



FULL COUNCIL MEETING - FINAL MINUTES

A meeting held in the Hub on Thursday 11th May 2023, 6.30pm

Parish Councillors Present: Cllr Linda Aspland, Cllr Fiona Hawke, Cllr Sylvia Holyoake, Cllr Ian Joynson (Vice Chair), Cllr Peter Mantle (Chair), Cllr Paul Martin, Cllr Nigel Robertson.

Also present: Four members of the public, a representative from Hopkins Homes, Cllr Fran Whymark (Norfolk County Council (NCC), Broadland District Council (BDC) & Broads Authority (BA)) and Cllr Martin Murrell, Broadland District Council (BDC).

Clerk: Clare Male

1. **ELECTION OF CHAIR AND VICE CHAIR** – Cllr Peter Mantle was voted in as Chair and Cllr Ian Joynson was voted as Vice Chair.
2. **WELCOME NEW COUNCILLORS, CO-OPTION AND ATTENDANCE** – Cllr Nigel Robertson was co-opted to the Council. Apologies for absence from Angus Turville. The new Councillors were introduced and welcomed.
3. **REGISTER OF INTEREST FORMS AND DECLARATION OF INTEREST** Clerk reminded Councillors that Register of Interest forms have to be returned electronically. No other declarations made.

ACTION COUNCILLORS

4. **MINUTES OF PREVIOUS MEETING** - agreed the accuracy of the final minutes of the Parish Council meeting of the 6th April 2023.
5. **PUBLIC SPEAKING**
 - 5.1. Congratulations were passed to Cllr Murrell & Whymark for being re-elected to Broadland District Councillors (BDC). Cllr Murrell gave an update on the creation of a joint venture company to mitigate Nutrient Neutrality in Broadland. BDC are looking to gain additional funding to support the venture. BDC & South Norfolk Council will be moving offices into the Horizon Building on the 26th May. Food waste collection rates are high.
Cllr Fran Whymark noted that following the election BDC is currently in “No Overall Control” as no party has a majority. Cllr Whymark is now leader of the Conservative group in Broadland and is trying to form a new Council with other parties.
 - 5.2. Report from Norfolk County Councillor (NCC) for Wroxham Ward – there is a new leader, Kay Mason Billig, following Andrew Proctor standing down due to ill health. Also changes to the Deputy Leader and Cabinet members. Cllr Whymark is Chair of the People and Communities Select Committee. No update from the Broads Authority (BA).
 - 5.3. Public speaking – Laura Townes, Strategic Land Manager from Hopkins Homes introduced herself and has come to meet new Councillors.
6. **MATTERS ARISING FOR INFORMATION ONLY**
 - 6.1. Complaint from resident re length of grass on verges and footpaths. Issue is with Charles Close and The Avenue. Spoken with contractor and explained due to gas main replacement works in the area.

- 6.2. Complaints re potholes to side of road on southerly end of The Avenue due the gas main replacement works – reported to NCC Highways and await a response.
- 6.3. Asset register – revaluated for annual audit and increased replacement value from £278K to £386K. This is due to works at the Agnes Gardner King playground (fencing, gates, mats, etc), benches (uplifted to reflect cost of replacing 2 benches at Caen Meadow for all 29 benches) and the adoption of the public open spaces at Wherry Garden. Notified insurance company, will need additional cover. To be reviewed by a Councillor as an internal control.

