

# WICKLEWOOD PARISH COUNCIL

Minutes of the Parish Council meeting held in Wicklewood Village Hall on Monday 4<sup>th</sup> April 2016

**Present:**  
P Campbell McBride (PCM) Vice Chair  
Mike Gamble (MG) Chairman  
Alan Goodings (AG)  
Richard Goodings (RG)  
Andrew Goodings (AGo)  
John Seville (JS)

**In attendance:**  
Karen Bush (KB) Booking Clerk and Caretaker  
Margaret Dewsbury (MD) County Councillor  
Anne Panella (AP) Parish Clerk

## Action

### APOLOGIES FOR ABSENCE

46 were received from M Edney and J Hipperson

### DECLARATION OF INTERESTS

47 None were received.

### PUBLIC FORUM

48 No issues were raised.

### MINUTES OF THE MEETING HELD ON MONDAY 7<sup>TH</sup> MARCH 2016

**Resolved:** to approve the Minutes of the meeting held on 7<sup>th</sup> March.  
Proposed by JS, seconded by AG. All in agreement.

### MATTERS ARISING

49 War Memorial: no further update on when the plaque will be installed. MG **MG**  
to seek an update.

50 Scarifying of Playing Fields: it was noted that scarifying is included within the work quoted by Norse. However, they did not carry out this work during 2014/15 but assured the parish Council it would be undertaken twice during 2015/16, the first occasion in November 2015. To date, the work has still not been done. RG to contact Norse for an explanation and confirmation that the work will be undertaken prior to the Parish Council considering a request for a refund. **RG**

51 Solar Panels: the Clerk raised with Abel Energy a query regarding the Feed In Tariff documentation. Abel stated this had been posted to the Village Hall in October 2015 but no post is delivered to the Village Hall. As a result a meeting with Abel Energy on 26<sup>th</sup> March resulted in a very late submission of documentation to npower (the electricity provider to the Village Hall). The

overall result is that the tariff received by the Parish Council will now be only 4p per unit compared to 12p if the documentation had been received and submitted following installation in October 2015. The Parish Council will consider pursuing a claim of compensation from Abel Energy.

- 52 Highways/Manhole Cover at junction of Church Lane/High Street: some remedial work has been carried out to this cover but MD confirmed that a more permanent solution will be implemented during the financial year 2016/17.

### **CORRESPONDENCE**

- 53
- Norfolk Constabulary: Crime Statistics
  - Norfolk ALC Newsletter
  - Planning Changes Booklet
  - Highways: tracker Number for reporting problem with inspection chamber at junction of High Street/Church Lane

### **ACCOUNTS FOR PAYMENT**

54

Anne Panella	Clerk's Salary	£252.72
Karen Bush	Caretaker & Booking Clerk Salary	£265.87
HMRC	PAYE (Month 12: 2015/16)	£5.40
NALC	Annual Subscription	£185.39
Norse	Playing Fields Grass Cutting (1 of 8 cuts)	£191.92
P D Nichalls	Emptying of septic tank	£90.00
Norfolk Playing Fields Association	Annual Subscription	£20.00
	<b>Sub Total</b>	<b>£1,011.30</b>

- 55 **In addition two late invoices have been received:**

South Norfolk Council	Emptying of two doggy bins	£151.54
Tim Carver	Verge Cutting (1 of 6 cuts)	£100.00
	<b>GRAND TOTAL</b>	<b>£1,262.74</b>

**Resolved:** that the accounts, as presented above, be approved for payment. Agreed that the payment to Norse be withheld awaiting receipt of an update on the scarifying. Proposed by JS, seconded by MG. All in agreement.

- 56 **Purchase of laptop**  
Costs were presented for an AppleMac in place of the current Windows laptop and agreed to the purchase of Apple MacBook Air at £749 plus £120 MacOffice and £50 for data transfer. All in agreement.

### **WORKPLACE PENSIONS**

- 57 It is now the duty of all employers to provide a workplace pension providing their employees meet the required criteria. Advice has been sought from HMRC which confirms that the three employees of the Council are 'entitled workers' and therefore will not be automatically enrolled in a Workplace Pension nor does the Parish Council have to contribute to any pension.

58 A letter has been sent to the three employees providing the detail of this requirement.

59 It must be noted that should legislation change the Parish Council will need to consider pension contributions when the Precept is set annually.

