



FULL COUNCIL MEETING - FINAL MINUTES

A meeting held in the Hub on Thursday 8th June 2023, 6.30pm

Parish Councillors Present: Cllr Linda Aspland, Cllr Fiona Hawke, Cllr Ian Joynson (Vice Chair), Cllr Peter Mantle (Chair), Cllr Paul Martin, Cllr Nigel Robertson. **Clerk:** Clare Male

Also present: Eight members of the public, a representative from Hopkins Homes, and Cllr Martin Murrell, Broadland District Council (BDC).

1. **ATTENDANCE** - apologies for absence from Cllr Sylvia Holyoake & Cllr Fran Whymark (Norfolk County Council (NCC), Broadland District Council (BDC) & Broads Authority (BA))
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.
3. **MINUTES OF PREVIOUS MEETING** - Agreed the accuracy of the final minutes of the Parish Council meeting of the **11th May 2023**.
4. **PUBLIC SPEAKING**
 - 4.1. Received a report from Broadland District Councillor (BDC). Covered Town & Parish Council Forum which covered an update on the joint venture company to support Nutrient Neutrality, Community Ownership funding available, underspend at BDC (mainly from interest on investments), new offices at the Horizon Centre.
 - 4.2. Noted the report from Norfolk County Councillor (NCC) for Wroxham Ward on the Corporate Delivery Plan 2023/4.
 - 4.3. Public speaking – one member of the public spoke about their anger at the recent removal of trees on the Wherry Garden estate by Hopkins Homes at the request of NCC Highways. This is because NCC have said that the trees were planted too close to the soakaway crates and they would not adopt the site unless the trees were removed.
5. **MATTERS ARISING FOR INFORMATION ONLY**
 - 5.1. Barclays – threatening to close account, Clerk has started a Unity bank application but noted and agreed that there is a £6pcm/£72 pcm fee for this account.
 - 5.2. Agnes Gardner King Playground – complaint from an adjoining neighbour about tree branched overhanging their property. Have advised them that it is their legal right to have the trees cut back to the boundary but they would need a Tree Works application as the playground is in a Conservation Area. Await a tree works application.
 - 5.3. FP2 (Park Road to The Avenue) – tree branches blown down blocking footpath. In the Clerks absence a tree surgeon was instructed by Councillors to remove the branches. Highways should have been contacted to undertake the works. Noted.
 - 5.4. Ongoing complaint about vermin around a social housing property on Salhouse Road – noted response from Clarion to BDC saying they are working on the issue with the resident.
 - 5.5. Replacement of oldest SAM2 – Road Safety bid unsuccessful. Clerk to add to agenda of net Finance meeting to discuss funding replacement this financial year. **FOR FINANCE AGENDA**

- 5.6. Cllr Caroline Karimi-Ghovanlou (LD) was appointed as Chairwoman of Broadland District Council at the AGM held on 25 May. Cllr Adrian Tipple (Lab) was appointed as Vice Chairman.
- 5.7. New tree works application - Burefield House 24 Church Lane Wroxham NR12 8SH. Various works to various trees. Cllr Joynson to review. **ACTION CLLR JOYNSON**

6. GOVERNANCE AND ADMINISTRATION

- 6.1. Draft Roles and responsibilities for Councillors. Some updates to be made before it can be fully agreed. Agreed to finish and agree via email. Clerk will then publish this on the website. **ACTION CLERK**
- 6.2. Data protection – discussed issue of Councillors setting up email accounts to forward to private email accounts. Concerns this is a data protection issue. Agreed to take advice from the Parish Council's support service. Once this is resolved then a review of Data audit, Data Protection Policy & Privacy notice can take place. **ACTION CLERK**
- 6.3. Hearing loop at the Wroxham hub. – ongoing access issue. To set up meeting with a representative of the Hub and get a final resolution of the issue. **ACTION CLERK**

7. PLANNING & TREE WORKS

- 7.1. Norfolk County Council Local Cycling & Walking Infrastructure Plan (LCWIP) for Wroxham & Hoveton. Concerns about the plan, which lists the A1151 as an active walking and cycling route, despite it being a dangerous road and footpath. Wroxham's Neighbourhood Plan and the Parish council were not consulted in its formulation. Previous WPC work on a Wroxham Green Loop hasn't been considered. A link to Salhouse is not included. Discussed if a draft joint response letter with Hoveton Parish Council is strong enough. To be reviewed by all Councillors. Closing on the 13th July so to agree a response at the next Full Council meeting. **ACTION ALL**
- 7.2. Wroxham Neighbourhood Plan. Was published in 2019, but needs updating. Agreed Cllr Mantle to attend a seminar on reviewing Neighbourhood Plans on the 28th June.
- 7.3. Tree works applications in BA and BDC Conservation Areas – **Cllr Joynson**
 - 7.3.1. 36 Charles Close, BDC application no 2023/1270. Various works to Sycamores and a Douglas Fire. No issues.
 - 7.3.2. Teals Beech Road NR12 8TW. BDC application no 2023/1253. Beech Tree - approx 12m. Reduce to 6-8m. Conifer - approx 9m. Reduce to 5m. Ash Tree – fell. No issues.
 - 7.3.3. 2 Park Road NR12 8SB. BDC application no 2023/1398. Reduce T1 Lime Tree & T2 Plum Tree. No issues.

