



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

**A meeting held in the Hub on Thursday 6<sup>th</sup> July 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. **Clerk:** Clare Male

**Also present:** Six members of the public, a representative from Hopkins Homes, Angus Turville (Wroxham tree warden) and Cllr Martin Murrell, Broadland District Council (BDC).

1. **ATTENDANCE** – all present.
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. Cllr Mantle declared an interest in the Church Hall as he organises the room bookings on behalf of the Parochial Church Council. Cllrs Aspland and Hawke declared an interest in item 5.7 as they live next door to another property owned by the applicant.
3. **MINUTES OF PREVIOUS MEETING** - Agreed the accuracy of the final minutes of the Parish Council meeting of the **8<sup>th</sup> June 2023**.
4. **PUBLIC SPEAKING**
  - 4.1. Report from Broadland District Councillors (BDC) Martin Murrell. Conservative Councillors concerned about the use of budget surplus by the new administration. The Conservatives have set up a shadow cabinet. Noted forthcoming visit from MP Jerome Mayhew and Pride in Place grants. Talked about a recent article in the EDP about Green belt.
  - 4.2. To receive a report from Norfolk County Councillor (NCC) for Wroxham Ward and to note relevant points from the Broads Authority (BA) – not present & no report received.
  - 4.3. Public speaking – a resident of Wherry Gardens asked if Wherry Gardens verges have been adopted by NCC Highways and if a meeting has been arranged with Highways engineers to discuss possible replacement of trees or shrubs in the verges with soakaways. The tree warden advised that he has been clearing invasive Himalayan Balsam at the bottom of Caen Meadow. Neighbour to the north of the Meadow was present and advised that he is also working to remove the plant at the bottom of his garden.
5. **MATTERS ARISING FOR INFORMATION ONLY**
  - 5.1. Annual leave dates – Chair Peter Mantle away from the 14<sup>th</sup> July to 3rd August and Clerk Clare Male on leave w/c 31st July and w/c 14th August.
  - 5.2. BDC have issued a new customer satisfaction survey.
  - 5.3. Town & Parish Council Forum – next meeting 1st August 14.00 to 15.00. Asked for a Councillor to attend. **ACTION COUNCILLORS**
  - 5.4. Town & Parish Council summit – save the date Thursday 9th November at The Horizon Centre.

- 5.5. Visit East of England website – published an online article about wild swimming that includes Caen Meadow. Clerk contacted them to ask them to add that there is no parking or facilities at the site. They have agreed to add that there is no parking at this site.
- 5.6. Invitation to bid for Parish Partnership scheme. NCC will match fund certain types of Highways schemes. To look at applying for a replacement SAM2. Deadline is 8<sup>th</sup> December. Clerk to out on Finance Committee agenda. **FOR FINANCE COMMITTEE**
- 5.7. New planning application received since the agenda was issued. The Thatched House Beech Road NR12 8TW. BDC application no 2023/0963. Proposed conversion of existing garage to home office with mezzanine floor and retention of gates. The gates section of this planning application permission is retrospective for new gates and a new gateway already installed in the Conservation Area. This is not covered in the application form and the Clerk has queried this with Planning. To follow up. **ACTION PLANNING GROUP**
- 5.8. Enforcement issue – complaint about a close boarded fence Charles Close – Cllr Joynson to confirm it has been installed as per drawings. **ACTION CLLR JOYNSON**
- 5.9. New tree works applications received since the agenda was issued:
  - 5.9.1. 28 Park Road Wroxham Norfolk NR12 8SB - 2023/1824. Proposal T1-3 - Cherries - Ht 8-9m, width 5m - To reduce limbs back to the boundary as agreed with Wroxham Parish Council. No issues.
  - 5.9.2. 9 Charles Close – 2023/1834. To fell a Cedar tree to the rear of the property. Only just received – Cllr Joynson to review. **ACTION CLLR JOYNSON**

