



FULL COUNCIL MEETING - FINAL MINUTES

A meeting held in the Hub on Thursday 3rd October 2024, 6.30pm

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

Clerk: Clare Male

Also present: Five members of the public and tree warden Angus Turville.

1. **ATTENDANCE** – Apologies for absence from Cllr Sylvia Holyoake due to illness. Apologies from Cllr Martin Murrell, Broadland District Council (BDC) and Cllr Fran Whymark Norfolk County Council (NCC) & 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. Cllr Mantle declared an interest – tree works applications – item 8.
3. **MINUTES OF PREVIOUS MEETING** – agreed the accuracy of the final minutes of the Parish Council meeting of the 4th July 2024.
4. **PUBLIC SPEAKING**
 - 4.1. Broadland District Councillors (BDC) & Norfolk County Councillor (NCC). Cllr Whymark sent a short report to say that NCC are currently working on the budget for next financial year. There is currently a significant deficit of £35 million. Some difficult choices will have to be made.
 - 4.2. Noted that Cllr Joynson has attended a meeting with the Police online. Noted that our Beat Manager has regularly attended Caen Meadow, until the national riots, when police resources were allocated to riot areas. There have been break ins at the scout hut on Nobel Crescent and at the Green Man in Rackheath taking contractors tools and scrap metal.
 - 4.3. Public speaking – a resident made a complaint about an extension to the neighbouring property. The property is now subject to an enforcement order. He expressed his dissatisfaction with the engagement from Officers at BDC Planning department and Parish and District Councillors. Resident to follow up with an email to the Clerk giving full details and the Clerk will follow this up.
5. **MATTERS ARISING FOR INFORMATION ONLY**
 - 5.1. **Christmas lights group** – Cllr Mantle reported on a meeting from an independent group who are working to install lights on 16 streetlamps through from Wroxham library to Roys in Hoveton. They have asked Wroxham Parish Council to provide funding for the Wroxham side. To be taken to the next Finance Committee. **TO FINANCE**
 - 5.2. **Defibrillator at Wherry Gardens** – Cllr Martin reported that a resident has had a success with getting Anglian Water to agree to a defibrillator on their pumping station wall. He is following this up and will look at the costs at the end of the next Finance meeting. Thanks to the resident for following this through. **TO FINANCE**
 - 5.3. **Remembrance Day parade** – Sunday 10th November at 11am at the war memorial. Cllr Mantle is organising the event and has been in touch with the groups that attend, the Church and the police.

5.4. BDC – information is available on **winter pressures grant** for groups that run schemes for drop in sessions or direct grants to the vulnerable.

6. **RECRUITMENT OF COUNCILLORS** – Wroxham is an eleven seat Council, and we currently have five Councillors. Due to illness and holidays several meetings have had to be cancelled because they are not quorum. As a public body the Council can only make decisions at these meetings. If we are unable to hold meetings some of the work of the Council grinds to a halt. The Council is looking for residents who can attend some of the ten meetings a year just to keep the Council running. Please contact the Clerk if you are interested.

7. **PLANNING – Cllr Martin**

7.1. **New development at Rackheath (GT16)** - 3,850 homes, 2 primary schools, 1 secondary school, 2 local centres, employment land, parking, open spaces, orchards and allotments, utilities and pedestrian and cycle infrastructure. Broadland District Council. Application number is 20220663. Noted consultation **is closed and noted that the Council OBJECTED based on insufficient public transport and pedestrian/cycleway links.**

7.2. **Planning applications:** noted those applications that have been commented on since the last meeting (see appendix).

7.3. **New planning applications** since the agenda was issued:

7.3.1. The Thatched House Beech Road Wroxham Norfolk NR12 8TW amended application. Proposal: First floor rear extension, two storey rear extension (crow's nest/third storey removed) and single storey side extension. **No objection.**

7.4. Reviewed the **tree works applications** as noted in the appendix – **Cllr Joynson.**

8. **FINANCIAL MATTERS – Cllr Joynson**

8.1. Reviewed this period's financial position:

8.1.1. Noted total bank balances for the period and signed the bank reconciliation:

8.1.1.1.	Unity Bank current account	£7,986.39
8.1.1.2.	Unity Bank instant access saver	£68,343.75
8.1.1.3.	Redwood Bank	£10,000.00
8.1.1.4.	CCLA Public Sector Deposit Fund	£90,817.07
8.1.1.5.	Total in bank	£177,147.21

