



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

**A meeting held in the Hub on Thursday 3<sup>rd</sup> November 2022, 6.30pm**

**Parish Councillors Present:** Cllr Elaine Allsop, Cllr. Malcolm Allsop (Chair), Cllr Philip Everett, Cllr Barry Fiske, Cllr Sylvia Holyoake, Cllr Ian Joynson and Cllr Peter Mantle.

**Also present:** and 4 members of the public and Robert Hamer and Chris Wade from Cadent.

**Clerk:** Clare Male

1. **ATTENDANCE** - Noted those present and apologies from PC Al Jennings (Norfolk Police), Cllr Fran Whymark (Norfolk County Council (NCC), Broadland District Council (BDC) & Broads Authority (BA)); Cllr Martin Murrell (BDC).
2. **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 interest from Cllr Barry Fiske to item 6.4.1 as an adjacent neighbour.
3. **MINUTES OF PREVIOUS MEETING** - agreed the accuracy of the final minutes of the Parish Council meeting of the 6<sup>th</sup> **October 2022**.
4. **PUBLIC SPEAKING**
  - 4.1. Written reports from District & County Councillors were circulated before the meeting and will be attached to the minutes as an appendix.
  - 4.2. As above.
  - 4.3. Public speaking – concern about the disturbance fireworks cause, not only to pets, but also to the wide variety of wildlife that lives alongside us in the village. To raise with District Councillors. Noted that Roys will not be selling fireworks this year. Also concern about sky lanterns. **ACTION DISTRICT & COUNTY CLLRS**
  - 4.4. Cadent – presentation on the gas mains replacement works in the village over the next few months. Clerk to publish the information on the website. **CLERK TO PUBLISH**
5. **MATTERS ARISING FOR INFORMATION ONLY:**
  - 5.1. Agnes Gardner King Playground – thanks to the Women’s Institute (WI) who planted a Jubilee tree (flowering cherry) last week. There was a short ceremony to mark the occasion.
  - 5.2. BDC are hosting a free 90-minute webinar with Norfolk Wildlife Trust to share best practise on planting trees and hedges for biodiversity and wildlife. “Planting wilder woodlands in Broadland” Wed 9 Nov 2022 at 18:00.
  - 5.3. Norfolk County Council Budget Proposals 2023 (22 November 2022) online –proposals include an increase of 10% (which would require a referendum) and ideas for cost cutting include closing recycling centres on Wednesdays.

- 5.4. Transport East are launching the first Rural Mobility Survey about transport in rural areas. Deadline 16<sup>th</sup> December. Agreed to meet separately to discuss the detail, along with 7.4.  
**ACTION CLERK**
- 5.5. HR - Clerks' appraisal has taken place and will be reviewed at the next meeting. To note that the 2022-23 pay scales have now been agreed.
- 5.6. Caen Meadow/Malt House Lane – Cllr Fiske reported on a proposal by 2 Skinners Lane to reposition their fence, taking a section of Malt House Lane. Clerk in contact with BDC on the matter and the resident is seeking advice from BA planning.
- 5.7. Caen meadow - restoration of grass on the main slope. Thanks to volunteers who came out on Tuesday to stake, rake and seed the area. Thank you to Trafford Estates for donating the grass seed for the project.
- 5.8. Grit bins Cllr Mantle organising topping up for the winter.
- 5.9. Keys Hill Wood – Cllr Joynson - need to get a quote for taking down a Sycamore which is deteriorating fast.  
**ACTION CLERK**
- 5.10. Complaints from residents:
  - 5.10.1. Contact from a resident about a planning enforcement issue in Beech Road. They are already in contact with BDC over the matter. No further action.
  - 5.10.2. Speeding and wet weather on the Norwich Road making it hazardous for pedestrians. Referred to NCC and Norfolk Police.
  - 5.10.3. Speeding on The Avenue & Charles Close – request for 20mph speed limit. To discuss at Finance Committee.
- 5.11. New planning application – Rivercroft Cottage, Beech Road. Remedial flood & dampness damage works, BA application no BA/2022/0386/LBC, deadline 18<sup>th</sup> November. No objection.
- 5.12. Norfolk Minerals and Waste Local Plan Pre-Submission Extension of time period to make representations - has been extended until 5pm on 19 December 2022. Review the references to Tarmac activities at Stanninghall quarry in more detail in light of item 6.2.
- 5.13. Tree application for Hartwell House from the last meeting (item 5.8.2) – Cllr Joynson visited the property and has no objection.

