



FULL COUNCIL MEETING - FINAL MINUTES

A meeting held in the Hub on Thursday 7th September 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 Ionie Lyons, Cllr Paul Martin. **Clerk:** Clare Male

Also present: Four members of the public.

1. **ATTENDANCE** – apologies from Cllr Fran Whymark (Norfolk County Council & Broads Authority & PC Al Jennings (Beat Manager for Wroxham). Noted the resignation of Cllr Nigel Robertson and thanked him for his service. Ionie Lyons was unanimously co-opted to the council.
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 6th July 2023.
4. **PUBLIC SPEAKING**
 - 4.1. None present, but noted a report from Cllr Whymark of note that the Strategic flood Alliance ask anyone with a ditch on their land to make sure it is kept clear to prevent flooding this winter and to note the reduction in the cost of the Park & Ride.
 - 4.2. See above.
 - 4.3. Public speaking - to allow the public to speak on any Parish matter up to 5 minutes each and not exceeding 15 minutes in total. None.
5. **MATTERS ARISING FOR INFORMATION ONLY**
 - 5.1. Complaint from a resident about grass cutting on Highways verges at Wherry Gardens. Noted that the NCC cutting regime is much less frequent than Hopkins Homes. NCC have indicated that they will ask the Parish Council to adopt the areas and add them to the delegated grass cutting programme next year.
 - 5.2. Memorial bench on Park Road has been renovated & installed. Thank you to Cllr Joynson who undertook the work and to Cllr Mantle & Shaun Hearn who helped install it.
 - 5.3. Wherry Gardens site inspection. Noted that the post and chain fence is very overgrown and falling down. To agree removal at Finance. **FOR FINANCE COMMITTEE**
6. **MEETING WITH MP JEROME MAYHEW** – noted that the Parish Council has requested assistance with First Bus cancellations; Broadband speeds; mobile phone signal; speeding on the Norwich Road and vandalism at Caen Meadow.
7. **GOVERNANCE AND ADMINISTRATION**
 - 7.1. Updated roles and responsibilities for Councillors- to be carried forward to the next meeting.
 - 7.2. Reviewed and agreed the volunteer policy. **CLERK TO PUBLISH**

8. PLANNING & TREE WORKS

- 8.1. Noted the appendix of planning items concluded – appendix 1.
- 8.2. New planning applications since the agenda was issued: 38 Charles Close Wroxham Norfolk NR12 8TU - (T1) Ash tree - fell to ground level - 2023/2631. No issues.

9. FINANCIAL MATTERS – Cllr Joynson

- 9.1. Reviewed this period's financial position:
 - 9.1.1. Noted total bank balances for period of £168,209.25, includes reserves of £113,869.
 - 9.1.2. Receipts - noted receipts in the period of £26,750.53
 - 9.1.3. Payments - agreed payments – appendix 2.
- 9.2. Noted the “Conclusion of Audit” and that documents are available for the public to inspect. Details on the website.
- 9.3. Noted the minutes of the Finance committee of the 18th July.
- 9.4. Agreed increasing the precept by 5% for the 2024-25 financial year as proposed by the Finance Committee. This is a lump sum of £2,694 p.a over the whole Parish, equating to £3.36 per band D household and would reduce the Parish Council's deficit in year 3.

10. CAEN MEADOW WORKING GROUP (CMWG) –

- 10.1. Noted that Ionie Lyons has been elected as Chair.
- 10.2. Approved the Terms of Reference. **CLERK TO PUBLISH**
- 10.3. Noted incidences of fly tipping, obstructive/inconsiderate parking and theft/vandalism of signs. The first replacement of one signpost was concreted in and looks like it has been cut down. Reported to BDC and Police. Agreed signs are to be replaced and affixed to gates. Community police group will add the parking to next area of focus and PC Al Jennings will attend the next Parish Council meeting. Agreed to passing along photos of illegal parking to the Police. Discussed if putting letters under windscreens would be effective, liability about damage to cars and potential of abusive behaviour towards volunteers. Agreed to take to the CMWG for further discussion. **FOR CMWG**
- 10.4. Granted permission to a neighbour to extend the hedge within the Meadow, next to the main entrance area, adjacent to their property. **CLERK TO ADVISE**
- 10.5. Discussed appointing outside help to conduct a survey and write the management plan. The CMWG continue to struggle to find a suitable balance for the site which meets the needs of all the stakeholders – owners (Trafford Estates), leaseholders (Parish Council), residents, visitors and wildlife. Clerk has asked the Green Spaces Officer at BDC for support but they do not have the resources to create a plan. They have advised to appoint an outside body to survey the meadow, conducting a survey and then writing a management plan. They have recommended four professional bodies who the Parish Council could contract with and pay to undertake the work. Agreed to ask organisations recommended by BDC for quotes and discuss at Finance. Noted that a general meeting with Trafford Estates is planned for October. **ACTION CLERK**
- 10.6. Discussed putting double yellow lines within the main entrance gateway, on leased Parish Council land, to stop cars repeatedly blocking the entranceway. This stops access by the emergency services. Agreed it was a good idea but need to check the terms lease. **ACTION CLERK**
- 10.7. Noted that two websites that promote the Meadow have changed their listings to include that there are no toilets or parking.