8.1.2. Receipts - noted receipts in the period of £29,000.12.

8.1.3. Payments - agreed payments totalling £5,661.15 as follows:

Wherry gardens hedge - weed suppressant	Chimney Sheep	90.00
Website costs	GoDaddy	43.06
Training	Society Of Local Council Clerks	12.00
Website costs	GoDaddy	187.06
IT software for Clerk	Microsoft	59.99
Bank charges	Lloyds Bank Plc	3.00
Energy for footway lighting	Npower	47.95
Mobile phone for Clerk	Vodafone	16.00
Roll top bin emptying - Caen Meadow	Veolia	51.06
Bank charges	Unity Trust Bank	18.00
Clerk's payroll	Clerk	1,799.94
Cleaning - street furniture	G Garfoot	230.00
Advertising for Cemetery - one year	The New Bridge magazine	770.00
Hall hire	Wroxham Hub	108.00
Working from home allowance & expenses	Clerk	32.00
Mileage	Clerk	16.65
Legal services - registration of staithe	Wellers Hedleys	960.00
Clerk's tax and NI	HMRC	530.24
Clerk's Pension	Norfolk Pension Fund	676.20

8.2. Noted that the Finance Committee meeting will now be quarterly, reduced from bimonthly. The next meeting was scheduled for the 15th October but will need to be rescheduled due to Councillor numbers not meeting quorum. **ACTION CLERK**

8.3. Noted the minutes of the Finance committee of the 16th July.

8.4. Audit – noted that this has been concluded and there were no comments made. All documents are on the Parish Council website.

8.5. Budget review – the Clerk has revised the budget, adding in the projects listed below and removing the money set aside for the churchyard wall, which is not progressing. This gives a balanced budget for this year but next years budget needs input. Agreed to progress with the numbers to date and do a detailed review of next financial year at the forthcoming Finance Committee. **ACTION FINANCE**

9. **TREE MANAGEMENT – Cllr Joynson** – reviewed quotes for winter 24/25 works. Agreed to appoint Target Trees to undertake the work. The quote is slightly over budget at £13K but agreed that this could be reduced by some changes to the spec which are required anyway in response to the Caen Meadow management plan. Noted recent oak large limb drop over Keys Drive and subsequent additional works added to the specification. Agreed that Cllr Joynson, tree warden and Clerk will meet to discuss changes to the spec before Target Trees commence work. **ACTION CLERK**

10. **NEIGHBOURHOOD PLAN – Cllr Nunn** – received a presentation on progress and the options going forward. Thanks to all the volunteers that have engaged with the review so far and attended the workshops. Agreed that most objectives were on track but concerns with progress in “Transport and Access” – volumes of traffic moving through the village; and “Environment and Landscape” – flooding near the river bridge. A full review of the plans would take 18 months and £28K in consultancy fees, although grants are available. A larger group of volunteers would be required to undertake this, and WPC is currently struggling with Councillor numbers. Concluded that a full consultant led review is not required or justifiable (option 1). Doing nothing is not appropriate as the group identified that there are areas of concern (option 2). Agreed to rethink how to address the two areas of concern by reengaging with the whole village on these issues and getting their opinions on these issues via a survey or similar (option 3).

11. **LIAISON WITH OTHER BODIES – Cllr Mantle**

11.1. Received a report from the latest Multi Agency Group meeting re flooding. Still waiting for information from NCC Highways on plans to raise the level of the A1151 before the river bridge.

Noted WPC liaison with Landamores on the issue (see item 16.3). Next meeting 11th October.

11.2. Received a verbal report of the visit to Anglian Water sewage treatment plant at Belaugh.

11.3. Noted the renewal of the asset of community value for Wroxham Library.

11.4. Trafford Estates (TE) – **Cllr Joynson**. Discussed the notes from the meeting of the 1st August. Reviewed:

11.4.1. Request to cut the grass on the permissive footpath alongside The Avenue on a regular basis. See item 12. Agreed to get a quote pending reply from TE.

