



FULL COUNCIL MEETING - FINAL MINUTES

A meeting held in the Hub on Thursday 6th March 2025, 6.30pm

Parish Councillors Present: Cllr Bill Dashley, Cllr Sylvia Holyoake, Cllr Ian Joynson (Vice Chair), Cllr Peter Mantle (Chair), Cllr Paul Martin.

Clerk: Clare Male

Also present: Cllr Martin Murrell, Broadland District Council (BDC) (arrived 7.10pm) and Cllr Fran Whymark Norfolk County Council (NCC) & Broads Authority (BA) and four members of the public.

1. **ATTENDANCE** – noted that Philip Nunn has resigned from the Council. The Council thanked him for his service.
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 meeting of the 6th February 2025.
4. **MATTERS ARISING FOR INFORMATION ONLY**
 - 4.1. Report from Broadland District Councillors (BDC). Very little to report from BDC.
 - 4.2. Report from Norfolk County Councillor (NCC) for Wroxham Ward - Cllr Whymark is now the Member for Public Health and Wellbeing, chairing the Health and Wellbeing board, Integrated Care Partnership and will join the Integrated Care Board. The future of the walk-in centre in Rouen Road, Norwich is being reviewed – there is currently a consultation out on this. The new doctors' surgery being built at Rackheath is proceeding well and will be open this summer. There is lots of space for additional services – community nursing, physio etc. Registering at Rackheath surgery will be optional. No detailed plans have yet been submitted for GT16 (4K homes) at Rackheath or the sewage treatment plant.
 - 4.3. Public speaking:
 - 4.3.1. Request for update on footpath and cycle path scheme following a presentation at the library some time ago. The Chair reported nothing further has happened since.
 - 4.3.2. A resident asked for follow up on the report of pollution on the Bure reported at the last meeting. Chair had nothing to report other than it had been reported to the EA and BA.
 - 4.3.3. Resident asked if a planning application has been made for an extension to the Wherry Gardens estate. Chair confirmed no planning application has been received.
5. **MATTERS ARISING FOR INFORMATION ONLY**
 - 5.1. Norfolk Parish Training and Support – agreed to renew the subscription for a fee of £533. **ACTION CLERK**
 - 5.2. Unity Trust instant access saver account – interest rate has decreased from 2.5 to 2.25%.
 - 5.3. Meeting with Rackheath re GT16 planned for the 27th March. **ACTION CLLR MANTLE**
6. **FINANCIAL MATTERS – Cllr Joynson**
 - 6.1. Review this period's financial position:

6.1.1. Noted total bank balances for period and signed the bank reconciliation.

Unity Bank current account	£3,455.44
Unity Bank instant access saver	£6,591.30
Redwood Bank 2-year bond	£10,486.33
CCLA Public Sector Deposit Fund	£92,674.43
Total in bank	£113,207.50

6.1.2. Receipts - noted receipts in the period of £3,539.20. Noted outstanding invoice from one of the funeral directors. Clerk been chasing.

6.1.3. Payments - agreed payments £5,044.61 as follows:

Grit for refilling grit bins	CT Baker	185.76
Members allowance	Fizz and Fromage	13.00
Bank charges	Lloyds Bank Plc	3.00
Energy – footway lighting	Npower	73.30
Mobile phone - Clerk	Vodafone	16.00
ICO fees	Information Commissioner's Office	47.00
Roll top bin emptying – Caen Meadow	Veolia	10.78
Bank charges	Unity Trust Bank	6.00
Water - Cemetery	Anglian Water	17.56
Clerk's payroll	Clerk	1,867.07
Grant – Dementia Cafe	Making Connections Hoveton & Wroxham	375.00
Training – Clerk & Chair	Norfolk Parish Training and Support	112.00
Clerk's tax and NI	HMRC	555.88
Clerk's Pension	Norfolk Pension Fund	694.91
Quarterly street lighting maintenance	TT Jones Electrical Ltd	17.69
Maintenance expenses – Caen Meadow	Roys	5.29
Maintenance expenses – Caen Meadow	B and Q	44.67
Maintenance expenses – Caen Meadow	A G Meale & Sons Ltd	26.00
Working from home allowance	Clerk	26.00
Members allowance	Fizz and Fromage	13.00
Mileage	Clerk	26.10
Council support services	Norfolk Parish Training and Support	533.60
Grant	Stay and Play group	375.00

6.2. Confirmed the appointment of Faye Haywood as internal auditor. Submission date is the 28th April for sign off at Full Council on the 5th June. Signed the letter of appointment.