11. HIGHWAYS

- 11.1. Noted the traffic data for August, as published on the website. Concern about the highest speeds recorded. Questioned whether there is a fault with the SAM2 or if something else could be setting it off at high speeds. Police have advised that they will book a “day of action for SNT and traffic offices in the next few weeks”. See also item 15.1. Support for 30 mph road markings on the Norwich and Salhouse Road. Beat Manager PC Al Jennings will attend the next Parish Council meeting in October.
- 11.2. Discussed parking/other obstructions on the pavement – **Cllr Aspland**. Concern about the number of hedges and trees obstructing the pavements making access difficult for the elderly and those with buggies. Clerk noted that a standard letter is available to be sent to residents asking them to cut back vegetation. Councillors to advise Clerk which properties.

ACTION COUNCILLORS

12. TREES

12.1. War memorial – noted the tree work application has been made to remove the declining cherry tree. A replacement tree – concern that there is not enough room for a new tree. To ask the tree surgeon their opinion. **ACTION CLERK**

12.2. Wherry Gardens trees & hedges – **Cllr Martin.**
Hedges - undertaken a tour of the site. Looked at overgrown hedges that need tree works to get back down to a manageable size for the landscape contractor to cut with the hedge cutter. These are the conifer near the pedestrian entrance, the big hedge around the main green, the hedge on the green adjacent to the footpath, the hedge on the green along the road next to the swales and then further along in areas E & F. Need advice on what size they should be that will make them manageable for regular cutting. Agreed to ask the contractor of the tree survey to include in the report – see item 12.3
Trees that were removed from the swales – have noted some possible sites. Need to know number and species of trees available to make a final plan. Clerk to liaise with Hopkins. **ACTION CLERK**

12.3. Reviewed the prices a full survey of WPC trees in the village. Big difference in pricing. Agreed to appoint Target Trees to complete the full survey and mapping exercise. **ACTION CLERK**

13. STREET SPACES –

13.1. Discussed taking up a new energy deal for footway lighting through the broker Clear Utility Solutions. Current supplier is Npower and annual cost is approx. £670 p.a. Draft 1- or 2-year fixed tariff (almost identical costs) with Clear Utility would be approx. £400. Prices are based on annual usage figures from UK Power Networks. Agreed to firm up prices and then confirm contract at Finance Committee. **ACTION CLERK**

13.2. Discussed the purchase of timetable holders for the newly adopted bus shelters on the Salhouse Road. Prices from the bus shelter suppliers, Glasdon, are very expensive. Agreed to get quotes from other companies. Clerk to get timetable sizes from Our Bus and Connect Bus. **ACTION CLERK**

14. EVENTS

14.1. Discussed if there is any local interest in celebrations for the D-DAY 80th anniversary on the 6th June 2024. Date is the Thursday 6th June 2024. Cllr Aspland visited Trafford Walk to get feedback from residents. Concern that the date is in term time. Agreed that something like a church service and coffee morning would be most appropriate. Cllr Aspland to liaise with the Rev Liz Jump. **ACTION CLLR ASPLAND**

14.2. Remembrance Sunday 12th November 2023 – have organised the event over the last few years. Previous organisers no longer sit on the Council.
Remembrance crosses at the village sign – previous years wooden crosses have rotted and need replacing. Agreed to go ahead with the project. Cllr Mantle to organise. To be publicised in The Bridge. **ACTION CLLR MANTLE**

15. CORRESPONDENCE - Noted the following:

15.1. Consultation from BDC on Public Spaces Protection Order - Vehicle Related Anti-social Behaviour, closing date 29th September 2023. Includes racing at high speeds.

15.2. Open Day at the Hub to celebrate 10 years – 7th October 11am to 2pm.

15.3. South Norfolk and Broadland Councils’ Mindful Town and Villages project – includes First Aid training – Clerk to attend.

16. DATE & ITEMS FOR NEXT MEETING – 5th October 2023.

Meeting closed at 8.15pm

Published 18th September 2023
Clare Male, Clerk & RFO to the Parish Council

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Signed.....

Dated.....

