



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

### **A meeting held in the Hub on Thursday 5<sup>th</sup> October 2023, 6.30pm**

**Parish Councillors Present:** Cllr Fiona Hawke, Cllr Sylvia Holyoake, Cllr Ian Joynson (Vice Chair), Cllr Peter Mantle (Chair), Cllr Paul Martin. **Clerk:** Clare Male

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

1. **ATTENDANCE** – apologies noted and accepted from Cllr Ionie Lyons. Apologies also given by Cllr Fran Whymark (Norfolk County Council (NCC) & Broads Authority (BA)) and Cllr Martin Murrell (Broadland District Council (BDC)). Noted the resignation of Cllr Linda Aspland and thanked her for her service and for continuing to maintain the flowerbeds at the southerly village sign and war memorials until the end of the year. Cllr Martin said he was unhappy with the reason and procedure surrounding the resignation. Chair agreed to follow up the matter with Cllr Martin. **ACTION CLLR MANTLE**
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. Noted that Cllr Lyons has a registered interest in a tree works applications – see appendix item 2.
3. **MINUTES OF PREVIOUS MEETING** - Agreed the accuracy of the final minutes of the Parish Council meeting of the 7<sup>th</sup> September 2023.
4. **PUBLIC SPEAKING**
  - 4.1. Norfolk Police did not attend the meeting.
  - 4.2. None present, but noted the reports sent by Cllr Whymark and Cllr Murrell.
  - 4.3. See above.
  - 4.4. Public speaking – Angus Turville, tree warden for Wroxham as part of the Broadland Tree Network (BTN) introduced himself to new Councillors and talked about the work of wardens and BTN. Volunteered himself for projects in the village. Chair thanked Angus for his contribution to the community.
5. **MATTERS ARISING FOR INFORMATION ONLY**
  - 5.1. Invitation to attend the 2023 Annual General Meeting of the Broadland Tree Warden Network to be held on at Great Plumstead Village Hall, Church Road, NR13 5AB, on Tuesday 7 November 2023 starting at 19:30.
  - 5.2. New tree works application since the agenda was issued - 139 Norwich Road Wroxham Norfolk NR12 8RY - 7 x Lawson Cypress - to reduce each tree to c15 ft (current height of each c30 to 40 ft). BDC application no 2023/2955. No issues.
  - 5.3. Received a report from the Clerk on the Norfolk ALC conference.
  - 5.4. Cllr Martin noted that the bus timetable sizes for stops at Salhouse Road are still outstanding. Clerk to pass the information along. **ACTION CLERK**
  - 5.5. **The Bridge** – Cllr Martin on holiday this month, Cllr Mantle agreed to write this month's copy. **ACTION CLLR MANTLE**

## 6. GOVERNANCE AND ADMINISTRATION

- 6.1. Roles and responsibilities for Councillors – needs updating following the departure of Cllr Aspland. **ACTION CLLR MANTLE**
- 6.2. Clerks' appraisal due this month – date tbc. **ACTION CLLR MANTLE**
- 6.3. There was lengthy discussion about engaging with residents via social media and trying to increase the number of Councillors. Discussed the current policy of restricting members of the Facebook page to residents of the Parish and Councillors from other organisations and opportunities for other groups to use the page. Noted that the biggest demographic on the WPC page is women over 65 years of age. Very little engagement with residents under 35. Talked about whether using Instagram and Tik Tok would engage a wider audience. The issue will be raised at the next Town & Parish Council Forum which is a face-to-face event in November. Agreed to consider the matter further and come back to it a later date.
- 6.4. Policies for review – Vexatious Complaints; Grievances; Disciplinary; Pension – to be carried over to the next meeting. **ACTION GOV & ADMIN & CLERK**

## 7. LIASON WITH OTHER BODIES – Cllr Mantle

- 7.1. Received a report on the latest meeting of Hoveton & Wroxham Alliance – Cllr Mantle has contacted the BA about the state of the Waterside Rooms in Hoveton; discussed the state of the precinct; use of the Barclays site and the 80<sup>th</sup> anniversary of D Day – Hoveton Parish Council have no plans. Follow up meeting planned for November.
- 7.2. Noted that BDC have been requested to review the decision to list Wroxham Parochial Church Hall as an Asset of Community Value. This can only be from the owner who has the opportunity to put forward additional information that the hall has little community value. Decision date 6<sup>th</sup> November. No planning application has yet been received.
- 7.3. Received a report from the Clerk on the latest Town & Parish Council Forum. Topics covered included the Strategic Flood Alliance and Pride of Place grant funding. Noted there is another online Forum on the 9<sup>th</sup> October and a face-to-face meeting on the 9<sup>th</sup> November at the Horizon Centre – Clerk and Cllr Mantle to attend.
- 7.4. Received a report on the visit to Keys Hill Park from **Cllr Joynson**. Very positive visit - discussed parking and littering. Discussed the specific issues of cigarette butts outside the fire station, litter around the benches at the end of Nobel Crescent and Norwich Road bus shelter and parking on the corner of Park Road. Noted that if residents have specific issues the manager implored people to get in contact with her directly – contact is Nicky Shrimpton on 01603 784203, or for people to go to the office directly. Liaison with other settings for vulnerable people in the Parish – Cllr Mantle to follow up. **ACTION CLLR MANTLE**

