



FULL COUNCIL MEETING - DRAFT MINUTES

A meeting held in the Hub on Thursday 4th April 2024, 6.30pm

Parish Councillors Present: Cllr Fiona Hawke, Cllr Sylvia Holyoake, Cllr Ian Joynson (Vice Chair), Cllr Peter Mantle (Chair), Cllr Paul Martin, Cllr Philip Nunn.

Clerk: Clare Male

Also present: PC Al Jennings (Broadland Police) (part) and one member of the public.

1. **ATTENDANCE** – Apologies from Cllr Ionie Lyon-Clayton and Cllr Fran Whymark (Norfolk County Council (NCC), Broads Authority (BA) & BDC).
2. **RESIGNATION & CO-OPTION** – received the resignation of Cllr Lyon-Clayton who is moving out of the Parish. Her last meeting will be in May. Voted to co-opt Philip Nunn who then signed an acceptance of office form.
3. **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.**
4. **MINUTES OF PREVIOUS MEETING** - Agreed the accuracy of the final minutes of the Parish Council meeting of the **7th March 2024**.
5. **PUBLIC SPEAKING**
 - 5.1. Report from Broadland District Councillors (BDC) – not present and no report received.
 - 5.2. Norfolk County Councillor (NCC) for Wroxham Ward not present. Cllr Fran Whymark sent some information about a new government fund to rejuvenate rural community green spaces.
 - 5.3. Norfolk Police – reported very low crime numbers. Only two crimes in the village which were criminal damage to the same motor vehicle. Discussed speeding on the Norwich Road. PC Jennings asked Cllr Joynson to look for any patterns in excessive speeding and report the details to him and then he will do a patrol accordingly. It was noted there is a new ANPR camera in the village opposite Roy's garage. PC Al Jennings was unable to comment.
 - 5.4. Public speaking – none.
6. **MATTERS ARISING FOR INFORMATION ONLY**
 - 6.1. New figures have been released by the Environment Agency of the number of hours sewage plants discharged into rivers in 2023. Noted that the station at Belaugh pumped the most wastewater into the river in the whole of Norfolk. Clerk pointed out that although the station is in the Parish of Belaugh, the outfall pipe pumps into the river in Wroxham making us the dirtiest Parish in Norfolk. Agreed to write to our own MP Jerome Mayhew and North Norfolk MP Duncan Baker to express the Council's dissatisfaction with the situation. **ACTION CLERK**
 - 6.2. Broadland District Council's Standards Committee – invitation to Councillors to join.
7. **PLANNING & TREE WORKS**
 - 7.1. Broads Authority Local Plan review – noted the open day at Wroxham Church Hall on Saturday 13th April from 10am. Councillors to attend and comment individually. **ACTION COUNCILLORS**

- 7.2. Increase in house building in the area** – report from Rackheath on GT16 development of 4000 new homes in Rackheath.
- 7.3. Planning applications:**
- 7.3.1. Swans Harbour, Beech Road. Replacement boathouse. Broads Authority application no BA/2024/0103/HOUSEH. Deadline for comments 29th March 2024. **No comments.**
- 7.3.2. Certificate of lawfulness for proposed siting of a mobile home for use ancillary to the main dwelling at 14 Grange Walk Wroxham Norfolk NR12 8RS. Broadland District Council application no 2024/0760. **Councillors felt it is entirely inappropriate and ill-fitting for the site.**
- 7.3.3. Manor House 3 Church Lane NR12 8SH. Installation of solar panel systems on two outbuildings; to supply main house with panels on cart shed and to supply power to swimming pool with panels on garage. Broadland District Council application no's - 2024/0429 & 2024/0430. Closing date for comments 14th April. **No objection.**
- 7.4. No new planning applications** since the agenda was issued.
- 7.5. Reviewed the tree works applications** in the appendix.

8. HIGHWAYS

- 8.1. Traffic volume and speed** – reviewed proposals from PJA consultants. Agreed no further action at this stage.
- 8.2. Flooding by the River Bridge** – update from Clerk. Highways reported at a recent conference that a capital scheme to deal with the flooding next to the bridge is ongoing. They feel that a straightforward road raise will cause flooding in surrounding properties.

