



FULL COUNCIL MEETING - DRAFT MINUTES

A meeting held in the Hub on Thursday 7th December 2023, 6.30pm

Parish Councillors Present: Cllr Fiona Hawke, Cllr Sylvia Holyoake, Cllr Ian Joynson (Vice Chair), Cllr Ionie Lyon-Clayton, Cllr Peter Mantle (Chair), Cllr Paul Martin.

Clerk: Clare Male

Also present: PC Al Jennings (Norfolk Police), Cllr Fran Whymark (Norfolk County Council (NCC) & Broads Authority (BA)), Cllr Martin Murrell (Broadland District Council (BDC)), Laura Townes (Hopkins Homes) and one member of the public.

1. **ATTENDANCE** – none.
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 Cllr Peter Mantle also volunteers for the Church Hall.
3. **MINUTES OF PREVIOUS MEETING** - Agreed the accuracy of the final minutes of the Parish Council meeting of the **2nd November 2023**.
4. **PUBLIC SPEAKING**
 - 4.1. Norfolk Police – reported on crime figures over the last 3 months. 11 crimes reported in this period, which included 2 thefts, 3 domestic incidents, 3 safeguarding and 3 criminal damage (resident of Wroxham but damage took place outside the Parish. No anti-social behaviour. Police have been carrying out speed checks on the Norwich Road, Salhouse Road and The Avenue.
 - 4.2. Report from Broadland District Councillors (BDC) – a few things going to Cabinet next week – Council Tax assistance and Discretionary Housing. The new development in Rackheath (GT16) is going to planning this month. Various local Parish Councils are joining together to study the impact of increased traffic volumes. There has been a delay to the medical centre due to issues with drainage, but it is expected to go ahead.
 - 4.3. Report from Norfolk County Councillor (NCC) for Wroxham Ward – Norwich Western link approved at Cabinet this week. Most of the funding has been secured. County Deal will be voted on next week. Election for a directly elected leader would be May 2025. Budget – have had to find £46million in savings. Reminder that there is a lot of support available for those that could do with some extra support. Broads Authority (BA) – Navigation Committee have recommended a 6.9% in tolls which is being challenged.
 - 4.4. Public speaking – member of the Save our Church Hall group spoke about the good news that the challenge to the Asset of Community Value for the Church Hall has been turned down. However, the final report showed that the challenge was full of inaccuracies and misinformation. This information was not in the public domain and could not be challenged. He has written to BDC to complain about the flaws in the challenge process.
5. **MATTERS ARISING FOR INFORMATION ONLY**
 - 5.1. BDC – training available for the new LGA Code of Conduct. Agreed we adopt the Code at the Feb 2024 meeting and take up the training. **ACTION CLERK**

- 5.2. New Nationally Significant Infrastructure Projects (NSIP) Information Pages on BDC website – lists all the local large planning projects.
- 5.3. Tax base numbers very late in being released. As expected, it is the same as last year at 801 properties, so the precept application will be made as per the budget agreed at the November meeting. This is a precept of £56,583 which is a 5% increase on the previous year. This is £70.64 per band D household.

6. PLANNING & TREE WORKS – Cllr Joynson

- 6.1. **Wroxham Neighbourhood Plan review 2024** – Ionie Lyon-Clayton agreed to lead a group. Will need to appoint a consultant, which will be fully funded by a Locality grant bid. Agreed to have fifty copies printed as a starter. Interest on social media is low. Majority of the group that contributed to the first plan have left the village. Agreed to put an article in The Bridge.
ACTION CLERK
- 6.2. **New Rackheath development** – Cllr Lyon- Clayton – has been contacted by Rackheath PC and are planning to meet up and report back at the next meeting.
- 6.3. **Squirrels, Beech Road, NR12 8TP**. Replacement gates and infill panels. Closing date for comments 19th December. Broads Authority application no 2023/3503. Confusion over whether this has been decided or not. To check and discuss. **ACTION CLLR JOYNSON**
- 6.4. **One new planning applications** since the agenda was issued - Bryn House , Beech Road. New timber quay heading in front of existing inc. new cappings & walings. Broads Authority ref BA/2023/0425/HOUSEH. All the materials etc are coming in by river so there should be no impact on village roads. No objection.
- 6.5. Reviewed the **tree works applications** in the appendix.