## 8. PLANNING & TREE WORKS – Cllr Joynson

- 8.1. No new planning applications were received in the period.
- 8.2. New planning applications since the agenda was issued. Discussed the Taylor Wimpey consultation on the new Rackheath estate of 3,850 homes and other facilities. This includes the closure of Muck Lane and Stonehouse Lane to vehicles which will mean that residents of Salhouse will have to come via Wroxham to access the Salhouse train station and the facilities on the new estate. The consultation closes on the 21<sup>st</sup> October. Cllr Mantle to contact Cllr Fran Whymark and to compose a response to the consultation. **ACTION CLLR MANTLE**
- 8.3. Reviewed the tree works applications in the appendix.

## 9. FINANCIAL MATTERS – Cllr Joynson

- 9.1. Reviewed the period's financial position:
- 9.1.1. Noted total bank balances for period of £190,441, includes reserves of £113,869.
- 9.1.2. Receipts - noted receipts in the period of £27,944.50.
- 9.1.3. Payments - agreed payments of £7,398.21 as follows:

Power for footway lighting	Npower	£32.26
Clerk's mobile phone bill	Vodafone Ltd	£13.45
Rolltop bin at Caen Meadow	Veolia	£58.08
Charge for current account	Unity Trust Bank	£5.09
Replacement parts for horse at Agnes King playground	Wicksteed Leisure	£1,103.22
Fixings for replacement signs to Caen Meadow gates	Cllr Peter Mantle	£9.83
Memorial bench for Caen Meadow	Glasdon	£1,048.26

Hazard tape	Cllr Peter Mantle (Roys)	£12.99
Social media training for Clerk	Broadland District Council	£65.00
New noticeboard for Wherry Gardens	Whitehall direct ltd	£1,496.40
Quarterly fee for street light maintenance	TT Jones electrical ltd	£14.94
Grant for dementia group in Hoveton	Making Connections Hoveton & Wroxham	£250.00
Cleaning for bus shelters on Salhouse Road	G Garfoot	£40.00
Clerk to attend Norfolk ALC autumn conference	Norfolk ALC	£25.00
Take delivery and install memorial bench at Caen Meadow	N J Smith	£250.00
Staff costs	Clare Male	£1,709.50
Staff costs	HMRC	£533.58
Staff costs	Norfolk Pension Fund	£656.46
Clerk's expenses	Clare Male	£26.00
Clerk's travel	Clare Male	£48.15

9.2. Noted the minutes of the Finance committee of the 26<sup>th</sup> September.

9.3. Agreed the request to reallocate the £250 grant awarded for the Wroxham Warm Space which will not open this year to the Wroxham food bank. **ACTION CLERK**

## 10. HISTORIC & BURIAL SPACES Cllr Mantle

10.1. **Cemetery** - agreed the removal of three spaces on side A due to lack of space for a digger. Clerk to revise plan. **ACTION CLERK**

10.2. **Cemetery** - agreed the clearance of the spoil heap. Clerk to add £500 estimate to budget. Cllr Mantle to get prices. **ACTION CLLR MANTLE**

## 11. CAEN MEADOW WORKING GROUP – Cllr Lyon-Clayton

11.1. Noted the incidence of fly tipping inside the main gate of concrete by a builder working locally. Being investigated by Environmental Health from BDC. Thanks was passed to Cllr Mantle and a neighbour who cleared up the mess.

11.2. Discussed influencing the behaviour of groups who congregate in the evenings at Trafford Memorial Ground leaving lots of litter. The Police are aware and the group had agreed for Cllr Lyons to speak to the High School.

11.3. Update on the specification for the preparation of the management plan – ongoing.

11.4. Thanked Wroxham's tree warden for his ongoing work in clearing invasive Himalayan Balsam from Caen Meadow and surrounding properties.

11.5. Discussed putting double yellow lines within the main entrance gateway in relation to the lease – to be discussed with the Trafford Estate at their next meeting.

## 12. HIGHWAYS

12.1. Discussed high speeding on the Norwich Road as reported on the SAM2 data on our website. The Clerk has liaised with Police who had said they would attend this meeting but were not present. Cllr Martin would like to see a 30mph sign painted on the road. Discussed Norwich City Councils proposal to make many areas 20mph.