7. DEVOLUTION – Cllr Whymark explained that there are two parts to the process:

Firstly, a new Mayoral authority for Norfolk and Suffolk, which has been agreed. This will take strategic responsibility for areas such as planning and housing. There is a possibility for Police and Health to be devolved to the mayoral authority in the longer term. There will be a mayoral election next May. The County Council elections scheduled for this May will now be cancelled.

Secondly local government reorganisation. The government wants each area to have a mayor and then under them have unitary councils, abolishing current County and District Councils. Norfolk County Council have published a paper with a preference for one Norfolk Unitary. The District Councils will publish papers shortly with their preferred areas, which is likely to be for three areas within Norfolk. BDC meetings have been moved forward to agree a final statement for submission to government by the 21st March. Final business case must be submitted by September 2025. The final decision will be made by ministers, not locally. Elections for the new unitaries will be in May 2027. Dates subject to change. Boundaries will be included in this discussion. Wroxham could be included in the Greater Norwich area. Hoveton Parish Council have made a statement that they wish Wroxham and Hoveton to be in the same authority. No changes will be made at a Parish level. This reorganisation is likely to

be the structure for the next fifty years and everyone must consider what is best for their community in the long term. Deadline for the devolution consultation is the 12th April. No response to the current consultation and the draft of a statement of intent with Hoveton was agreed at this stage.

8. PLANNING – Cllr Martin

8.1. NNDC – noted the update on local plan and that further hearings will take place in April.

8.2. New planning applications:

8.2.1. 12 Charles Close NR12 8TU - Demolition of existing detached garage and erection of single storey side extension. BDC application no 2025/0484. Closing date for comments 11th March. No objection.

8.3. **New planning applications** since the agenda was issued. Wroxham Football Club have submitted a prior notification notice for the installation for a solar canopy. Not something for comment.

8.4. Reviewed the **tree works applications** in the appendix – **Cllr Joynson**. Items 5 to 8 have only come in the last few days. To be reviewed alongside comments from the tree warden.

ACTION CLLR JOYNSON

9. GOVERNANCE AND ADMINISTRATION - Cllr Mantle

9.1. Roles and responsibilities – Cllr Mantle proposed a new document. Clerk asked that at least three Councillors sit on the group. Cllr Mantle to join planning. **CLERK TO PUBLISH**

9.2. IT project – reviewed the two “turnkey” proposals from Aubergine (web) and Cloudy IT (IT services). Clerk likes both the proposals as they offer a high level of service and support but felt that they are expensive in proportion to the size of this Council. The Council has numerous legal requirements and needs - to have email addresses for all Councils, to move to gov.uk domain, a website that meets GDPR and accessibility requirements. A local resident has kindly offered to review other options. Current email service and website runs out on the 2nd May. Need to check what other local Councils use – Clerk to investigate. Noted that the Dropbox (cloud storage) system will have to be renewed so that the documents on it are available for audit in April and May.

ACTION CLERK

9.3. Clerks’ appraisal – date still not agreed.

ACTION CLLR MANTLE

9.4. ICO renewal – confirmed this has been completed and a new certificate uploaded onto the website.

10. HIGHWAYS – Cllr Mantle. Reported that he has been in contact with Highways requesting prior notification for roadworks. Have been told by Highways that all the information is available online but also signposted to another officer. To follow up.

ACTION CLLR MANTLE

11. STREET SPACES –

11.1. Xmas lights – noted the minutes of the meeting of the 11th February and agreed the terms of reference for the group. The steering group has adapted to respond to last year’s issues and there will be greater financial control. Noted the date for the Christmas lights switch on of the 28th November.

11.2. Masonic Lodge notice board – inspected. Marks removed and no further action required.

12. WHERRY GARDENS – Cllr Martin

12.1. New trees in the central swale – Cllr Martin and neighbours will undertake the watering.

12.2. Proposal for a second grit bin at Wherry Gardens following request from a resident – declined by Council on the basis that there is a grit bin on Stevenson Road. To review again next year.

13. RECREATION SPACES

13.1. Agnes Gardner King Playground to receive updates – **Cllr Joynson** – update on cleaning, maintenance works and line markings. Agreed to accept quote from Gutterforce for cleaning and maintenance works. Agreed to accept the quote from RoadArt but asked the Clerk to double check that the quote included the broken white line around the loop. Agreed the proposal and price to put a KEEP CLEAR line marking in front of the main gate to stop people parking.