## 6. PLANNING – Cllr M Allsop & Cllr Joynson

- 6.1. New planning policy – reviewed and agreed.  
**CLERK TO PUBLISH**
- 6.2. Water abstraction application from Norton's Broad (Wroxham) by Tarmac Trading for Stanninghall Quarry. Environment Agency application no NPS/WR/02382 (renewal). Notice was bought to the Council's application a week before the closing date. Noted recent outcome of Harris v EA at the High Court. Planning group reviewed the documentation from the EA and agreed to object. Clerk contacted the BA who would not engage on the issue. Agreed to make a complaint to BA via Cllr Fran Whymark. EA have agreed to add WPC as a consultee for future consultations. All the Bure basin licences will be reviewed as a result of the Harris case. Thanks to the resident who bought this matter to the Council's attention.  
**ACTION CLLR WHYMARK**
- 6.3. Holly Cottage, 22 Church Lane, NR12 8SH. Broadland District Council application number - 20221444. Replacement decking. Closing date for comments 4th November 2022. No objection.
- 6.4. Tree works applications in BA and BDC Conservation Areas:
  - 6.4.1. Wroxham Cottage, 15 The Avenue, NR12 8TN – BDC application no 20221593. T1 - 16.4m/9m beech to crown raise to 4m and to create a 4m clearance from the roof of the garage. T2 - 4m/3m holly to fell. T3 - 4m & 6m conifers to fell. T4 - 5.2m dead horse chestnut to fell. T5 - 6m holly to fell. T6 - 10m/4m x2 sycamores to fell due to closeness to property and shading. T7 - 10m/5m sycamore to crown raise to clear building by 2.5m. Relates to a planning application. Further investigation required.  
**ACTION CLLR JOYNSON**
  - 6.4.2. St Margaret's House, 1 Staitheway Road, NR12 8<sup>TH</sup> - BDC application no 20221602. T1 Tilia spp - Pollard to a height of 10m. No objection.
  - 6.4.3. 61 Charles Close, NR12 8TT - BDC application no 0221666. T1 Sweet Chestnut - Re-pollard back to previous points. T2 Beech - Fell. No objection.

## 7. LIASON WITH OTHER BODIES – Cllr M Allsop

- 7.1. **Parochial Church Council (PCC)** – Church Hall sale. Still no response from the Parochial Church Council to the Parish Council's letter of concern.
- 7.2. **Remembrance Day & Sunday – 11<sup>th</sup> & 13<sup>th</sup> November** – crosses of Remembrance to be planted at the central village sign. New crosses are available for those that would like to

remember a loved one. A small ceremony will be held on the 11<sup>th</sup> at the village sign. The Remembrance Day parade will go ahead as per last year on the 13<sup>th</sup>.

**7.3. BDC Town & Parish Council Forum – 21<sup>st</sup> October** – a report from Cllr Mantle. Noted green spaces grants available that could apply to Caen Meadow.

**7.4. Broads Authority - Local Plan & design guide** are out for consultation. Various open days to view and discuss. Closing date is the 9 December 2022. A working group of PM, SH and MA meet to discuss in detail. Clerk to arrange. **ACTION CLERK**

**7.5. Bird flu update.** Swans' numbers have been decimated. No dead birds reported to date on WPC land. RSPCA will attend to euthanise birds in distress – call 0300 1234999.

## **8. FINANCIAL MATTERS – Cllr Fiske**

**8.1.** Reviewed the period's financial position:

8.1.1. Noted total bank balances for period of £66,475.90.

8.1.2. Receipts - noted receipts in the period of £827.50.

8.1.3. Payments - agreed payments of £3,276.17 as recorded below:

Poppy wreaths & crosses	SP RBL Poppy appeal	£55.00
Clerks mobile phone	Vodafone	£29.52
Energy for footway lighting	Npower	£33.58
Steel fencing pins	eBay	£49.98
Jute netting	eBay	£69.99
Hall bookings for October	Wroxham Hub	£50.00
Outside cleaning	G Garfoot	£160.00
Annual rent for Caen Meadow	Wroxham Home Farm	£1.00
Playground inspection training	Community Action Norfolk	£60.00
Clerk employment costs	Clare Male	£1,631.39
Clerk employment costs	HMRC	£516.88
Clerk employment costs	Norfolk Pension Fund	£635.68
Clerk's expenses	Clare Male	£26.00
Clerk's travel	Clare Male	£12.15

## **9. GOVERNANCE AND ADMINISTRATION – Cllr Everett**

**9.1.** Noted BDC Standards Committee are consulting on adopting the Local Government Association (LGA) Model Councillor Code of Conduct.

