

# WICKLEWOOD PARISH COUNCIL

## Minutes of the Parish Council Meeting held in the Village Hall at Wicklewood Village Hall on Monday 5<sup>th</sup> August 2013 at 7.45 pm

<b>Present:</b>	<b>Mike Gamble</b>	<b>(MG)</b>	<b>Chairman</b>
	<b>Alan Goodings</b>	<b>(AG)</b>	
	<b>Andrew Goodings</b>	<b>(AGo)</b>	<b>Vice Chairman</b>
	<b>Richard Goodings</b>	<b>(RG)</b>	
	<b>Lorraine Long</b>	<b>(LL)</b>	
<b>In attendance</b>	<b>Karen Bush, Caretaker</b>	<b>(KB)</b>	
	<b>Anne Panella</b>	<b>(AP)</b>	<b>Parish Clerk</b>

### Action

#### APOLOGIES FOR ABSENCE

163 Were received from Simon Moore, Margaret Dewsbury and Michael Edney.

#### DECLARATIONS OF INTEREST

164 No Declarations were received.

#### PUBLIC FORUM

165 Windmill Cottages: Following the concern expressed at the Annual Parish meeting at the apparent disrepair of the Mill Cottages, the custodian attended the meeting to assure councillors and residents that the Windmill Trust have commissioned a survey and are currently in discussion with the Orwell Housing Association who have visited the site and may be able to provide funds for refurbishment. In addition, it is expected that ownership of the Mill itself will be transferred to the Norfolk Windmills Trust – the organisation that already owns the two cottages.

166 Village Hall Charges: a resident enquired why the Parish Council did not increase hall charges for 2013-14 and the Chair stated that the Parish Council are seeking to ensure maximum use of the Village Hall; to increase charges beyond what organisations find affordable would deprive the community of the use of a valuable asset and the Parish Council of essential funds to maintain the hall. It was also noted that over the past few years the Parish Council has worked hard to ensure the Village Hall is self-funding and not dependent on monies from the Precept to cover the running costs.

167 Overgrown Hedges: a resident requested that the Parish Council take action to address the continuing problem whereby a number of residents within the village

allow their garden hedges to grow over the pavements causing an obstruction to pedestrians. Highways have stated that if a hedge were to cause a danger they would, following a period of negotiation with the owner, consider cutting the hedge and sending the bill for payment to the owner. However, this is only done in extreme circumstances and when resources allow. The issue has been raised in past Newsletters and a further message will be included in the next edition.

168 Correspondence: the Clerk stated that she receives very little correspondence from residents and many would not wish to have their emails or the subject of their enquiry be made available to all. It was agreed that, where an enquiry is not covered in the Minutes or Matters Arising, a list of enquiries, by subject only, can be provided in the Correspondence file and on the Agenda.

169 Land North of the High Street: proposed erection of 14 dwellings: the owner of the land attended the meeting to seek support from the Parish Council for this application which he believes will make a valuable contribution to the village. The land had been identified by SNC in 2010 as a potential development site within the Local Development Framework (LDF). The Chair confirmed that the Parish Council, when consulted by SNC, had raised no objections to this site; it was in the centre of the village and close to amenities such as the bus stop and Village Hall. Other proposed sites were regarded as unsuitable and the Parish Council comments on these were provided to SNC. A resident requested that he be provided with copies of the Minutes of that meeting and the Parish Council response to the LDF. **AP**

170 The Windmill Trust have confirmed they support the application: as part of the development car parking spaces will be provided for visitors to the Mill.

171 It was noted that when this land was first suggested as a potential for development the proposal was for a maximum of eight houses, yet the current application is for fourteen houses. The owner stated that he has addressed this issue in the associated correspondence with the application.

172 Police Update: PC Chris Shutt attended and confirmed that no crimes have been reported in Wicklewood during July. There were 10 calls to the police in relation to traffic incidents and other matters. However, it was noted there may be occasions when incidents occur which are not reported to the Police as they do not result in any damage or loss.