Appendix 1 – item 8.1 Planning

- 16.1. Pinewood Cottage 23 The Avenue NR12 8TR - Replacement frames and roof to existing conservatory (existing base to remain). BDC application no 2023/2106. Deadline 15th August. No comments.
- 16.2. Teals Beech Road NR12 8TW - Single storey rear extension and lean-to cover area to side. BDC application no 2023/2137. Deadline 18th August. No comment.
- 16.3. Meadowside 29 Church Lane NR12 8SH – Amendment to plans for erection of Two Storey Gable Roof Side Extension and Single Storey Rear LeanTo Extension. BDC application no 20222063. No objection.
- 16.4. 125 Norwich Road Wroxham NR12 8RY – Amendment to plans. 20222062. Approved with conditions.
- 16.5. **Tree works**
 - 16.5.1. 22 Charles Close – BDC application no 2023/1895– fell pine tree.
 - 16.5.2. Barton House, 19 Hartwell Road – BA application no BA/2023/0305/TCAA. Works to 5 nr trees. BA no objection.
 - 16.5.3. Caenyard House 26 Church Lane NR12 8SH - BDC application no 2023/2116. Works to 6 nr trees. BDC no objection.
 - 16.5.4. Fire Station, Park Road, NR12 8SB. BDC application no - 2023/2049 | (T1) 5 x Douglas Fir - remove deadwood (exempt), (T2) Sycamore - remove deadwood (exempt), (T3) Beech - remove deadwood (exempt) (T4) Yew - Fell, leave 2m high stump.
 - 16.5.5. Landings, Beech Road. BA/2023/0321/TCAA. Ongoing maintenance works to 8 nr trees.
 - 16.5.6. The Croft Beech Road NR12 8TW. 2023/2158. T1 Beech - Height 16.5m - Crown reduce the upper crown by 4m whilst reshaping the extended limbs to form an appealing crown. BDC approved with conditions.
 - 16.5.7. 13 Charles Close NR12 8TU. 2023/2528. (T1) Cherry - remove. (T2) Cherry plum - remove.
 - 16.5.8. The Ferns Beech Road NR12 8TW. 2023/2388. Various works to conifer, sycamore, holly and laurel.
 - 16.5.9. Coot Wood, Beech Road. BA/2023/0278/TCAA. BA no objection.
 - 16.5.10. St Margarets House 1 Staitheway Road NR12 8TH. 2023/2216. T1 Fir - Reduce selected branches to balance crown. Reduce spread from 15m to 13m. No height reduction planned. T2 - Beech. Pollard at 2.5m.
 - 16.5.11. Heron Lodge 163 Norwich Road NR12 8RZ. 2023/2212. Various to 7 trees.
 - 16.5.12. Ringwood Beech Road NR12 8TW. 2023/2150. Works to sweet chestnut, cherry and oaks.

Appendix 2 – item 9.1.3 Payments agreed

Description	Payee	Total to pay	
Stationery	The Consortium	£	1.62
Upgrade to package for new Cllrs	Dropbox	£	47.41
Various packages internet/website renewal	Go Daddy	£	305.52
New laptop for Clerk	Amazon	£	579.99
Power for footway lighting	Npower	£	31.91
Clerk's mobile phone bill	Vodafone Ltd	£	13.45
Roll top bin for Caen Meadow - initial delivery plus one month collection	Veolia Post Office	£	51.84
Registered delivery postage for Land Registration	Counters	£	3.75
Fee for land registry voluntary first time application for Trafford Memorial Ground	Land Registry	£	30.00
Microsoft subscription for new laptop	Microsoft	£	79.99
Power for footway lighting	Npower	£	32.61
Clerk's mobile phone bill	Vodafone Ltd	£	14.07
Rolltop bin collection at Caen Meadow	Veolia Angia Water	£	39.96
Water fees for Cemetery	Business	£	12.99
Hall hire July	Wroxham hub	£	38.00
Hall hire August	Wroxham hub	£	20.00
Mileage for four new Cllrs to training	Cllr Martin	£	13.05
Screws etc for repair vandalised play tower at Wherry Gardens	Cllr Martin	£	7.99
First clean to bus shelters on the Salhouse Road following adoption from Hopkins Homes	G Garfoot	£	70.00
External audit fees	PKF Littlejohn	£	504.00
Emergency call out to concrete in Caen Meadow sign post following vandalism	Neville Smith	£	175.00
Attendance at Essential update seminar for Clerk	NPTS	£	54.00
Black grit bin for Wherry Gardens	Salt Merchant	£	103.68
Land registry compliant map for Trafford memorial Ground	Savills	£	149.14
Street, playground & Cemetery cleaning	Garfoot	£	195.00
Attendance at Essential update seminar for Cllr	NPTS	£	54.00
Replacement signage for Caen Meadow following vandalism	CIM	£	67.20
Staff costs July	Clare Male	£	1,709.50
Staff costs July	HMRC Norfolk Pension	£	533.78
Staff costs July	Fund	£	656.46
Staff costs August	Clare Male	£	1,709.50
Staff costs August	HMRC Norfolk Pension	£	533.78
Staff costs August	Fund	£	656.46
Clerk's expenses	Clare Male	£	26.00
Clerk's travel	Clare Male	£	36.45
		£	8,558.10