



FULL COUNCIL MEETING - FINAL MINUTES

A meeting held in the Hub on Thursday 8th February 2024, 6.30pm

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

Clerk: Clare Male

Also present: Five members of the public.

1. **ATTENDANCE – Apologies from** Cllr Sylvia Holyoake (ill). Also, Cllr Fran Whymark (Norfolk County Council (NCC) & Broads Authority (BA) and Cllr Martin Murrell (Broadland District Council (BDC) (both attending a meeting at BDC).
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 Ionie Lyon-Clayton declared an interest in item 6.3.2 as she is a direct neighbour. She declined to submit a comment as a Parish Councillor.
3. **MINUTES OF PREVIOUS MEETING** - Agreed the accuracy of the final minutes of the Parish Council meeting of the **7th December 2023**.
4. **PUBLIC SPEAKING**
 - 4.1. Report from Broadland District Councillors (BDC) – Clerk read a report from Cllr Fran Whymark with information on BDC and NCC precepts, changes to charges at recycling centres and bus passes for disabled travellers.
 - 4.2. To receive a report from Norfolk County Councillor (NCC) for Wroxham Ward and to note relevant points from the Broads Authority (BA) – as above.
 - 4.3. Public speaking – request for clear notification of WPC meeting dates in The Bridge magazine; flooding on The Avenue; flooding on Staithe Way Road – reported as cleared recently by Highways following an online report; question about outstanding Cadent gasworks on Norwich Road; flooding adjacent to the bridge blocking the pavement; thanks given for the replacement of the dog bin on The Avenue – request for a paving slab in front as it gets very muddy; need for a connecting footpath to join up with Salhouse. **ACTION CLLR MANTLE**
5. **MATTERS ARISING FOR INFORMATION ONLY**
 - 5.1. Neighbourhood Planning – invitation to an update session from BDC for 2 attendees – 28th Feb at 6.30pm. Agreed Clerk to attend and offer the space to one of the new volunteers. **ACTION CLERK**
 - 5.2. New electoral register – noted slight change to numbers in Wroxham. As of 1st February 2024, there are 762 registered properties (previously 760) and 1388 electors (previously 1395).
 - 5.3. HMRC – advised the Council has received a late payment notice for the January payment. Noted that the Council has been processing payments this way for 6 years and this is the first notice to have been received. Proposed by Cllr Joynson to pay charged interest and then

make a diary note to make payments for HMRC and Pension in August and January when there is no meeting. Agreed.

- 5.4. New Bridge magazine – noted the sudden death of the submission’s editor, Nic Raines. Condolences have been passed on. Noted change to next submission date.
- 5.5. Hoveton PC (HPC) – notified of a meeting with Duncan Baker MP to talk about the issues in Pocket Park and the Riverside Rooms. Need to clarify if attendance required from WPC. Cllr Mantle to contact HPC Chair. **ACTION CLLR MANTLE**
- 5.6. To note that next week is February half term and the Clerk will be on annual leave on the 20th – 22nd February.

6. PLANNING & TREE WORKS

6.1. Increase in house building in the area:

- 6.1.1. Discussed contributing to HPC’s response to North Norfolk District Council’s emerging local plan (deadline 14th February) which includes further enlargement to Brooke Park’s second phase. Chair and Clerk attended a public meeting on the 7th February in Hoveton which was very well attended. Cllr Mantle to write a draft submission and then circulate to Councillors for approval. **ACTION CLLR MANTLE**
- 6.1.2. Salhouse PC have proposed formulating re a coordinated response across local Parish Council’s to address infrastructure issues created by large numbers of new housing south of Wroxham. A meeting has been organised for 21st February in Salhouse. Agreed Cllr Mantle to attend. Clerk to RSVP. **ACTION CLERK/CLLR MANTLE**
- 6.1.3. Rackheath PC - Cllr Lyons-Clayton has met with them and discussed the pressures on local infrastructure especially roads, including the closure of Muck Lane. They are working on reviewing their Neighbourhood Plan. Cllr Mantle to join the next meeting.

6.2. Wroxham Neighbourhood Plan review – update from Cllr Lyons-Clayton. Now have four residents who have expressed interest in being involved. Contacting consultants to see who is free. Grant funding – waiting for an opening date for this year’s grant funding.