60 A Declaration of Compliance will be completed by end May 2016.

**AP**

**MONTHLY INCOME AND EXPENDITURE REPORT**

	<b>Current</b>	<b>Deposit</b>	<b>War Memorial</b>	<b>Total</b>
<b>Balance B/Fwd 26 February 2016</b>	£ 1,728.37	£12,122.92	Monies for the war memorial are included in the figures presented but are ring fenced	£13,851.29
<b>Total Receipts to 21/03/16</b>	£ 0.00	£ 1.51		£ 1.51
	£ 1,728.37	£12,124.43		£13,852.80
<b>Total Outgoings to 21/03/16</b>	£ 1,207.49	£0.00		£ 1,207.49
	£ 520.88	£12,124.43	£250 SNC £250 NCF £410 PCC £500 PC £1,490 WMT £100 resident £773.10 Event £27.00 Other	£12,645.31
<b>Inter-Account Transfers March 2016</b>	+£1,000.00	-£1,000.00		(£1,000.00)
<b>Closing Balance 27 March 2016</b>	£ 1,520.88	£11,124.43	Balance: £838.10	£12,645.31

**QUEENS 90<sup>TH</sup> BIRTHDAY CELEBRATIONS**

62 Grant application will be submitted requesting up to £400 in grant from South Norfolk Council.

**AP**

63 A5 leaflet/invitation has been created; copies to all councillors for distribution to all houses in the village.

**All**

64 Beacon: this will be placed in a secure position on the Playing Fields with required fire extinguishers and safety barriers in place. Clerk to contact the insurance to make them aware of the arrangements in place.

**AG  
AP**

65 Bar: it is expected that Bucks Inn will run the paying bar on this occasion.

- 66 Working Party: councillors to put up the marquee on 28<sup>th</sup> and take down on 29<sup>th</sup> and make all other arrangements for the day.
- 67 Tea/Coffee and Ice Cream vendors: AGo is making enquiries for both of these. **AGo**

### **HIGHWAYS**

- 68 It was noted that the finger post at the end of Milestone Lane, pointing in the wrong direction, has still not been correctly placed. The two signs ('Give Way' sign close to Milestone Lane and the 30mph sign by the school) both of which have been reported to Highways have still not been reinstated.
- 69 The level of service provided by Highways is now consistently very poor, often with requests for information and updates on queries receiving no answers.
- 70 Agency Grass Cutting: the County Council usually inform Parish Councils in April/May the amount of money they will receive to carry out this function. It was noted that a proposal was being considered whereby only the most urgent verges would be cut but, to date, it has not been confirmed if this proposal was approved. MD will seek clarification. **MD**

### **PLANNING**

- 71 No applications have been received.

### **PLAYING FIELD**

- 72 Two inspections have been conducted, on 13<sup>th</sup> and 31<sup>st</sup> March. No issues to report.

### **WICKLEWOOD VILLAGE HALL**

- 73 Two new bookings have been received for March. A new booking had to be declined as a regular hirer was unable to accommodate a change in times. All regulars are paid up to date.
- 74 PAT Testing: CPC Build have kindly offered to carry out this work, free of charge, and will contact KB in the next two weeks to arrange access to the Hall.
- 75 Flooring: a recent customer has cleaned the floor with detergent resulting in the floor becoming very dull and sticky. Advice to be sought from the contractor on how the finish can be restored.
- 76 Licenced Bar: a draft agreement was presented for consideration and approved. MG will send to the Bucks Inn for their comment and/or signature.
- 77 Storage Room: the expected removal of the ceiling over Easter has been delayed. A quotation has been received to remove the ceiling and clear all debris from site in the sum of £212 plus VAT. It was noted that if the ceiling is not reinstated Fire risk will not be covered.

**Resolved:** to accept the quotation for the above works. To allow the room to dry out and then reinstate the ceiling. All in agreement.

**ANY OTHER BUSINESS**

- 78 Goalposts: a resident has enquired if the goalposts now lying by the Village Hall are for sale. Agreed that both sets are required if a local team wishes to hire the playing fields so they are not for sale at this point.

**DATE AND TIME OF NEXT MEETING**

- 79 Monday 9<sup>th</sup> May 2016 to include the Annual Parish Council Meeting to commence at 7.30 pm. Agenda items to the Clerk by 29<sup>th</sup> April.
- 80 September meeting: due to holidays it was agreed to cancel this meeting but confirmed that the salaries will be approved at the August meeting.

The meeting closed at 8.50 pm