## 6. GOVERNANCE AND ADMINISTRATION – Cllr Aspland

- 6.1. Agreed the final agreement of the roles and responsibilities for Councillors.
- 6.2. Data protection – Data Protection Policy & Privacy notice to be renewed and Data Audit will be updated to reflect the position on emails, see item 6.5.4. **ACTION CLERK**
- 6.3. Hearing loop at the Wroxham hub. – update on access issue. Hearing loop system in The Hub now working. The Hub are to purchase a table microphone to improve things.
- 6.4. Employer Pension Forum – 12<sup>th</sup> July. Clerk attending.
- 6.5. IT issues:
  - 6.5.1. Website– due to renew 17<sup>th</sup> July with GoDaddy. Proposed renewal for one year, review in six months. Agreed. **ACTION CLERK**
  - 6.5.2. Dropbox storage capacity issue – proposed moving to Dropbox Family to allow access. Agreed cost from within existing budget. **ACTION CLERK**
  - 6.5.3. Hardware - proposed purchasing a new laptop for the Clerk as part of the 3-year replacement programme and to hold as a spare. Agreed to use the budget surplus to fund the purchase. **ACTION CLERK**
  - 6.5.4. Council Outlook email forwarding – Clerk report on advice taken. The Council recommends that Councillors use the Outlook account provided to process emails. If Councillors choose to forward emails onto another account, they are personally responsible for the confidentiality, security and data protection of those emails.
- 6.6. Discussed the current policy of having the WPC logo on everything – **Cllr Robertson**. Agreed that all WPC locations have signage that recognise that they are owned and/or managed by the Council. However basic signage does not require a logo.

## 7. PLANNING & TREE WORKS

- 7.1. Norfolk County Council Local Cycling & Walking Infrastructure Plan (LCWIP) for Wroxham & Hoveton. Reviewed the draft joint response which includes the need to link with the footpath from Salhouse. Cllr Aspland made a number of points and it was agreed to include these. Cllr Mantle to update and submit. **ACTION CLLR MANTLE**
- 7.2. Wroxham Neighbourhood Plan – report from seminar on reviewing Neighbourhood Plans on the 28<sup>th</sup> June – **Cllr Martin**. Agreed the new Council needs some time to bed down before a review can begin.
- 7.3. Reviewed a complaint about planning application **2023/1080**. The Council hadn't received the update to the application that the complaint refers to so it is not possible to comment on the changes. The resident needs to raise the issue with BDC.
- 7.4. Tree works applications in BA and BDC Conservation Areas – **Cllr Joynson**
  - 7.4.1. Noted revocation of various TPO's by the BA.
  - 7.4.2. Robinsmead, 4, The Avenue – fell Cypress & Bay tree. BDC application no 2023/1573. No issues.
  - 7.4.3. Redlands, Beech Road – fell 7 Ash trees. BDC application no 2023/1580. No issues.

- 7.4.4. 119, Norwich Road – reduction to Oak tree. BDC application no 2023/1623. No issues.
- 7.4.5. Prior Thatch, Beech Road. Various. Broads Authority application no - BA/2023/0249/TPOA. No issues.
- 7.4.6. Saxon Lodge 141 Norwich Road NR12 8RY. Reduction works to Conifer, Yew and 2 Beeches. BDC application no 2023/1761. No issues.

## 8. LIAISON WITH OTHER BODIES

- 8.1. **Church Hall, Norwich Road** – noted that the Asset of Community Vale has been awarded and stands for 5 years. A meeting has taken place between the Parochial Church Council and the Save our Church Hall group. Nothing to report at present.
- 8.2. **Wroxham & Hoveton Alliance** - next meeting will be in September – **Cllr Mantle**.
- 8.3. **Norfolk Police** – Cllr Martin reported that he has had discussions with PC Al Jennings.
- 8.4. **W & H Scouts** – noted invitation to attend the AGM on the 15<sup>th</sup> July – **Cllr Mantle** will attend.
- 8.5. **Trafford Walk retirement homes on Keys Drive** — **Cllr Aspland** reported on a visit.

## 9. FINANCIAL MATTERS – Cllr Joynson

- 9.1. Reviewed this period's financial position:
  - 9.1.1. Noted total bank balances for period of £149,491.
  - 9.1.2. Receipts – no receipts in the period.
  - 9.1.3. Payments - agreed payments of £5,132.47 as follows:
 

Stamps	Post Office counters	£4.40
One month's power for footway lighting	Npower	£35.85
Clerks monthly mobile phone	Vodafone Ltd	£14.07
2 x playground annual inspections	ROSPA play safety	£201.00
Vinyl replacement signage for WG playground	CIM	£40.80
New signage for Caen Meadow	CIM	£67.20
Annual insurance - ongoing 3-year deal	BHIB Councils Insurance	£831.72
Additional insurance premium for extra cover	BHIB Councils Insurance	£173.73
Four Cllrs induction training and one understanding finances training and support	£256.00	Norfolk Parish
June room booking	The Wroxham Hub	£50.00
3 x plastic posts for new signs and bin	Filcris Ltd	£140.52
Materials and plants for southerly village sign	Linda Aspland	£180.55
Clear ground and install post for replacement dog waste bin on the Norwich Road	Neville Smith	£175.00
Street lighting maintenance for 2nd qtr	TT Jones electrical	£14.94
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	£21.15
- 9.2. Noted the minutes of the Finance Committee meeting of the 23<sup>rd</sup> May.
- 9.3. Reviewed the additional cost of insurance of £173 following review of the asset register. Increased insurance levels on gates and fences and street furniture. Agreed the annual renewal and the additional cost. Clerk to complete documentation. **ACTION CLERK**