8. LIAISON WITH OTHER BODIES

- 8.1. BDC Town and Parish Council Forum – feedback on the meeting of the 7th June – as per item 4.1. Also noted that BDC are considering a project on recruitment of Councillors for Parish Councils as the number of residents standing at the last election was very low. BDC are planning to hold an in-person forum in the autumn.
- 8.2. Church Hall, Norwich Road – Save Wroxham Church Hall group has asked the Parish Council, as owners of the adjacent war memorial, to formally support the covenant to restrict housebuilding on the Church Hall site. This is on the basis that houses built on the site would detract from the setting of the war memorial. Agreed that the Church Hall forms part of the landscape of the war memorial and as the war memorial is a designated Listed Building having houses built behind it would detract from the setting.
- 8.3. Wroxham & Hoveton Alliance – Cllr Mantle. Have been liaising on item 7.1, a formal meeting is to be scheduled shortly.
- 8.4. Norfolk Police – noted that Norfolk Police's engagement officer is moving on and not replaced. Contact will now be directly to the Beat Manager, PC Al Jennings. Cllr Martin to set up a meeting with Al Jennings to discuss. **ACTION CLLR MARTIN**

9. FINANCIAL MATTERS

- 9.1. Reviewed this period's financial position:
 - 9.1.1. Noted total bank balances for period of £155,392.04 across three accounts.
 - 9.1.2. Receipts - noted receipts in the period of £900 for the Cemetery.
 - 9.1.3. Payments - agreed payments of £4,211.21 as follows:

Clerks mobile phone	Vodafone	£14.07
Energy costs for footway lighting	Npower	£38.47

Water charges for Cemetery	Anglian Water Business	£21.93
Removal of tree from FP2	Target Trees	£240.00
Internal audit fee	Heelis & Lodge	£320.00
Support subscription for 23/24	Norfolk Parish training & support	£400.00
Meeting room hire for May	Wroxham Hub	£38.00
Street furniture cleaning	G Garfoot	£195.00
Staff costs	Clare Male	£1,709.50
Staff costs	HMRC	£533.78
Staff costs	Norfolk Pension Fund	£656.46
Clerk's expenses	Clare Male	£26.00
Clerk's travel	Clare Male	£18.00

9.2. Minutes of meeting of the 23rd May – outstanding.

9.3. Additional cost Insurance and agree annual renewal – outstanding.

9.4. Audit 22/23

9.4.1. Noted and agreed the financial statement for 2022/23. Receipts were £170,361, payments of £83,305 and final balance of £138,135.

9.4.2. Noted and agreed the report of the internal auditor. No issues raised.

9.4.3. Considered and agreed by resolution the Governance Statement.

9.4.4. Considered and agreed by resolution the Accounting Statement.

9.4.5. Noted the dates for the exercise of public rights of the 14th June to 26th July.

10. **STREET SPACES** - Village gardening around the southerly village sign and war memorial. Cllr Aspland has kindly agreed to lead on this and she will review and report back.

ACTION CLLR ASPLAND

11. **WHERRY GARDENS –**

11.1. Land transfer and registration – **Clerk**. No outstanding legal fees, so the remaining budget can be returned to the main pot. NP Law reported that the land registration is expected to complete in February 2024 due to ongoing delays at Land Registry.

11.2. S38 – update on the removal of trees next to soakaways by Hopkins Homes. Agreed that Cllr Martin write to NCC to express residents' dissatisfaction with the process and explanation given for the tree's removal. To include a request for a site meeting to discuss the issues.

ACTION CLLR MARTIN

11.3. Signage update for the playground – **Cllr Mantle**. Reviewed the new draft sign and agreed some changes. Cllr Mantle to arrange to have it made up and fitted.

ACTION CLLR MANTLE

12. **HISTORIC & BURIAL SPACES – Cemetery – Cllr Mantle**. Agreed costs for new fencing to stop vehicles driving on the extension. Cllr Mantle to advise Clerk of materials required.

ACTION CLLR MANTLE

13. **CAEN MEADOW WORKING GROUP – Cllr Robertson**

13.1. BBQ's – there has been recent damage to the grass from BBQ's despite signage saying no BBQ's or fires. Grave concern about fire risk. Agreed the proposal to remove the piecemeal signage that has built up over the last few years and have one new sign inside the gates to the main Meadow and one at the top of Malthouse Lane that states all the rules clearly and concisely. Agreed to use recycled plastic posts. Cllr Robertson to check prices with Clerk and then order and fit.

ACTION CLLR ROBERTSON

13.2. Discussed a minimum donation for a bench dedication. Agreed to discuss the wider issue of memorials in the village at the next meeting due to time constraints. Feeling is that a policy needs to be drafted and agreed.

13.3. The future of The Dell – rolled over to the next meeting.

14. **CORRESPONDENCE:**

14.1. Complaint from resident about the dog bin adjacent to Library – Clerk to investigate having the bin moved from the private track up to the main road. **ACTION CLERK**

14.2. Gas mains replacement works update. Was scheduled for summer 2023. Agreed that they will postpone until to October 2023 to avoid disruption in the tourist season.

15. **DATE & ITEMS FOR NEXT MEETING – 6th July 2023**. Memorials in the village. The Dell.

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Clare Male, Clerk & RFO to the Parish Council

07341 873375
clerk@wroxhamparishcouncil.org

Signed.....

Dated.....