### **APPROVAL OF THE MINUTES OF THE MEETING HELD ON MONDAY 1<sup>st</sup> JULY 2013**

**Resolved:** that the Minutes for the meeting held on 1<sup>st</sup> July be accepted as a true record of the proceedings. Proposed by AG, seconded by LL. All in agreement.

### **MATTERS ARISING**

173 Windmill and Cottages: already discussed, see Minute No: 165

174 Wicklewood School: the County Council have confirmed that the school has been successful in securing funds to extend the car park and work will commence in the autumn term.

175 Asset Register: this will be available for either the September or October meeting.

**MG**

## **CORRESPONDENCE**

### **176 Incoming Correspondence**

Environment Agency: River Basin Management: [www.norfolkalc.gov.uk](http://www.norfolkalc.gov.uk)

Anglian Water: shaping our future: [www.discoverdiscussdecide.co.uk](http://www.discoverdiscussdecide.co.uk)

Norfolk Matters: July edition: [www.norfolk.gov.uk](http://www.norfolk.gov.uk)

Norfolk Constabulary: Weekly Crime Summary 26 June to 16 July: [Norfolk-Constabulary@policedirect.norfolk.police.uk](mailto:Norfolk-Constabulary@policedirect.norfolk.police.uk)

Letter from Cabinet Member for Planning and Transportation: Award of a grant to Wicklewood School for extension to car park

Planning Applications: Decisions and new applications within Wicklewood: [www.south-norfolk.gov.uk/planning](http://www.south-norfolk.gov.uk/planning)

Norfolk County Council: Letter regarding inspection and re-surfacing works to B1135 Chapel Bridge

Norfolk Rural Community Council: Each item contains a separate website address

Launch of 2013 Neighbourhood Fund: <http://www.south-norfolk.gov.uk/democracy/2981.asp>

Rural Services Network Newsletter: Each item contains a separate website address

## **ACCOUNTS FOR PAYMENT**

177 The following were presented for payment:

Anne Panella	Clerk's Salary	£185.93
Anne Panella	Clerk's Expenses	£30.47
Karen Bush	Cleaner and Booking Clerk Salary	£245.38
Karen Bush	Booking Clerk Expenses	£6.00
HMRC	PAYE (July 2013)	£48.00
Norfolk Playing Fields	Annual Subscription	£20.00
Dale Watson	Playing Fields Grass Cutting	£142.81
Anglian Water	Direct Debit	£204.55
Eon	Direct Debit	£126.60
	<b>TOTAL</b>	<b>£1009.74</b>

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In addition the following invoices were presented at the meeting for payment:

Tim Carver	Agency Grass Cutting	£45.00
Playsafety Ltd	Annual Inspection of play equipment	£88.80
Kimberley Electrical	Spotlights over stage	£452.52
	<b>TOTAL</b>	<b>£586.32</b>
	<b>GRAND TOTAL</b>	<b>£1596.06</b>

**Resolved:** that all the accounts, as presented above, be passed for payment. Proposed by RG, seconded by LL. All in agreement.

### MONTHLY INCOME AND EXPENDITURE REPORT

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	Current	Deposit	Total
<b>Balance B/Fwd 20 June 2013</b>	<b>£7,123.81</b>	<b>£7,109.49</b>	<b>£14,233.30</b>
<b>Total Receipts to 25/7/13</b>	<b>£3,722.77</b>	<b>£0.00</b>	<b>£ 3,722.77</b>
	<b>£10,846.58</b>	<b>£7,109.49</b>	<b>£17,956.07</b>
<b>Total Outgoings to 25/7/13</b>	<b>£ 1,043.27</b>	<b>£0</b>	<b>£ 1,043.27</b>
	<b>£ 9,803.31</b>	<b>£0</b>	<b>£16,912.80</b>
<b>Inter-Account Transfers July 2013</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>
<b>Closing Balance 25 July 2013</b>	<b>£ 9,803.31</b>	<b>£7,109.49</b>	<b>£16,912.80</b>

### NATIONAL PAY AWARD

180 The local government national pay award, to which the Parish Council subscribes, has been announced and the new rates, from 1<sup>st</sup> April 2013, have been issued for all part-time Clerks and other staff.