ACTION CLERK

- 13.2.** Caen Meadow – **Cllr Bill Dashley** - update on the management plan. The Caen Meadow working group met last week and the updated management plan was agreed. Next step is to agree three targets for the year that are manageable and achievable. Cllr Dashley has been in contact with Broadland High School. Lengthy discussion about fire risk and the possibility of closing the Meadow when it is very dry. Footpaths officer at NCC has advised that the Council would need a stopping order to close the public footpath. Cllr Dashley will explore fire beaters. Continued ongoing discussions about a warden for the summer month. Clerk has been in contact with a couple of security companies, and they would not be willing to provide patrols which involved speaking with the public, enforcing no fires rule and picking up litter. Discussed the fact that the City Council has recommenced locking their parks at nighttime. Discussed the unpleasant and unreasonable comments made on Facebook by the wild swimmers in response to being asked to abide by the no cooking/no fires rule. Agreed that more community involvement in the Meadow is the way forward, as per the new management plan. Cllr Dashley will endeavour to attend the next gathering of the wild swimmers.

ACTION CLLR DASHLEY

14. LIAISON WITH OTHER BODIES – Cllr Mantle

- 14.1.** **Update on meeting with Hoveton Community Council (HCC)** – Clerk and Cllr Mantle met with Clerk and Chair from HCC and discussed their appointment of a ground's person, possible Councillor exchange, flooding and devolution. Cllr Mantle to follow up.

ACTION CLLR MANTLE

- 14.2.** **MAG meeting update (flooding)** – Anglian Water are sealing up the sewage manholes on the Wroxham side to prevent groundwater going into the sewage system and rising in Hoveton. Meeting of the 7th February focused on Potter Heigham.

15. HISTORIC & BURIAL SPACES – Cllr Mantle

15.1. Cemetery

- 15.1.1. Extension planning meeting – thinking of planting more trees in a copse style for interment of ashes. Need to follow up with a visit to other sites. Ongoing issues with spoil removal and driving on the grass.
- 15.1.2. Noted a new contract is in place with Veolia for commercial waste removal.

16. CORRESPONDENCE

- 16.1.** Report from a resident that a “danger – pedestrians” sign on The Avenue is facing in the wrong direction. Reported to Highways and now resolved.
- 16.2.** VE Day Community grant (£300) offer from BDC to organise a commemorative event for the 80th anniversary of Victory in Europe (VE) day on Thursday 8th May 2025. Cllr Dashley agreed to decorate southerly village sign and war memorial with existing Union Jack bunting. Cllr Dashley would like to see the war memorial paving cleaned. To explore options.

ACTION CLLR MANTLE/DASHLEY

17. DATE & ITEMS FOR NEXT MEETING – 3rd April 2025

Published 18th March 2025. Updated 24th April 2025
Clare Male, Clerk & RFO to the Parish Council

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Signed.....

Dated.....

TREE WORKS APPLICATIONS:

1. Avenue Bungalow 3 The Avenue NR12 8TN. Fell an 18m Elm with a 15m canopy. T2 Hazel - 6m. Canopy width 6m. Reduce canopy over hanging by 2m. Broadland District Council application no - 2025/0404. Asked BDC to look into this in more detail. Subsequently approved by BDC.
2. Harvesters 27 Church Lane Wroxham Norfolk NR12 8SH. 2025/0411 - T1 - Variegated Holly – Fell. No issues.
3. 20 The Avenue, 2025/0457 - T1 Bay – fell. No issues.
4. 22 The Avenue, 2025/0458 - T1 Silver Birch – fell. Honey fungus. No issues.
5. Pinewood Cottage 23 The Avenue Wroxham Norfolk NR12 8TR - T1 - Western red cedar Height 20m reduce lower branches up to 4m from ground level, maintaining greenery T2 - Lawson cypress Height 8m, Width 7m - reduce width up to 2m, maintaining greenery - 2025/0578.
6. Gribbins 21 The Avenue Wroxham Norfolk NR12 8TR - T2- Lawson Cypress- Reduce by 1m branches- Current height 22m. T3- Sweet Chestnut- Reduce by 1 m x 2-3 extended end loaded branches- Current height 19m - both trees are 5m wide - 2025/0611.
7. 18 Charles Close Wroxham Norfolk NR12 8TU - T1, T2- Sycamores - Height of approximately 20m, previously pollarded at approximately 10m- Re-pollard. T3, Beech - Remove. G1- Row of cypress, holly and sycamore trees- Height of approximately 8m- Reduce to approximately 4.5m - 2025/0577.
8. Drakes Dyke, Beech Road, Wroxham, Norfolk - Proposal: T1: Tree line of Willow - Re-pollard to previous cuts, part of general management of the regrowth, reducing the risk of new growth failing and causing damage or harm. BA/2025/0060/TCAA