9. FINANCIAL MATTERS – Cllr Joynson

- 9.1. Reviewed this period's financial position:**
- 9.1.1. Noted total bank balances to 31/03/2024 of £135,018.67.
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| Unity current account: | £3,245.67 |
| Unity Instant access saver account: | £33,291.11 |
| CCLA public sector deposit scheme: | £88,481.89 |
| Redwood Bank 2-year bond: | £10,000 |
- 9.1.2. Receipts - noted receipts in the period of £2170.37.
- 9.1.3. Payments - agreed payments as follows:
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| Bank charges | Lloyds Bank Plc | £3.00 |
| Bank charges | Unity Trust Bank | £18.00 |
| Cleaning | Greg Garfoot (G Garfoot) | £40.00 |
| Clerk's payroll | Clare Male (Clerk) | £1,799.94 |
| Clerk's Pension | Norfolk Pension Fund | £687.66 |
| Clerk's tax and NI | HMRC | £555.13 |
| Energy | Npower | £60.60 |
| Expenses (inc DropBox renewel paid on credit card)- | Clare Male (Clerk) | £193.88 |
| Fencing | NJS - Neville Smith | £2,500.00 |
| Fencing | NJS - Neville Smith | £250.00 |
| Grant | Making Connections Hoveton & Wroxham | £250.00 |
| Grounds maintenance | Shaun Hearn Landscapes | £860.00 |
| Hall hire | Wroxham Hub | £58.00 |
| Membership fee | Society Of Local Council Clerks | £238.00 |
| Mileage | Clare Male (Clerk) | £63.00 |
| Mobile phone | Vodafone | £14.82 |
| Roll top bin emptying | Veolia | £8.77 |
| Stationary | Viking | £15.53 |
| Tree planting | Cllr Ian Joynson | £69.99 |
| Total | | £7,686.32 |
- 9.2. Noted year-end figures and signed off the bank reconciliation:**
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| Cash in hand at 01/04/2024: | £138,185.04. |
| Total receipts: | £88,737.79 |
| Total payments: | £91,904.16 |
- 9.3. Noted the audit programme** – accounts to internal auditor by 16th May for sign off at Full Council in June.
- 9.4. Noted the minutes of the last Finance meeting.**