6.3. Decided planning applications:

- 6.3.1. **18 Nobel Crescent NR12 8SF** – BDC application no 2023/3281 | Single Storey Side and Rear Extension (amended). Closing date for comments 8th January. **No objection.**
- 6.3.2. Land at the end of Church Terrace, off Church Lane - erection of one dwelling. Broadland District Council planning ref 2023/3722. Deadline for comments 29th January. No comment but with comments supplied from on the trees from Wroxham’s tree warden. Since received notice of amended application which is a revised tree report.
- 6.3.3. **62 Charles Close NR12 8TT** - Demolition of single storey utility and 2 single storey rear extensions, etc. Removal of tree. Broadland District Council application no - 2024/0043. Closing date for comments 31st January 2024. **No comment.**

6.4. Review of new planning applications since the agenda was issued:

- 6.4.1. Retrospective application - Retention of log cabin at The Bungalow 10 Church Lane NR12 8SH. BDC application no - 2024/0189. Deadline for comments 27th February. Councillors to review and respond to Clerk by email. **ACTION PLANNING**
- 6.4.2. Erection of shed at Badgers 31 The Avenue NR12 8TR. BDC application no 2024/0379. Deadline for comments 28th February. As above. **ACTION PLANNING**

6.5. Reviewed **tree works applications** as per the appendix.

7. FINANCIAL MATTERS – Cllr Joynson

7.1. Reviewed this period's **financial position**:

- 7.1.1. Noted total bank balances to the 31st January 2024 - £154,567.46
 - Unity Current Account £6,747.28
 - Unity Trust Instant Access Saver account £50,097.95
 - CCLA Public Sector Deposit Scheme.24 £ 87,722.23
 - Redwood Bank 2-year bond £10,000.00
- 7.1.2. **Receipts** - noted receipts in the period of £1,264.88.
- 7.1.3. **Payments** - agreed payments of £ £9,713.19 as below.
- 7.1.4. Reviewed and approved the **bank reconciliation**.

7.2. **Scribe update.** The Clerk demonstrated the new finance package, Scribe, which is Parish Council specific software. All cost codes, transactions and budget are up to date. All Councillors have access to the system. Clerk still must add the asset register, future years

budgets liaise with auditor and undergo training on financial year end before the end of March. Very pleased with the system so far.

ACTION CLERK

7.3. Update on **savings and investments** – discussed Clerk's proposal to move between £30K to £40K from Unity Savings to Redwood Bond. Agreed to move £30K.

ACTION CLERK

7.4. **Contracts – agreed costs for grass, hedge and maintenance contracts for the Agnes Gardner King Playground, Cemetery and St Marys Churchyard with Shaun Hearn Landscapes.** There is a 9.7% price increase which does include an additional fee for removing hedge cutting waste from Caen Meadow. There was no price increase for several years. Clerk to order.

ACTION CLERK

8. **CAEN MEADOW WORKING GROUP (CMWG) – Cllr Lyon-Clayton** reported on the meeting of 18th January.

8.1. **Broad's Authority closure of Castle Staithe** – BA have surveyed the staithe and consider it unsafe. They cannot fund the £25K quoted for repairs because they do not own the staithe (it is unregistered/common land/a customary staithe) and have decided to withdraw their presence and maintenance of the staithe. Councillors commented how disappointed they are with the Broads Authority and how negligent they have been in this matter. The mooring was noted as unsafe in a condition report dated May 2023, but no contact was made with the Parish Council until December 2023. Why did it take so long to make this contact, and why was the decision to close the staithe taken without any consultation? Questioned as to why the staithe did not form part of their routine maintenance programme and works be costed and budgeted into their works programme. BA were keen to adopt the staithe in 2019 and did works to replace the capping and infill the bank. They were keen to adopt it because it fulfilled a need to have moorings at certain intervals for navigation – has this requirement has changed? The BA said they were unable to register the land and take ownership because the land may be subject to a claim by a third party. The Council agreed this appeared to be entirely unfounded. All the land in the environs is either registered or in the process of being registered by either ourselves or Trafford Estates. No move has been made by any party to register the staithe. Historically Church Lane, which connects to Malthouse Lane, was the bustling heart of Wroxham and this staithe would have been well used by residents. Concern that the staithe is now used by tourists for mooring and questioned how much benefit the area has for residents. However, the quay heading forms part of the slipway which is used by residents for launching kayaks and paddleboards. Councillors are very concerned that when the BA "close" (i.e. remove the signage) what will become of the staithe and the slipway? How can residents and tourists be kept safe and where does liability lie? ILC to draft a response to BA and circulate for approval.

ACTION CLLR LYONS-CLAYTON

8.2. **Management plan** – approved the appointment of Colin Studholme to survey the site and produce a management plan. ILC to contact and get some dates in the diary for the surveys.

ACTION CLLR LYONS-CLAYTON

8.3. Noted the replacement of the 5-bar gate post at the main entrance.

9. **HISTORIC & BURIAL SPACES**

9.1. **Cemetery –memorial flowering** cherry trees have now been planted in the extension. Contractors fed the memorial oak whilst they were on site. Discussed the outstanding job of adding posts to stop funeral directors driving on the grass – agreed Clerk and Chair to meet on site and review now cherries are in situ. Agreed to put a piece in The New Bridge magazine about the new trees – Cllr Martin. Noted that these will require ongoing watering – Cllr Mantle to organise.