## **10. ACTION PLAN:**

**10.1. Adoption of Wherry Gardens s106** – response to WPC's comments to legal documentation finally received. Final inspection of the site completed and a few items of concern fed back to Hopkins Homes. Thanks to Councillors who attended in the rain. Awaiting final completion.

**10.2. Coronation** – date announced as Saturday 6<sup>th</sup> May 2023.

**10.3. Trees project** – update. See item 13.1.4.

## **11. HISTORIC & BURIAL SPACES – Cllr Mantle**

**11.1.** Agreed an update to the Cemetery regulations regarding grave adornments and displays, dogs on site, website and a general update. Clerk to publicise. **CLERK TO PUBLISH**

**11.2.** Discussed a permanent memorial for Agnes Gardner King in St Marys Church. Sadness that her wooden cross has been allowed to deteriorate so badly. Cllr E Allsop to seek financial support for a simple stone marker for her grave, commemorating her work in the village.

**ACTION CLLR E ALLSOP**

## **12. STREET SPACES – Cllr Mantle/Cllr Joynson**

**12.1. NCC Highways** – flooding at the foot of the A1151 Norwich Road River bridge. Referred to Cllr Whymark who is meeting with our Highways Engineer shortly.

**12.2. Flowerbeds** – meeting cancelled due to rain. Clerk to rearrange.

**12.3. Litter picking by Community Payback.** Now visiting regularly.

**12.4.** Request to have the **SAM2** on Salhouse Road now the 50mph sign has been moved – done. Await new data.

- 12.5. **Street lighting** – energy bill relief scheme – report from seminar 20<sup>th</sup> October. No news on if the Council will receive relief.
- 12.6. **Road Safety Community Fund (RSCF)** – Cllr Whymark agreed to review a replacement SAM2 bid. Agreed the model proposed. Clerk to submit bid. Closing date 25<sup>th</sup> November.  
**ACTION CLERK**

13. **RECREATIONAL SPACES**

13.1. **Caen Meadow working party – Cllr Fiske:**

- 13.1.1. Reviewed and agreed the proposal to purchase two replacement benches for the slopes. To seek sponsorship. Clerk to publicise. **ACTION CLERK**
- 13.1.2. Review and agreed the proposal on frequency of bin emptying for two collections through the winter and then raise it to three collections from April 2023. Additional cost of £440 over the two financial years agreed. This can be financed by the current underspend on this financial year. **ACTION CLERK**
- 13.1.3. Reviewed and agreed the proposal to purchase a green roll top bin for next financial year. To store at Cemetery. Will be emptied fortnightly. Clerk to order in April 2023. **ACTION CLERK**
- 13.1.4. Discussed the proposal from the tree planting site meeting and noted objections from three residents that border the Caen Meadow. Agreed that the Caen Meadow group needs to have a full discussion on the issue. **ACTION CMWG**
- 13.1.5. Discussed the informal proposal from Trafford Estate to sell a 24m strip of land at Caen Meadow. No formal proposal received so no further action.

13.2. **Agnes Gardener King playground – Cllr Joynson** – noted the Clerk is booked on an inspection course.

14. **CORRESPONDENCE**

- 14.1. BDC - Annual Rough Sleeper Estimate 2022 - Weds 17th Nov 12pm – Thursday 18th Nov 2am – noted definition now includes derelict boats.
- 14.2. A1151 layby – email from PC Al Jennings with proposals for reducing ASB. Concern that it will move activity into the village. Feeling that picnic benches were inappropriate next to the busy road. Object to the proposal. Clerk to feedback. **ACTION CLERK**
- 14.3. BDC – website and email addresses now changed to reflect the merger with South Norfolk.