7. FINANCIAL MATTERS – Cllr Joynson

- 7.1. Reviewed this period's financial position:
 - 7.1.1. Noted total bank balances for period of £174,934.05

Unity Current Account	£27,978.75
Unity Trust Instant Access Saver account	£50,000.00
CCLA Public Sector Deposit Scheme.24	£86,955.30
Redwood Bank 2 year bond	£10,000.00
 - 7.1.2. Receipts - noted receipts in the period of **£1,998.74**.
 - 7.1.3. Payments - agreed payments of **£22,289.36** as recorded in the presented schedule and included as an appendix.
- 7.2. **Finance Committee meeting minutes** – noted the meeting minutes of the 21st November.
- 7.3. **Update on savings and investments** – all accounts are now open to maximise interest available. Clerk needs to cashflow current accounts before moving the final amount into Redwood.
ACTION CLERK

- 8. **TREES – Cllr Martin** - presented costs for tree works at Wherry Gardens. Agreed to appoint Target Trees. Noted needs clarification on point 4 due to roots in the swale – **Clerk to follow up**. Cllr Martin followed up a complaint from a resident on the replacement of the leylandii hedge with a native species hedge. Good communication with the resident of 263 Norwich Road which is the direct neighbour. Noted right of way through the hedge has yet to be revoked.
ACTION CLERK

- 9. **BIODIVERSITY COMPLIANCE** – reviewed the requirement, considered that the Parish Council is already taking action to enhance biodiversity. Clerk has a model policy and report form which will be completed and presented to the next meeting.
ACTION CLERK

10. HIGHWAYS – Cllr Holyoake

- 10.1. Meeting with our Highways engineer is outstanding. However, Cllr Whymark has toured the village and looked at the problems with **Cllr Mantle**. Met with Norfolk Broads Direct and reviewed flooding and mud in their car park.
- 10.2. Update on flooding at the foot of the A1151 Norwich Road River bridge. Still waiting for any advancement from Highways. Cllr Whymark agreed to push more at County level. Schemes were developed in 2020 but these need to be prioritised and funded.
- 10.3. Request for a SAM2 licence on Church Lane - **Cllr Joynson**. Highways have confirmed that a licence is not required for the footway lighting post.
- 10.4. **Cadent gas** main replacement – **Clerk/Cllr Hawke**. Gas works have completed but reinstatement works due to finish early next week. Terraced houses along the Norwich Road need to have their gas main moved from the rear to the front gardens in the New Year.

11. STREET SPACES

- 11.1. **Wherry Gardens – Cllr Martin** update **noticeboard and grit bin** have been installed on the corner of the green. Complaint from resident that it is spoiling their view. Agreed that as it 30m away from their property it should remain where it is.
- 11.2. Update on the **Wherry Gardens defibrillator – Cllr Martin**. No response from UK Power Networks. Approached Anglia Water about an alternative position on the pumping station – awaiting a reply. **ACTION CLERK**
- 11.3. **Village gardener – one** response to the advert. Cllr Mantle to pass details to the **Clerk to follow up**. **ACTION CLERK**
- 11.4. **Footway lighting** – reviewed quote for replacing remaining sodium light fitting to an LED – **Clerk**. Agreed to go ahead with the replacement LED fitting. **ACTION CLERK**
- 11.5. **Fly tipping The Avenue** – update on tree waste removal – **Clerk chasing BDC**.

12. HISTORIC & BURIAL SPACES

- 12.1. **Cemetery – Cllr Mantle**. Revised costs for memorial cherry trees in the extension came in lower than expected so Clerk has placed the order. Due January. Agreed donation of first tree.
- 12.2. **War memorial** – discussed planting a replacement memorial tree – **Cllr Hawkes**. Concern about space for roots. Await arrival of village gardener for advice.
- 12.3. **Quinquennial report for St Mary's Churchyard – Clerk**. Cannot get hold of church warden and no response from vicar.