ACTION CLERK, CLLR's MANTLE & MARTIN

9.2. **St Mary's Churchyard - Cllr Joynson.** Specimen tree replacement and honey fungus issue. Decision on how to proceed. Previously agreed to purchase a specimen tree for the site but these are very expensive. Agreed to purchase a standard crab apple from a garden centre and plant it on the site. Cllr Joynson volunteered to purchase and plant the tree in the next month and then water it if required.

ACTION CLLR JOYNSON

10. **STREET SPACES**

10.1. **Wherry Gardens** – Cllr Martin reported on the tree works. The work all around the main green has been done, apart from about half of the leylandii stump grinding as the machine broke down on the job and the contractor are waiting for spare parts. Discussed a request from a neighbour adjacent to that boundary to plant laurel bushes on Parish Council land to block their view of the road. Agreed to refuse the offer on the basis that grass cutting would be impinged, laurel are a non-native species which can grow out of control and this is one of the primary reasons for removing the leylandii. Clerk to advise. Cllr Martin advised that there was an old

chain link fence that has become entangled deep in the ground with the leylandii roots. Agreed this needs removing and a post and wire fence erecting to mark the boundary. Hopkins Homes are pushing to plant the hedge. The project is significantly under budget so there are funds to get the old fence professionally removed and a boundary fence erected. Agreed to approve it via email next week when the stump grinding is finalised. **ACTION CLERK/CLLR MARTIN**

- 10.2.** Update on the **Wherry Gardens defibrillator – Cllr Martin.** Issue with the power supply. Grants are available but it includes T&C's that the unit will be fitted within one month of grant award. Ongoing.
- 10.3.** **Village gardener for war memorial and southerly village sign – Clerk.** Adverts have not found someone local despite it being a paid role. Discussed an approach from a professional gardener. Haven't had chance to compare the prices with others in the area. Agreed to add a piece in The Bride magazine. **ACTION CLLR MARTIN**
- 10.4.** **Footway lighting –** noted replacement of final sodium lamp to LED – Clerk
- 10.5.** **Dog bin on The Avenue –** noted replacement of post and bin.
- 10.6.** **Fly tipping –** noted an overall increase in recent months. All cases are being reported to BDC.

11. GOVERNANCE AND ADMINISTRATION

- 11.1.** **Biodiversity Compliance – Clerk.** Reviewed and agreed proposed policy to work on increasing biodiversity in the Parish. Clerk to publish online. Reviewed draft action plan proposal (forms part of the compliance). Agreed to update current projects to make them compliant. Agreed to engage with residents to see what ideas are popular. Discussed possible ideas for new projects including reducing grass cutting and a pond for Wherry Gardens. Agreed to a review of the planning policy to make it biodiversity complaint. Need to publish on website. **ACTION CLERK**
- 11.2.** Adoption of LGA Code of Conduct in line with BDC – **Cllr Mantle & Holyoake.** Agreed to meet and finalise. **ACTION CLERK/CLLR MANTLE & HOLYOAKE**
- 11.3.** Policies for review. Agreed the Disciplinary policy. Clerk to publish. Pensions – Clerk taken advice but does not have the knowledge to review the policy. Have requested assistance from Norfolk Pension Fund. Ongoing. **CLERK TO PUBLISH/ACTION CLERK**
- 11.4.** Noted a FOI request about the employees' working hours. Completed.

12. LIASON WITH OTHER BODIES – Cllr Mantle

- 12.1.** Report on a meeting with Trafford Estates – **Cllr Mantle.** Talked about the staithe, footpaths, fly tipping and possible future housing development in the village alongside housing development in the region. Noted the current Neighbourhood Plan (WNP) does not allocate any sites, neither does the GNLP but the WNP showed a preference for development on the same side of the road as the existing Wherry Gardens site. There is a possibility of a speculative application behind Keys Drive. Dialogue with Trafford Estates is ongoing.

13. CORRESPONDENCE:

- 13.1.** Suggestion to hold Christmas markets in Hoveton and Wroxham – to discuss at the next Hoveton & Wroxham Alliance meeting.
- 13.2.** Introduction from the Serious Violence Communications and Engagement Officer at the Office of the Police and Crime Commission for Norfolk. Noted.
- 13.3.** Norfolk Minerals and Waste Local Plan - notification of Submission and availability of documents for inspection. No follow up at present.
- 13.4.** Noted complaints from residents about parking on The Avenue & Keys Drive, potholes in the road, water puddling on pavements, Broadband speed, mobile phone signal, speeding on Salhouse Road with a request to move SAM2 to the Salhouse Road (this has been actioned), Councillor declarations of interest, broken drain cover and gas main replacement works.