11.4.2. Request from TE for the Parish Council to relocate the bus shelter on the field side of the Salhouse Road. TE feel that the shelter on the northern side of the road obstructs the visibility for farm vehicles pulling in and out of that field. Discussed NCC Highways approval of the position of the bus shelters as part of the Wherry Gardens planning application. Councillors voted to decline the request on the basis that it is not a good use of public resources.

11.5. Town & Parish Council Forums (1.14). Received a brief report on the last forum. Noted that the in-person summit will take place at the Horizon Centre on the 13 November. Two places per Council. Councillors to express their interest in attending to the Chair. **ACTION COUNCILLORS**

11.6. Hoveton & Wroxham Scouts – received a report on the AGM on the 9th September. “New” building is almost complete. Passed along congratulations to the group for this achievement.

12. **FOOTPATH TO SALHOUSE** – Councillors met on site and agreed that there is a need to connect to the footpaths in Salhouse, creating a vehicle free route for pedestrians and cyclists. Preliminary proposal has been made to TE that the Council would be happy to consider cutting the existing permissive footpath if the Estate were willing to create an additional permissive footpath linking up with Salhouse. Awaiting a response from TE.

13. **RECREATION SPACES**

13.1. Agnes Gardner King Playground updates – **Cllr Joynson**

13.1.1. Replacement of timber steps and handrail – agreed to put nonslip matting on the timber steps, steel feet on the handrail and build up the side of the slide with more soil to address issues in ROSPA report. **ACTION CLLR JOYNSON**

13.1.2. Cleaning of tarmac and quotes for line markings and a basketball hoop. Two quotes in so far - £5,750 to £6600, awaiting a third quote. Both quotes considerably higher than the Tesco grant (£500 to £1500 depending on success) applied for.

13.2. Caen Meadow – Cllr Mantle.

13.2.1. Noted the working group meeting minutes of the 3rd August and in particular, discussion about appointing a warden for the summer months. There have been issues with ASBO over the summer – bad language, music, drink/drugs and lots of rubbish. Late nights. This is putting off local residents and visitors with children. Police have attended on several occasions. Agreed that the Council cannot rely on local residents to clear rubbish up after every gathering. Councillors expressed concerns for a warden working alone and dealing with potential confrontation. Talked about similar problems at other local sites such as Horstead Mill. To discuss a budget for this at Finance. **TO FINANCE**

13.2.2. Received the draft management plan. Agreed to have a further meeting to look at this in detail before the next Caen Meadow Working Group meeting on the 10th October. **ACTION CLLR MANTLE**

13.2.3. Signage – to discuss a request for three additional signs. As above.

14. WHERRY GARDENS – Cllr Martin

14.1. Reviewed quotes and agreed the appointment of Target Trees to replace trees on the central swale with root protection as specified by Highways with a quote of £880. Clerk to appoint. **ACTION CLERK**

14.2. Playground - reviewed quotes for safety matting and a swing. Agree to quote from NGF Play for a double bay swing with a nest swing and then two flat seat swings (or one flat seat and one toddler swing tbc) of £12,000. Agreed for grass matting replacement and new matting under the swings. Clerk to order. **ACTION CLERK**

14.3. To review quotes for additional landscaping works. Not covered.

15. HISTORIC & BURIAL SPACES – Cllr Mantle.

15.1. **St Mary's Churchyard** – Churchyard wall update. Monitoring equipment has been fitted to detect movement. This has now been in place for two months and no movement to date.

15.2. **Cemetery** – agreed to get a price for the removal of spoil from the spoil heap. Clerk to get quotes. Discussed issue with vehicles on the grass of the extension in the gap to the right hand side of the road/hedge. Discussed a removable hurdle/post. Issue is that the Council have no contact with the grave diggers to inform them how to access the spoil heap and Clerk is concerned that the spoil could end up dumped elsewhere. Councillors agreed to install a post and then update the terms and conditions for funeral directors accordingly. Councillor Mantle to advise on the details of the installation. **ACTION CLERK & CLLR MANTLE**

16. STREET SPACES –

16.1. Bench refurbishment project. Condition survey complete – 33 benches in total. Thanks passed onto the family who undertook this as a summertime project. Agreed Clerk to identify top 5 benches and get quotes for works. **ACTION CLERK**

16.2. Footway lighting update – **Clerk**. Due to time constraints agreed to move onto Finance Committee. **TO FINANCE**

16.3. Poor condition of boundary fence next to bridge, adjacent to flooding – **Cllr Holyoake**. Clerk has spoken to Landamores. They had planned to replace the fence, which is rotting due to the spray coming off the flooded road. They have approached Highways about helping to fund a new fence but have had no response. Discussed the possible scheme to raise the road. Landamores to contact the MAG group to discuss.