12.2. Gas main replacement works. Two-way lights on the Norwich Road for 12 weeks from 2<sup>nd</sup> October to the 2<sup>nd</sup> January 2024. Start has been delayed by a week. Clerk has been in contact with Cadent about keeping the area in front of the village sign free for Remembrance. Also followed up on complaints about crews only working 3 or 4 days a week in The Avenue and Charles Close. Cadent confirmed that the crew will be working 5 days a week on the Norwich Road. Clerk asked that if anyone sees the works unattended during working hours to let her know. **ACTION ALL**

12.3. Agreed to escalate the Council's complaint to Highways about flooding at the foot of the A1151 Norwich Road River bridge blocking the pedestrian footpath to County Councillor Fran Whymark. First request for work to this area made five years ago. **ACTION CLERK**

12.4. Discussed the quote for an independent Traffic Management Survey and Strategy report for the village. Cost would be £4,500-£6,500. Councillors felt that this was too expensive and that they don't require a survey, as they already know what the problems are, but feel that nothing can be done. Clerk raised the commitment to improve traffic issues in the Wroxham Neighbourhood Plan and the budget surplus. Agreed to wait for the outcome of Norfolk County Council's walking and cycling report, which Cllr Mantle expects to be published in the next few weeks. Councillors asked Clerk to research devices that can record numberplates of speeding vehicles. Discussed broken railings on bridge. Cllr Mantle to get a photo to report to Highways. **ACTION CLERK & CLLR MANTLE**

**13. STREET SPACES**

- 13.1. Grit bin on Trafford Walk – ascertain ownership and relocation. Following a land purchase Cllr Joynson has relocated it to the other side of the car park.
- 13.2. Wherry Gardens – noted noticeboard and grit bin have been delivered and waiting to be fitted on the green. Cllr Martin liaising on the final position. Possible new defibrillator – Cllr Martin has been reviewing possible positions and proposed putting a unit on the electrical substation on the Salhouse Road by the pull in. He has been in contact with UK Power Distribution about permission to fix the unit to the wall, provide a power supply and provide some grant funding for the project.

**14. EVENTS**

- 14.1. Celebrations for the D-DAY 80<sup>th</sup> anniversary on the 6th June 2024 – church is considering an afternoon tea event.
- 14.2. Remembrance Sunday on the 12th November 2023, including Remembrance crosses at the village sign. Not much interest in crosses this year, Cllr Martin has put an article in The Bridge. Clerk to publicise on FB. Cllr Mantle contacting local groups to organise the day.

**ACTION CLLR MANTLE**

**15. CORRESPONDENCE:**

- 15.1. Rough sleeper count – 27<sup>th</sup> to 28<sup>th</sup> September. Report to BDC any incidences of open air sleeping or sleeping in derelict buildings or boats. Nothing to report.

**16. DATE & ITEMS FOR NEXT MEETING – 2nd November 2023.**

**Meeting closed at 8.16pm**

Published 17<sup>th</sup> October 2023  
Clare Male, Clerk & RFO to the Parish Council

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**APPENDIX – TREE WORKS APPLICATIONS**

- 1. Garden Cottage 29 The Avenue NR12 8TR; (T1) Conifer - 5m - remove tree, (T2) Pines x 2 - 11m - remove major deadwood (exempt); Broadland District Council application no 2023/2673. **BDC approved.**
- 2. Holly Cottage 22 Church Lane NR12 8SH; (T1) Alder -ht 8m - Twin stemmed alders - remove next to dock. (T2) 6 x Limes - ht 9-13m - re-pollard back to previous growth points at approx 4-6m. Broadland District Council application no 2023/2686. **BDC approved pending a BA application and approval.**
- 3. The Croft Beech Road NR12 8TW. T1 Beech (Height 15m and width 10.5m) - Crown raise approx. 3.5m-4m and crown reduce remaining crown by approx. 4m and 6m. Broadland District Council application no 2023/2673. **Angus Turville to review and liaise with Cllr Joynson as Beech trees can struggle with heavy pruning.**  
**CLLR JOYNSON TO FOLLOW UP**
- 4. Pinewood Cottage 23 The Avenue Wroxham Norfolk NR12 8TR. T1 Western Red Cedar and T2 Leyland Cypress - pruning of shoots up to 4m from ground to improve access. Broadland District Council application no 2023/2674. **Noted that this is Angus Turville’s property. No issues.**
- 5. Acorns 46 Charles Close Wroxham Norfolk NR12 8TU. T1 Oak: crown clean (removal of major deadwood and small crossing branches amounting to no more than 10% of the crown coverage), a 1.5m reduction of the extremities of the northern (currently 12m), eastern (currently 11m) and western (currently 11m) aspects crown in order to negate the loss of branches on the southern aspect of the crown. Broadland District Council application no 2023/2862. **No issues.**

Signed.....

Date.....