14. DATE & ITEMS FOR NEXT MEETING – 7th March 2024

Meeting closed at 8.30pm

APPENDIX – TREE WORKS APPLICATIONS – no objections. Noted additional comments were appropriate.

1. 2023/3746 - T73 Adj 24 & T74 Adj 26 The Avenue Wroxham Norfolk. Proposal T38 & T39 - Oak - Raise crown to 5 metres over road and remove significant deadwood. Noted discussions between BDC and Wroxham tree warden.
2. 2023/3747 - Trees Adj Farndale The Avenue Wroxham Norfolk. Proposal T4 Oak - Reduce spread by 5m from 20m to 15m and height by 4m from 24m to 20m, raise crown 5 metres over road and remove significant deadwood T5 - Lime - Pollard to main form union at approx 8m T6 - Sweet Chestnut - Raise crown 5 metres over road. As per item 1.
3. 2024/0074 | Beech hedge (H2) - Top to approx 2.5m high from 3.5m. Conifers and Conifer hedge (G1) - Fell. Conifer hedge (H1) - Fell | 3 Charles Close Wroxham Norfolk NR12 8TU.
4. 2024/0075 | Thuja (T1) - Dismantle. Sycamore (T3) - Pollard at approx 1.5m high from 12m. Conifer (T2) - Reduce height from 9m to 4.5m | Pinewood Cottage 23 The Avenue Wroxham Norfolk NR12 8TR.
5. Cobwebs, Beech Road – Broads Authority application no BA/2024/0015/TCAA Proposal - T1-3: Crack Willow – pollard.
6. T1 Beech - crown reduction by reducing height from 15m to 11/11.5m. Reduce width from 13m to 9/9.5m t2 conifer - fell - 50 The Avenue NR12 8TR. BDC no 2024/0123.
7. The Glade, Beech Road. Broads Authority application Number: BA/2024/0018/TCAA. Proposal: T: White Poplar - Height reduction of 2m to leave at a height of 18m. Reduce lateral branches by 1.5m to leave a length of 6m.
8. 2024/0119 | T1 Beech - Prune/cut back overhanging branches to boundary line. (approx 10 No. branches). T2 Ash - Prune/cut back overhanging branches to boundary line (approx 6 No. branches). T3 Oak - Approximately 9 metres tall - reduce to 5.5 metres tall | Park House 16 Charles Close NR12 8TU. Objection from Wroxham tree warden who is in correspondence with BDC tree officer who has been to site to inspect.
9. 5 x Lime Tree - Crown lift to a height of 6m on the westward side - Harnorville 21 Church Lane NR12 8SH.

APPENDIX – PAYMENTS SCHEDULE

Description	Payee	Total to pay
Lloyds Multipay card fee	Lloyds	£ 3.00
Power for footway lighting	Npower	£ 63.55
Clerk's mobile phone bill	Vodafone Ltd	£ 14.82
Rolltop bin at Caen Meadow - winter retainer fee	Veolia	£ 3.60
Quarterly banking service charge	Unity	£ 18.00
Meeting - Clerk & Chair	Fizz & Fromage	£ 12.90
Memorial tree plaque	Brunel Engraving	£ 139.14
Replacement bulb for projector	Ebay	£ 57.97
Lloyds Multipay card fee	Lloyds	£ 3.00
Power for footway lighting	Npower	£ 65.92
Clerk's mobile phone bill	Vodafone Ltd	£ 14.82
Roll top bin Caen Meadow holding payment	Veolia	£ 7.72
Street, playground & Cemetery cleaning	G Garfoot	£ 195.00
Salhouse Road bus shelter cleaning	G Garfoot	£ 40.00
Footway lighting maintenace	TT Jones electrical	£ 16.96
Meeting room bookings - November	The Wroxham Hub	£ 38.00
Meeting room bookings - December	The Wroxham Hub	£ 30.00
Meeting Cllr Mantle & Lyons	Cllr Mantle - Fizz & Fromage	£ 23.60
Neighbourhood Plan training	NPTS	£ 48.00
Replace rotten gate post and dog bin post	Neville Smith Romantic Garden nursery	£ 725.00
Memorial trees for Cemetery extension		£ 2,039.16
Clerk's payroll - December	Clare Male	£ 1,774.86
Clerk's payroll - January	Clare Male	£ 1,774.86
Clerk's Tax and NI plus late payment interest - December	HMRC	£ 582.46
Clerk's Pension contributions - December	Norfolk Pension Fund	£ 687.66
Clerk's Tax and NI - January	HMRC	£ 555.13
Clerk's Pension contributions - January	Norfolk Pension Fund	£ 687.66
Clerk's expenses - December & January	Clare Male	£ 52.00
Clerk's travel - December & January	Clare Male	£ 38.40
		£ 9,713.19

Signed.....

Dated.....