17. GOVERNANCE AND ADMINISTRATION

17.1. Agreed revised Roles & Responsibilities document. **CLERK TO PUBLISH**

17.2. Agreed to adopt the LGA Code of Conduct. **CLERK TO PUBLISH**

18. CORRESPONDENCE

18.1. Request for hedgehog crossing signage on The Avenue. Declined.

18.2. Offer of sponsorship/assistance from McDonalds of Hoveton. Clerk to approach them.

ACTION CLLR MANTLE

19. DATE & ITEMS FOR NEXT MEETING – 7th November 2024

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Clare Male, Clerk & RFO to the Parish Council

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APPENDIX:

TREE WORKS APPLICATIONS:

1. Yeoman House, Beech Road, Wroxham, Norwich
Proposal: T1: Yew - crown raise eastern canopy to 3m, crown reduction on eastern canopy from 4m to 2.5m T2: Lime - remove lowest branch to the east at 4m. T3: Sycamore - remove lowest branch to the east at 5m. T4: Yew - crown raise eastern canopy to 3.5m, reduce eastern canopy from 4m to 3m. T5: Lime - reduce lowest branch to the east from 8m to 5m, reduce second branch up to the east from 6m to 3m. T6: Sycamore - crown reduce eastern canopy to provide 2.5m clearance from the side of the house. T7: Sycamore - remove major deadwood. Deadline 31st July. Broads Authority application Number: BA/2024/0264/TCAA
2. 2024/2105 | T1, T2 Beech - Current height 15m, current width combined 10m. Reduce both crowns by 25%. Proposed height 11.25m, width 7.5m. Remove dead, raise lower titorial branches to 4m from ground level. G1 6 x Leylandi - Dismantle all to 2m monolifts. T9 Holly. T10 Leylandi. Fell both to ground level. T3 Sweet Chestnut - Fell. T8 Yew - Fell. T11 Cedar - Fell. G2 Sycamore, Holly, 2 x Fir trees, 1 x Birch - fell all leaving the young Oak to grow. T4 Oak. - Reduce down by approximately 50% to suitable growth points at 12m high. T5 mature Oak - 50% crown is over the Highway, lots of large dead and die back in upper crown, reduce entire crown by 50% to create new main structure. current height 22m, current width 12m. Proposed height 11m, width 6m. T6 Lime - reduce/repollard to old pollard points 10m up the main single stem, remove basal epicormic growth. T7 Oak - reduce entire crown back to previous pollard points | Wroxham Cottage 15 The Avenue Wroxham Norfolk NR12 8TN
3. 2024/2149 | T1 - ht 12m - Silver Birch - Remove T2 - ht 12m/4.4m - Silver Birch - To remove deadwood & reduce the crown by a maximum of 2m T3 - Chestnut ht 14m - To tidy up cut from limb failure & to remove the dead bough T4 /5 - Conifers ht 6m - Remove T6 - Neighbours trees overhanging (4 x sycamores ht 12m) to reduce overhang back by up to 3m | 165 & 165A Norwich Road Wroxham Norfolk NR12 8RZ
4. T1 Betula - Fell T2 Taxus / Fagus Hedge - reduce by 1m & trim property side T3 Quercus robur - reduce by 1.5m max to suitable secondary growing points - 55 Charles Close Wroxham Norfolk NR12 8TT
5. 2024/2318 | Sycamores T30-34: Dismantle and fell to ground level 4 out of 5 sycamores located in grouping on northern boundary. Oak T44: Remove poor quality overhanging branch. Sycamore T27: Remove overhanging branches to ridge level of house. Yews T25, 26 & 28: Selectively thin by up to 20% to improve light and airflow throughout. Additionally, trees 25 & 26; sympathetically reduce spread to ensure clearance to house of at least 1.5m. Bay S1: Thin this multiple stemmed mature shrub by approximately 20%. Sycamore T20: Remove failing north limb back to main trunk due to signs of distress throughout this limb including a number of dead branches, poor leaf coverage and snapped leader. Remove any further branches identified during works. Sycamore T38: Remove failing north limb back to main trunk at approx. 1.5m elevation due to poor condition of limb, and notable bark inclusions at trunk. Lift remaining crown to 3m above ridge height of adjacent building. Lime T6: Lift crown to 2m above ridge height of adjacent building. Lime T40: Remove lower branches to a trunk height of 4m to eliminate overhanging foliage restricting driveway access. Current foliage hangs to less than 1.5m above driveway. Hollies T16-18: Sympathetically reduce spread to the north. Dead Tree T23: Fell to ground level. Young Laburnum to be planted close to location to replace failed tree. Sycamore T5: Fell to ground level. (Extension to previously approved application 20221332 to allow completion of approved works) | Keys Hill Lodge 55 Keys Drive Wroxham Norfolk NR12 8SS.
6. Monksmead Beech Road Wroxham Norfolk NR12 8TW. Broads Authority application no - BA/2024/0312/TCAA. Details - T1 Maple & T2 Swedish whitebeam - reduce both trees in height by up to 1.5m. Bringing them from approx 5.5m to 4m To also reduce the crown spread of both trees from 5.2m to 3.5m. This is to keep the trees in a matching uniform shape and prevent them from outgrowing the area and affecting the growth of the surrounding trees and plants in borders. T3 Larch - remove to ground level due to cavities / rot present in the stem caused by a boring insect.