ACTION CLLR MARTIN

- 6.4. Wherry Gardens – s38 NCC Highways adoption. Highways have asked Hopkins Homes to remove 5 trees from verges near soakaways. Hopkins have asked if these can be relocated on WPC land. Agreed in principle. Clerk to liaise with Hopkins. **ACTION CLERK**
- 6.5. Police and Crime Commissioner will be holding a Time to Talk session of the year on Friday 12th May, 9.30am-12.30pm.
- 6.6. Access – Cllr Aspland is deaf and has trouble following the meeting in the Hall. Cannot connect to the hearing loop. Clerk & Cllr Aspland to investigate further. Cllr Whymark recommended looking at Access to Work for a workplace assessment – Clerk to check status for volunteers. Cllr Aspland would also like the Council to fund upgrading her computer to allow her to view planning documents. Verbal quote for c£150. **ACTION CLERK & CLLR ASPLAND**
- 6.7. Concern for residents of Trafford Walk – Cllr Aspland is concerned about isolation and conditions for residents at Trafford Walk. Would like to know more about the centre and meet with the warden. Clerk to arrange. **ACTION CLERK**
- 6.8. Dredging lagoon update – now planned for Belaugh.
- 6.9. Coot Wood, Beech Road, Wroxham - Replace existing septic tank sewage system, with new treatment plant. Broads Authority application no BA/2023/0163/HOUSEH. Deadline for comments 30th May 2023. To be reviewed.
- 6.10. 2, Nobel Crescent, NR12 8SF - Proposed infill extension to join two current dormers on rear. Broads Authority application no BA/2023/1201/HOUSEH. Deadline for comments 2nd June 2023. To be reviewed.
- 6.11. To note the Broads Authority are renewing three tree protection orders (TPO's) for Caen Meadow/The Dell/Castle Staithe; land behind the Gallery and 2 Grange Walk.

7. GOVERNANCE AND ADMINISTRATION

- 7.1. Structure of the new council – Cllr Robertson agreed to provide monthly copy for The Bridge magazine. Agreed that all Councillors will attend Finance meeting and to go ahead with a meeting in May. Clerk to investigate dates that everyone can attend. Agreed HR to be managed by Cllrs Aspland, Holyoake and Mantle. Planning to be dealt with by Full Council. Planning policy will need to be updated accordingly. Other roles and responsibilities to be rolled over to the next meeting. **ACTION CLERK**
- 7.2. Communication – discussed a proposal from Cllr Robertson to introduce a public forum. It was felt that the new Council needed to be in before a new communication tool is introduced. Agreed to review the proposal again in September.

8. PLANNING & TREE WORKS

- 8.1. 15 Church Lane, NR12 8SH. BDC application no: 2023/1033. Erection of single storey gable roof front double garage extension. OBJECT to this application - building line is too far forward and has an adverse effect on the visual amenity of the area.
- 8.2. 6 Charles Close, NR12 8TU. BDC application no: 2023/1080. Proposed front and rear extensions with new raised roof and front dormer. Closing date for comments 19th May 2023. To visit site and review in more detail.
- 8.3. Tree works applications in BA and BDC Conservation Areas – **Cllr Joynson**
 - 8.3.1. 43 Charles Close – fell a cherry tree. BDC application no 2023/0921. No objection
 - 8.3.2. The Bungalow 10 Church Lane – various works to two Beech, two Magnolia, Hazel, Cherry and Ash. BDC application no 2023/0874. No objection.
 - 8.3.3. 48 Charles Close. Crown reduction to Oak. BDC application no 2023/0996. No objection, but would have liked to see a reason for the works in the application.
 - 8.3.4. Manor Ridge House Beech Road NR12 8TP. Various works across 17 trees. BDC application no 2023/1104. No objection.

9. LIAISON WITH OTHER BODIES

- 9.1. **BDC Town and Parish Council Forum** – Clerk feedback from the meeting of the 26th April – covered nutrient neutrality, Pride of Place and s106/CIL. Noted the next meeting is 7th June. All Councillors welcome to attend.
- 9.2. **Church Hall, Norwich Road** – noted that an “Asset of Community Value” nomination has been submitted to BDC. Decision will be made on the 22nd June 2023. Noted that a descendant of the original benefactor of the land has been tracked down after genealogy work by a local resident. Thanks to the resident that undertook the research on the behalf of the village.
- 9.3. Follow up on the “**Countrywide local Cycling & Walking Infrastructure Plan**” – complaint from WPC that a proposal has been made by NCC about Wroxham without consultation. Cllr Whymark following up.

