	£14.91	
Clare Male (Clerk)	Clerk's payroll	£1,799.94	
HMRC	Clerk's tax and NI	£530.24	
Norfolk Pension Fund	Clerk's Pension	£676.20	
Bill Dashley	Parish gardener	£414.10	
Cllr Peter Mantle	Fencing	£30.00	
TT Jones Electrical Ltd	Quarterly Street lighting maintenance	£16.96	

7.2. As at the 3<sup>rd</sup> June 2024 noted bank balances of:

Unity Trust current account:	£27,202.38
Unity Trust Instant Access Saver:	£26,791.11
CCLA Public Sector Deposit Scheme:	£89,256.01
Redwood two-year bond:	£10,000.00
Total in bank	£153,249.50
Wherry Gardens 10-year maintenance fund	£86,415.83
General reserves	£30,000.00
<b>Working balance</b>	<b>£37,103.67</b>

7.3. Audit 23/24:

- 7.3.1. Noted and agreed the financial statement for 2023/24. Receipts were £88,737.79, payments of £91,904.16 and final balance of £135,018.67.
- 7.3.2. Noted and agreed the report of the internal auditor. No issues raised.
- 7.3.3. Considered and agreed by resolution the Governance Statement.
- 7.3.4. Considered and agreed by resolution the Accounting Statement.
- 7.3.5. Noted the dates for the exercise of public rights of the 12<sup>th</sup> June to 24<sup>th</sup> July 2024.

7.4. The insurance requirement and agreement of the annual renewal needs further investigation to ensure coverage and price are appropriate. Clerk to obtain further quotes and then seek approval from the Finance committee via email.

7.5. Further review required before agreement of the budget due to Scribe system forecasting issues.

## 8. RIVER BURE

8.1. Report received from **Cllr Nunn** re: multi agency group (MAG) flooding meeting attended: purpose of meeting to discuss and try to solve issues which cannot be resolved by 'one body' but need collaboration from various agencies.

**ACTION** to feedback on TOR's and paper to be prepared re local issues in Parish.

8.2. It was AGREED to request a site meeting at Belaugh following Anglian Water's response to WPC complaint about discharge levels at the Belaugh water recycling centre and to challenge the comments raised including preventing waste released into water and regular testing to be carried out. To express the concerns of the Parish.

## 9. HIGHWAYS

9.1. Complaint from a resident about parking around St Mary's church during services – **Cllr Mantle** reported the PC has spoken with resident and Church and has taken as far as the PC can- now with Church to resolve.

9.2. A proposal was presented by **Cllr Martin** that the footpath to Salhouse project is revisited – it was AGREED to revisit this with landowner. Neighbour Plan comments received so far have also supported this project. It was suggested investigating possible future Parish Partnership bid.

## 10. CAEN MEADOW WORKING GROUP (CMWG)

10.1. It was proposed and AGREED to rotate attendance by Councillors at this group. Dates of all external meeting to be shared with all Councillors.

- 10.2. Notes from CMWG were reviewed and accepted.
11. **RECREATION SPACES – Cllr Joynson**
- 11.1. **Agnes Gardner King playground**– an application for Tesco ‘Bags for Grants’ funding of up to £1,000.00 for play area line markings has been successful and will be in Stalham Tesco during July to September for public voting.
- 11.2. Noted forthcoming ROSPA playground safety inspections on both play areas.
12. **WHERRY GARDENS – Cllr Martin**
- 12.1. Wherry Gardens defibrillator – it was noted the reply from NCC on affixing to a lamppost and responses from local companies and UK Power Network – unfortunately at this time there are no suitable areas identified with electricity to place a defibrillator cabinet.
- 12.2. Name signs - postponed until July meeting when a formal proposal will be presented and voted on.
- 12.3. New trees for the swales – proposed/suggested trees presented to Highways - licence to be granted.
- 12.4. Grass cutting – it was AGREED to arrange a site meeting with contractor to review the contract. Further review of all grass cutting schemes to take place at time of contract renewals.
13. **HISTORIC & BURIAL SPACES – Cllr Mantle**
- 13.1. **Cemetery**
- 13.1.1. Cemetery fees – it was proposed by Cllr. Mantle; seconded by Cllr. Holyoake to retain the fees as they are – AGREED by all.
- 13.1.2. Marketing – it was AGREED to rotate revised adverts in the New Bridge magazine and to trial an advert in “Just” magazine.
- 13.2. **St Mary’s Churchyard** – Churchyard wall –meeting update given and report considered. It was AGREED to monitor the movement of the wall monthly for up to six months. If deemed too great movement to seek further advice/quotes for works.
14. **STREET SPACES**
- 14.1. Litter picking – **Cllr Hawkes** to arrange date for litter pick and circulate. To advertise for volunteers in noticeboards and Bridge magazine.
- 14.2. Christmas lights – proposal from Hoveton noted. Further consideration to how this would work in Wroxham needed.
- 14.3. Footway lighting – waiting to hear from lighting company on costs for sensors to control lighting.
- 14.4. Grass cutting regime – as per item 12.4 – further consideration to cutting and impact on biodiversity to be considered at time of contract renewal.
15. **GOVERNANCE AND ADMINISTRATION**
- 15.1. Safeguarding policy – proposed by Cllr. Joynson; seconded by Cllr. Holyoake to accept the policy as presented – all AGREED.
- 15.2. Recent situation on social media and the value of changing the Council’s social media policy accordingly was discussed and is currently under review – ongoing.
16. **CORRESPONDENCE**
- 16.1. Safety of Lithium ion Batteries and e-bikes and scooters. **PC acknowledge and support.**
- 16.2. Hedgehog Highways project – invitation to purchase hedgehog doors to give out to residents. **PC noted but AGREED not to pursue.**
17. **DATE & ITEMS FOR NEXT MEETING** – 4<sup>th</sup> July 2024  
To discuss and consider the effect of the proposed housing at Beeston Park of 3500 on the A1151.

**Meeting closed at 8.30pm**

Published 14<sup>th</sup> June 2024.

Clare Male, Clerk & RFO to the Parish Council

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**APPENDIX – TREE WORKS APPLICATIONS**

- 2024/1374 | T1 Cedar- Crown reduction of N6m, E7.5m, W7m and H16m by 1.5m. Crown lift to S3.5m T2 Cedar- Crown reduction of E5m S5m W5m by 1m and H16 by 1.5m. Crown lift to N3.5m | 80 Charles Close Wroxham Norfolk NR12 8TT  
**No Objection/comment.**
- 2024/1437 | T3 Silver Birch- Fell T4 Silver Birch- Fell T5 Lawson Cypress- Fell | 6 Charles Close Wroxham Norfolk NR12 8TU  
**Clerk to suggest retaining one Silver Birch tree.**

**Signed**.....

**Dated**.....