**From 1<sup>st</sup> April 2013**

Clerk: £10.603 per hour = £234.85 per month (+£2.50 per month)

Booking Clerk/Caretaker: £6.924 = £249.26 per month (+£2.48 per month)

**Resolved:** to acknowledge and implement the new pay award, back-dated to 1<sup>st</sup> April, for the Clerk and Booking Clerk/Caretaker. Proposed by JH, seconded by RG. All in agreement.

### HIGHWAYS

181 A fourth urban and a further rural cut have both been completed. MG complimented

1T Carver on the work done to ensure the verges within the village remain tidy and well presented.

182 A number of residents have sought to gain confirmation from Highways as to when the manhole cover close to the bridge will be repaired: it was marked with yellow identification paint several weeks ago but, to date, the work has not been carried out.

183 In addition, water has been gushing out of the drains on the corner of Church Lane/High Street. Clerk to contact Highways on both these issues to get a progress report. **AP**

184 Grit Bin: AGo obtained a quote of £150 plus VAT, whilst Reece Safety Products quote, for a 200 litre bin, is £136.20 including VAT and carriage. To be put on Agenda for September meeting. **AP**

### **PLANNING**

185 Planning Application No: 2013/1070: North of High Street, 14 residential units  
No views or comments were made on this application.

186 In answer to a query, it was stated that the Parish Council has been informed that the Planning authority pays little regard to the comments of parish councils in determining the outcome of a planning application.

187 2013/1074: Hackford Road: Extension of existing facilities to form holiday accommodation  
No views or comments were made on this application.

188 2013/1329: 5 Milestone Lane: demolition of existing single storey extension to rear and erection of single storey and two-storey extension to rear  
No views or comments were made on this application.

### **PLAYING FIELD**

189 Two inspections were carried out by RG on the 10<sup>th</sup> and 29<sup>th</sup> July. No issues to report.

190 The annual independent inspection of the play equipment has been carried out by Playsafety Ltd. The only issue was the 'igloo' climbing frame which, with a Risk Level of 'Low', does not represent a significant risk, but it does not meet the requirement of the relevant standard. RG confirmed this equipment has been in place for many years and is likely to have been custom made. The recommendation requires that regular checks are carried out. **RG**

191 The grass cutting has now been carried out to an acceptable standard: RG will request that both the area in front of the wooden fence and the sides of the driveway to the Village hall are strimmed. **RG**

- 192 Radiators: these require to be serviced before the cold weather commences. To be placed on the Agenda for September **AP**

### **WICKLEWOOD VILLAGE HALL**

- 193 Booking Report: due to the holiday period there have been no new bookings this month.
- 194 Village Hall: it has still not been possible to get a plumber into the hall; the field dustbin has been emptied twice in the month (further to the discussion whether a further bin should be provided); the broken pipe from the kitchen sink has been repaired and the broken chairs have been repaired. Thanks to RG for doing both these repairs. The spotlights over the stage have now been reinstalled.

### **ANY OTHER BUSINESS**

- 195 Laptop: Clerk notified the meeting that the Parish Council laptop, which was purchased about two years ago, has 'crashed' on a number of occasions. She will ensure the most relevant and current folders/directories are stored on a remote 'Dropbox' and have the laptop serviced.
- 196 Triplicate Invoice Books: it's becoming increasingly difficult to source these invoice books but a quote has been obtained for 20 books (50 invoices per book) at a cost of £97 plus VAT. To be put on the Agenda for September. **AP**

### **DATE AND TIME OF NEXT MEETING**

- 197 Monday 2<sup>nd</sup> September 2013 at 7.45 pm. Agenda items to Clerk by Friday 23<sup>rd</sup> August 2013.

The meeting ended at 8.30 pm.