15. **ITEMS FOR NEXT AGENDA** – 1st December 2022 at 6.30pm

Published 9<sup>th</sup> November 2022  
Clare Male, Clerk & RFO to the Parish Council

07341 873375  
[clerk@wroxhamparishcouncil.org](mailto:clerk@wroxhamparishcouncil.org)

Signed .....

Dated.....

## Appendix 1: Written report from Councillor Fran Whymark:

### Broadland District Council

- Cllr Martin Murrell and I spoke to the Portfolio Holder responsible for food waste, Veolia are now fully aware that bins should be delivered properly in future. Any further difficulties please let us know.
- We are pleased to let you know that the Community Safety Team have been working closely with the police and Highways to make improvements to the layby on the Wroxham Rd. As many of you know nefarious activities have been ongoing for some time. Together with your local representatives we are looking how this (area avoided by local people) could be a place where families and holidaymakers wish to go in the future. Initially warning signs will be posted to dissuade persons from continuing their behaviour and car licence plates will be recorded, with Community Protection Warnings being issued in the first instance. If this is insufficient deterrent repeat offenders will be issued Community Protection Notices, any further repeat of said behaviour would lead to a fine. We are investigating if s106 or CIL monies or member grants could be used to enhance the area.
- You may have noticed social prescribers (SPs) at Hoveton and Wroxham Medical Centre? Broadland have been commissioned to provide SPs at all your local surgeries, offering support with unmet needs, particularly for the frail and elderly. Being employed through Broadland we can support patients with housing issues and help with concerns such as budgeting.

### Norfolk County Council

- You will all have had emails, texts, etc. sent to you telling you how to apply for your £400 Energy Rebate? It appears to be almost daily for this or something else. Please be aware that the Government (national or local) will not contact you this way and will not ask for your bank details. NCC has regular email alerts to warn residents of scammers trying to steal your money. You can sign up at <https://www.norfolk.gov.uk/business/trading-standards/scams/consumer-alerts> to receive consumer alerts to your email. You can also follow Norfolk Trading Standards on Facebook and Twitter.
- The Broadland Northway (NDR) has maintenance works currently, started Monday 31<sup>st</sup> October. There will be three weeks work at and around Wroxham Rd roundabout and then a further three weeks at the Salhouse Rd roundabout (with Highways working alongside Anglian Water to minimise disruption). This will enable sign and kerb repair and replacement, drainage works and some landscaping.
- At NCC you will be aware that we are looking at a £60 million funding gap in 2023/24. This means that we are undertaking a consultation via social media, local press and online ([www.norfolk.gov.uk/budget](http://www.norfolk.gov.uk/budget)) or you can write to: Freepost Plus RTCLXSTT-JZSK, Norfolk County Council, Ground Floor-South Wing, County Hall, Martineau Lane, Norwich, NR1 2DH; call: 0344 800 8020 or email: [HaveYourSay@norfolk.gov.uk](mailto:HaveYourSay@norfolk.gov.uk) to request a paper copy of the consultation. Currently the options are: 1.99% Council Tax increase plus 1% for Adult Social Care (total 2.99%); 4.1% or 10.1% (i.e. inflation) but this would require a referendum. Please have your say. Consultation open until 16<sup>th</sup> December.

### Broads Authority

- Local anglers have won their battle to keep important spawning grounds open at Hoveton Great Broad. Natural England have now dropped plans to erect barriers to the broad, which followed the granting of a permit to do so by the Environment Agency in 2020.
- Just a reminder - The BA have their Local Plan and Design Code out for consultation, which runs until 9<sup>th</sup> December. You can visit the website: <https://www.broads-authority.gov.uk/about-us/how-we-work/transparency/consultations>, email comments to: [PlanningPolicy@broads-authority.gov.uk](mailto:PlanningPolicy@broads-authority.gov.uk) or call: 01603 610734 for more information. There is still one date available to see the consultation/speak with staff on 12<sup>th</sup> November at Potter Heigham Village Hall, 10am-1pm.

Just a reminder that the Medical Appointment Car Transport Service, 01603 784455, is still available for Wroxham residents. This is wholly volunteer run and provides patients transport from home to their appointment. Costs are charged to cover fuel, etc. e.g. local surgery £5, Cromer or Norfolk and Norwich Hospital £20.