## 10. CAEN MEADOW WORKING GROUP (CMWG) – Cllr Robertson

- 10.1. Discussed a possible new vision for the Meadow based on recent walkaround meetings including increasing mowing, cutting back habitat areas of nettles and bracken, tree works and opening up the beach. There is not a consensus for this from the CMWG. Councillors are concerned about opening up further space for more visitors and the lack of consensus. They asked for the group to come back with a clear proposal that can be costed and budgeted for. Cllr Robertson said that there was consensus for the opening up of the beach. This would need to be costed and agreed in time for the formulation of the 24/25 budget which goes to Council in November.

- 10.2. Considered signage next to two pinch points telegraph pole and in the main entrance, discouraging thoughtless parking to ensure emergency services access. Agreed that this was a Highways issue and if the Parish Council were to erect signage it would set a precedent for other areas across the village.
- 10.3. Meetings and protocol - Agreed that the Clerk will set bi-monthly meeting dates for the group for the next year. Agreed to publish the working group minutes on the Parish Council's website. Agreed that the Clerk will run a publicity campaign to find new members. Cllr Robertson would like the CMWG to be disbanded as he feels that there is too much conflict of interest on the group. If this is the formal consensus of the CMWG then it would need to be formally proposed and added to a Full Council agenda for discussion. **ACTION CLERK**
11. **RECREATIONAL SPACES**
- 11.1. ROSPA playground safety reports – **Cllr Joynson** - no unknown issues at Agnes Gardner King playground. Wherry Gardens playground – the inspector identified no safety surface under two climbing frames. Cllr Joynson has double checked and there is matting present, however it has sunk. Cllr Joynson to take technical advice. **ACTION CLLR JOYNSON**
12. **STREET SPACES –**
- 12.1. Village gardening – **Cllr Aspland** - the southerly village sign has been planted up with drought tolerant plants and work to improve the war memorial beds has begun. Cllr Aspland has drafted a piece for The Bridge magazine asking for residents to look after a small area near to their home.
- 12.2. Broken bin adjacent to the library – **Cllr Mantle** – new post in position. BDC to fit a new bin imminently.
- 12.3. Norfolk Energy Partnership – **Cllr Mantle** - discussed pursuing this for footway lighting energy contract. More research required. **ACTION CLLR MANTLE**
- 12.4. Memorials policy and particularly the decision to have a plaque on a bench at Caen Meadow – **Cllr Aspland**. Agreed the need for a policy to reflect a coherent pricing policy across the village. Agreed there is a need for the rates to reflect the cost of a memorial bench at the Cemetery. Clerk to offer the person enquiring about a plaque a new bench on the vacant plinth at the Trafford Memorial Ground. **ACTION CLLR ASPLAND & CLERK**
- 12.5. Wherry Gardens S38 agreement – update on the removal of trees on verges – **Cllr Martin**. Been corresponding with NCC who have been reluctant to engage and have not yet committed to a site visit. A further two trees will be removed shortly. Residents want to see bushes/shrubs planted by NCC to replace the trees removed. Cllr Martin to continue to try and arrange a site meeting with NCC Highways. **ACTION CLLR MARTIN**
13. **HIGHWAYS**
- 13.1. To discuss parking/other obstructions on the pavement – Cllr Aspland – rolled over to the next meeting due to lack of time.
14. **CORRESPONDENCE – not discussed due to lack of time.**
- 14.1. Armed Forces Covenant Pledge – request from NCC for support.
- 14.2. Complaint about an overgrown post-box on the Norwich Road next to the Florist.
- 14.3. Complaints from residents about sewage overflow and littering from Keys Hill Park.
- 14.4. Complaint from a resident about poor mobile phone coverage in the village.
- 14.5. D Day 80<sup>th</sup> Anniversary on 6<sup>th</sup> June 2024 – letter and guide to holding community events.
- 14.6. Our MP Jerome Mayhew is organising a series of village visits and will be at Wednesday 30/08/2023 - 14:45. Venue tbc.
15. **DATE & ITEMS FOR NEXT MEETING – 7th September 2023.**

**Meeting closed at 8.34pm**

Published 13<sup>th</sup> July 2023  
Clare Male, Clerk & RFO to the Parish Council

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Signed.....

Dated.....