13. GOVERNANCE AND ADMINISTRATION – Cllr Holyoake

- 13.1. Update on the Clerks' appraisal – **Cllr Mantle**. Agreed and signed. Thanks, from the Council for the effort and time the Clerk has put in over the last year.
- 13.2. Pension forum – noted that the **Clerk & Cllr Mantle** attended.
- 13.3. Policies for review – Disciplinary – awaiting new model policy. Pensions – documentation arrived – needs reviewing. **ACTION CLERK**

- 14. **CAEN MEADOW WORKING GROUP (CMWG) – Cllr Lyon-Clayton** - reported on the meeting with Colin Studholme re the management plan. Price given for regular visits to the Meadow over the next year. Needs to be shared with the Caen Meadow working group for the next meeting on 18th January. **ACTION LYON-CLAYTON**

15. LIASON WITH OTHER BODIES – Cllr Mantle

- 15.1. Church Hall – noted that the challenge to the Asset of Community Value from the Diocese has been overturned by BDC. See item 4.4.
- 15.2. Remembrance Sunday – received a report and gave a thank you to volunteers for helping on the day. Noted that no one could hear – didn't use the sound system. Discussed holding the traffic – would need police support.
- 15.3. Norfolk County Council cycling initiative meeting feedback. Comments circulated.
- 15.4. NCC budget consultation forum feedback. Report received from Cllr Mantle.
- 15.5. Town & Parish Council Forum feedback. Report received from Cllr Mantle and Clerk.

16. CORRESPONDENCE:

- 16.1. **Bure valley rotary club** – planted purple bulbs for polio on The Avenue green and around the southerly village sign. Thanks given.
- 16.2. Winter Pressures Grant – BDC giving out £1,500 grants to support residents during the winter period. Noted.
- 16.3. Clean Up and Bloom grants of £300 available from BDC. Noted.
- 16.4. BDC rough sleeping survey results – noted nil return for Wroxham.

- 17. **DATE & ITEMS FOR NEXT MEETING** – 8th February 2024

Meeting closed at 8.08pm

APPENDIX – TREE WORKS APPLICATIONS

1. 2023/3308 | 2 x European Limes - previously pollarded at 14m in height. Create new pollard points at 12m in height. Re-pollard width into previous pollard points | 9 Charles Close Wroxham Norfolk NR12 8TU. Already approved.
2. 2023/3295 | TA Laburnum - Fell TB Eucalyptus Tree - Trim to previous pollard point TC Conifer - Trim in line with Eucalyptus as per previous works TE Holly - Fell TF Sycamore - Fell | 33 Charles Close Wroxham Norfolk NR12 8TU. No issues.
3. 2023/3424 | (T1) Sweet Chestnut - reduce by 3m from 16m height and reduce by 2m from 16m spread, remove detached hanging branches | Land Adj 50 The Avenue Wroxham Norfolk – OBJECT. Significant tree – BDC needs to review in more detail.

APPENDIX – PAYMENTS SCHEDULE

Description	Payee	Total to pay
Power for footway lighting	Npower	£ 54.96
Clerk's mobile phone bill	Vodafone Ltd	£ 14.82
Rolltop bin at Caen Meadow - last collection plus rental	Veolia	£ 21.84
Water supply at the Cemetery	Anglian Water Business	£ 21.91
Street, playground & Cemetery cleaning	G Garfoot	£ 195.00
Salhouse Road bus shelter cleaning	G Garfoot	£ 40.00
Litter bin emptying charges 23/24	Broadland District Council	£ 1,901.76
Dog bin emptying charges 23/24	Broadland District Council	£ 1,218.36
Litter bin emptying charges 22/23	Broadland District Council	£ 1,422.72
Church Hall hire for HR meeting	Wroxham Church Hall	£ 12.00
Hall hire at URC - October	Wroxham Hub	£ 32.00
Hall hire at URC - September	Wroxham Hub	£ 50.00
Tree survey project - one dangerous tree	Target Trees	£ 80.00
Grass cutting - Caen Meadow, verges	Garden Guardian Cllr Mantle (Travis Perkins)	£ 8,254.63
Grit	Shaun Hearn	£ 163.08
Grass cutting, hedge cutting et al	Landscapes	£ 3,895.00
Mileage	Cllr Mantle	£ 24.75
Set up and annual fee for Scribe accounting package	Scribe	£ 788.40
Staff costs	Clare Male	£ 1,709.50
Staff costs	Clare Male	£ 522.48
Staff costs	HMRC	£ 904.04
Staff costs	Norfolk Pension Fund	£ 906.06
Clerk's expenses	Clare Male	£ 26.00
Clerk's travel	Clare Male	£ 30.05
		£
		22,289.36