10. FINANCIAL MATTERS

10.1. Reviewed this period's financial position:

- 10.1.1. Noted total bank balances for period of £158,390.90.
- 10.1.2. Receipts - noted receipts in the period of £26,944.50.
- 10.1.3. Payments - agreed payments of £5,557.51 as follows:

Society of Local Council Clerks Membership	Society of Local Council Clerks	£236.00
Footway lighting energy payment	Npower	£28.01
Clerks monthly mobile phone	Vodafone	£13.90
Printer paper	Paperstone	£35.92
Refreshments for intro session for new Cllrs	Roys supermarket	£9.72
Memorial plaque for Keane	Brunel engraving	£116.16
Email address renewal for 2 years	Go Daddy	£1,293.41
Trophy for departing Chair	Nick Hindle stonemasons	£57.60
Hall hire for meetings	The Wroxham Hub	£50.00
Hall hire for Cllr induction	The Wroxham Hub	£8.00
Advertising for Cemetery in The New Bridge Magazine	The New Bridge	£770.00
Clerk's payroll	Clare Male	£1,709.70
Clerk's Tax and NI	HMRC	£533.58
Clerk's Pension contributions	Norfolk Pension Fund	£656.46
Clerk's expenses	Clare Male	£26.00
Clerk's travel	Clare Male	£13.05

10.2. Payroll – noted that following Norfolk ALC failing to provide an adequate service for the first payment run, an emergency decision was taken to cancel the new contract with Norfolk ALC and the reinstatement of old firm LGS Services. All tax and payments now up to date.

10.3. Support Service subscription – agreed to investigate costs for alternative provision for support services following the payroll disaster and Norfolk ALC increasing their subscription price by 20%.

ACTION CLERK

10.4. Noted that the Council no longer holds the General Power of Competence (GPC). Noted the S137 limit for the financial year is £13,852.35. Clerk to monitor and add to financial reporting.

11. **WHERRY GARDENS** - Discussed a complaint about dogs in the Wherry Garden play area. Reminder that BDC have a District wide Public Spaces Protection Order in place. Agreed a new sign with wording to reflect Agnes Gardner King playground and to have the sign relocated to the gate. Clerk to get a new sign priced up.

ACTION CLERK

12. HISTORIC & BURIAL SPACES – Cllr Mantle

12.1. Agnes Gardner King memorial in St Marys Church – received an update on the unveiling ceremony on Friday 16 June at 11am. All welcome.

12.2. Cemetery – proposal on preventing vehicles driving on the grass. Cllr Mantle showed a visual of new post and rail fencing to extend the mid-point fence and prevent vehicles driving through. Need to maintain access to spoil heap for gravediggers. Cllr Mantle to cost. **ACTION CLLR MANTLE**

13. RECREATIONAL SPACES

13.1. Caen Meadow Working Group (CMWG) - **Cllr Robertson**. Report from the last meeting. Concern about the impact of overflow from the Belaugh sewage plant. Investigating methods of testing the water. Asked Cllr Whymark to investigate what action the BA are taking on this issue. Rivers Trust Norfolk are running a Citizen Scientist programme – Cllr Robertson to investigate. Problem with

some large items being dumped on the Meadow. These have both been recycled. New roll top bin to be delivered 26th May.

ACTION CLLR ROBERTSON

13.2. Tree planting – update from Cllr Joynson on the last of the seasons planting in Keys Hill Wood, Agnes Gardner King playground and the Cemetery.

14. **SAM2 – Cllr Joynson** – briefed new Councillors on the data. This data is posted on the WPC website and passed onto Norfolk Police. Discussed support for a 20 is Plenty campaign. Agreed too hard to enforce.

15. CORRESPONDENCE:

15.1. Invitation to nominate two community champions to attend the Norfolk Show – closing date 12th May 2023. Former Cllrs Elaine & Malcolm Allsop nominated.

15.2. Complaint from a resident about the ongoing gas main replacement works in The Avenue. Clerk in communication with Cadent. Pushing for the replacement of the Norwich Road after the summer season.

16. DATE & ITEMS FOR NEXT MEETING – 8th June 2023 – Village gardening

Published 25th May 2023
Clare Male, Clerk & RFO to the Parish Council

07341 873375
clerk@wroxhamparishcouncil.org

Signed.....

Dated.....