T4 Sycamore - remove to ground level. This is due to the tree being diseased, perhaps sooty bark disease. T5 Ash - remove to ground level. This is due to ash dieback and fears of bits falling on the boat shed / mooring boats. **Comments by 18th September**

7. Consultation on new Tree Preservation Order - Wroxham Cottage, 15 The Avenue. Comments to BDC by the 27th September. Lime, oak, holly, western red cedar, sweet chestnut – all to front boundary.
8. 44 The Avenue Wroxham Norfolk NR12 8TR. Proposal T1 - Yew - Ht11m - raise crown to 4m 2 - Beech - Ht 15m W7.4m - raise crown to 4m and reduce crown growing into garden by 2.5-3m to reduce overhang T3x2 - Conifers 13m - raise crown to 4m to clear garage. BDC application no - 2024/2602
9. Muscat House 171 Norwich Road Wroxham Norfolk NR12 8RZ. BDC no 2024/2350 | T1 - Ash - from 16m to 10m, T2 - Ash - from 16m to 8.5m, remove deadwood & crown reductions of 3-3.5m to create smaller shaped trees. BDC no objections.
10. 118 Norwich Road - 2024/2434 | 5 No Conifers - Fell
11. 42 Charles Close - 2024/2686 - T1 Cherry - ht4.5m W 7m - Reduce crown and shape extended limbs by 1.5m T2 Silver Birch - ht4m - Small sapling remove T3 Silver birch ht2.5m - To remove the dead stem T4 Oak - ht8m w6m - To reduce and reshape back to previous pruning points (approx 2m) T5 Hazel ht4m - To cut back overhanging branches from neighbouring property T6 Dogwood ht3m - To reduce back into hedge line T7 Hazel ht 4.4m - To reduce back into hedge line. Only come in the last few days – to be reviewed. **ACTION CLLR JOYNSON**

PLANNING APPLICATIONS (Completed):

1. Bureside, 6 Skinners Lane. Erection of a new pool house, gym, garages and orangery. Broads Authority application no BA/2024/0269/HOUSEH – no objection, comments made.
2. 36, Stevenson Road, NR12 8FE. Single storey side extension. Broadland District Council application number 2024/213 – no objection, comments made.
3. Staitheway House 29 Staitheway Road Wroxham Norfolk NR12 8TH. Single storey rear extension and demolition of existing elements to rear. Broadland District Council planning application no - 2024/2438. No objections.

Signed.....

Dated.....