- 10. CLOSURE OF CASTLE STAITHE & SLIPWAY** – Cllr Mantle briefed the Council on the meeting with the Broads Authority (BA) and the Trafford Estate (TE) following the BA's decision to withdraw from the staithe from the 1st April. Proposed that WPC register the land and then lease it to BA at a peppercorn rent in exchange for BA doing the quay heading work, maintaining the staithe, and policing it using their staff and byelaws. TE would be prepared to do some minor repairs in the interim. Voted in favour of trying to register the land and appointing a solicitor. Reviewed quotes from solicitors and agreed to proceed with Roger Taylor of Wellers Law Group who have been recommended by NPTS. On the basis that current land registration applications are taking circa 18 months agreed to get confirmation in writing first that the BA are willing to maintain the staithe in the interim and then appoint the solicitor.
ACTION CLERK
- 11. CAEN MEADOW WORKING GROUP (CMWG) – Cllr Lyon-Clayton**
- 11.1. Management plan** – first site visit has taken place and now a meeting needs to be set up with the grass cutting contractor. **ACTION CLLR MANTLE**
- 11.2. Roll top bin** – agreed to restart for May half term holidays. **ACTION CLERK**
- 12. WHERRY GARDENS – Cllr Martin**
- 12.1. Tree works** – update on reseeding and tree edging work. All work has been completed. Cllr Martin to take out remaining tree stakes. **ACTION CLLR MARTIN**
- 12.2.** Update on the Wherry Gardens defibrillator. Highways have responded that there lighting columns are not suitable for supplying power. Have gone back to them to say that WPC have a power supply at the war memorial from a lighting column. Awaiting a response.
- 12.3.** Place name sign – discussed the options and agreed to get prices for a metal sign topped with a Wherry. Reviewed possible position of sign/s. To investigate and consider further.
ACTION CLLR MARTIN
- 12.4.** Playground – maintenance programme for 24/25 – Cllr Joynson to liaise with Cllrs Martin & Nunn and agree regular inspections and maintenance. **ACTION CLLR JOYNSON**
- 12.5.** Delegated grass cutting – complaint from resident that the swales, which were adopted by NCC Highways, have not been cut. Clerk has spoken with Highways and have agreed to incorporate these areas into the delegated grass cutting agreement. Clerk has instructed the grass cutting contractor.
- 13. HISTORIC & BURIAL SPACES**
- 13.1. Cemetery - Cllr Mantle** – reviewed and agreed prices for additional works at Cemetery. Clerk to instruct. Noted that this will use the majority of the general maintenance budget for Historic and Burial areas. **ACTION CLERK**
- 13.2. St Mary's Churchyard –**
- 13.2.1.** Update on tree planting - **Cllr Joynson.** Crab apple to be planted in the next few days.
- 13.2.2.** Churchyard wall – **Cllr Mantle.** Noted Clerk had agreed quote for clearance of undergrowth around the wall to allow access for further inspection. Clerk had liaised with Trafford Estates agreed access onto their land for clearance. To inspect once the clearance work is complete.
- 14. STREET SPACES**
- 14.1. Village gardener – Clerk.** Clerk has met with a resident who has applied for the job. Would invoice quarterly at an hourly rate and then charge everything else back to WPC at cost. He will take out an insurance policy. Agreed £15 p/h. Agreed to get a brown bin for rubbish. To be stored at the war memorial. Clerk to appoint. **ACTION CLERK**
- 15. GOVERNANCE AND ADMINISTRATION**
- 15.1.** Reviewed and approved the operational risk register. **CLERK TO PUBLISH**
- 15.2.** Reviewed and approved the data audit. **CLERK TO PUBLISH**
- 15.3.** Policies to review and approve – **CLERK TO PUBLISH**
- 15.3.1.** Expenses – agreed.
- 15.3.2.** Data Protection – to be renewed as is.
- 15.3.3.** Privacy – to be renewed as is.
- 16. CORRESPONDENCE – noted:**

- 16.1. BDC have received an application for a licence for The Bridge restaurant.
- 16.2. Transport East - launch of Regional Strategy Hub's rural mobility report, 'Rural connections: transport challenges and opportunities for communities in the East'. Seeking feedback.
- 16.3. Broads Authority – appointment of independent persons.
- 16.4. The Big Broadland Litter Pick 2024 – runs from 1st March to 31st May

17. **DATE & ITEMS FOR NEXT MEETING** – 2nd May 2024 (APM & APCM)

Meeting closed at 8.25pm

Published 17th April 2024
Clare Male, Clerk & RFO to the Parish Council

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APPENDIX - TREE WORKS APPLICATIONS

1. 2024/0501 | T38- Beech-remove 4 lower branches only T39- Oak- remove decayed trunk G4- Douglas Fir- remove 20m from height to top of hedge of approx 5m T34- Beech- remove 10m from height to top of hedge of approx 1.5m | 12 The Avenue Wroxham Norfolk NR12 8TN. **No objection, except to the Douglas Fir which seems to be a healthy tree and the extent of reduction very severe.**
2. Application Number: BA/2024/0137/TCAA. Site Location: Riversdale, Beech Road. Proposal: T1: Willow - remove. T2: Conifer - remove. T3 & T4: Laurel - remove. T5: Beech - remove. T6: Conifer - remove. T7: Laurel - remove. Replace with shrubs. **Repeat application with a new number. Already approved.**
3. Application Number: BA/2024/0140/TCAA. Site Location: Burewood House, Beech Road. Proposal: T1: Rhododendron - remove. T2: Conifer - remove. T3: Willow - remove. **No issue with the removal of the rhododendron and the willow but queried whether the removal of the conifer is necessary.**