

# WICKLEWOOD PARISH COUNCIL

## Minutes of the Parish Council Meeting held in the Village Hall at Wicklewood Village Hall on Monday 4<sup>th</sup> August 2014 at 7.45 pm

<b>Present:</b>	<b>Peter Campbell-McBride</b>	<b>(PCM)</b>	<b>Vice Chair</b>
	<b>Mike Gamble</b>	<b>(MG)</b>	<b>Chairman</b>
	<b>Alan Goodings</b>	<b>(AG)</b>	
	<b>Richard Goodings</b>	<b>(RG)</b>	
<b>In attendance</b>	<b>Karen Bush</b>	<b>(KB)</b>	<b>Booking Clerk and Caretaker</b>
	<b>Michael Edney</b>	<b>(ME)</b>	<b>District Councillor</b>
	<b>Anne Panella</b>	<b>(AP)</b>	<b>Parish Clerk</b>

**Action**

### **APOLOGIES FOR ABSENCE**

- 143 Apologies were received from Margaret Dewsbury, Andrew Goodings, Jack Hipperson and Lorraine Long.

### **DECLARATIONS OF INTEREST**

- 144 None were received.

### **PUBLIC FORUM**

- 145 ME noted the recent re-organisation at South Norfolk which has seen the Localities team disbanded. Funds available through the Neighbourhood Board are now available through the Community Action Fund or individual Member's Ward Budgets. It was confirmed that £250 is available for all parishes that are seeking to carry our refurbishment work to their war memorials to which Wicklewood will make an application.
- 146 South Norfolk has now provided an official Travellers site and it is proposed the District will make further provision following consultation on Traveller needs over the next 10/15 years.

### **APPROVAL OF THE MINUTES OF THE MEETING HELD ON MONDAY 7<sup>th</sup> JULY 2014**

- 147 Minute 131: LL seconded the increase in Village Hall charges, not AG as noted.

**Resolved:** that the Minutes for the meeting held on 7 July be accepted as a true record of the proceedings, with the above amendment. Proposed by RG, seconded by AG. All in agreement.

## MATTERS ARISING

- 148 Wayleave: documentation has now been received from UK PowerNetwork Solicitors. However, they stipulate their client must be informed if the tenant wishes to plough below 0.35 metre. Following discussion with the tenant the Chairman responded that 0.5 metre would be considered acceptable and requested the Easement document be amended for signature by the tenant.
- 149 War Memorial: £250 has been awarded by the Norfolk Community Foundation. In addition a further £250 will be sought from the South Norfolk fund (see Minute 145). The Clerk has met with the Rev Holt who has confirmed a number of fund-raising activities that will take place over the coming months. The Application to the War Memorials Trust will be submitted by end August/beginning September – the local historian who compiled the literature in the church has also sent electronic versions of photographs from 1920 to support the application. .

## CORRESPONDENCE: Incoming

- 150
- i. Office of the Police and Crime Commissioner
  - ii. Norfolk Constabulary Crime Surveys July 2014
  - iii. Norfolk Rural Community Council Newsletter
  - iv. South Norfolk Local Plan
  - v. Local Government Bodies Regulations: public right to file and report council meetings

With immediate effect members of the public are now permitted to record public meetings of local councils.

## ACCOUNTS FOR PAYMENT

- 151 The following were presented for payment:

Anne Panella	Clerk's Salary	£187.85
Anne Panella	Clerk's Expenses	£12.42
Karen Bush	Cleaner and Booking Clerk Salary	£248.46
Karen Bush	Booking Clerk Expenses	£10.00
HMRC	Month 4: July 2014	£47.80
Norse	Grass Cutting Playing Fields	£171.30
Adrian James Acoustics	Survey on noise issues in Village Hall	£594.00
EON	Electricity at Village Hall: Direct Debit	£158.20
Playsafety	Annual inspection of play equipment	£88.80
South Norfolk Council	Annual License Fee for Village Hall	£70.00
Rodent Service Ltd	Removal of wasp nest in Village Hall	£42.00
East Fire UK Ltd	Annual inspection of fire equipment in Village Hall	£145.20
Richard Carver	Emergency repairs to damaged floor in Village Hall	£20.90
Matthew Dickerson	Permanent repairs to floor	£194.20
Tim Carver	Delegated urban grass cutting (5 cuts of 6)	£100.00
	<b>Total</b>	<b>£2,091.13</b>

152 It was agreed that the Annual License Fee be paid via Direct Debit and the form was signed.

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

### MONTHLY INCOME AND EXPENDITURE REPORT

153

	<b>Current</b>	<b>Deposit</b>	<b>Total</b>
<b>Balance B/Fwd 26 June 2014</b>	£ 3,707.20	£12,112.23	£15,820.94
<b>Total Receipts to 27/07/14</b>	£ 3,857.14	£0.00	£ 3,857.14
	£ 7,574.34	£12,113.74	£19,678.08
<b>Total Outgoings to 27/07/14</b>	£ 1,077.37	£0.00	£ 1,077.37
	£ 6,486.97	£12,113.74	£18,600.71
<b>Inter-Account Transfers July 2014</b>	£ 0.00	£0.00	£0.00
<b>Closing Balance 27 July 2014</b>	£ 6,486.97	£12,113.74	£18,600.71

### HIGHWAYS

154 Nothing to report this month.

### PLANNING

155 2014/0769: Old Windmill, Hackford Road  
Approval granted for single storey extension

2014/1202: High Oaks Works  
A non-material amendment to the change of brick to be used

### PLAYING FIELD

156 Two inspections have been conducted; 2 and 21 July. No issues to report.

157 The annual inspection by Playsafety has been conducted and no issues were reported other than to monitor on a regular basis, which already takes place.

158 Following discussions with Norse regarding the quality of the grass cutting it was noted that the recent weather (rain following by hot sunshine) has resulted in the grass growing particularly fast resulting in a greater quantity of cuttings than normal. Norse have recently purchased new equipment and the standard has improved.

- 159 It was noted that following discussion with Norse the contract figure has been revised – following removal of two items of work from the contract - and a credit of £104 which will be allocated to each of the remaining three payments for the year.
- 160 Agreed to obtain prices for 2015: RG and AP to contact previous contractors and companies that have provided quotations. **RG/  
AP**
- 161 An individual has again been camping on the playing field leaving litter and cans.

#### **WICKLEWOOD VILLAGE HALL**

- 162 Six new bookings have been received for dates over the coming months. One is for a New Year's Eve party and it was confirmed that no premium payment is attached to this booking but the Hirer must ensure that the number attending, which is by ticket only, does not exceed the capacity allowed on the insurance policy.
- 163 The wooden flooring, as a result of the hot weather, expanded and came loose. Emergency repairs had to be carried out following by more permanent fixing.
- 164 The stage lights are no longer working although bulbs have been changed and the extractor fan above the clock is also not working. Both these can be rectified when work is carried out to install the acoustic panels, if agreed, as this work will require an electrical contractor to remove the current ducting.
- 165 The Tank Master (the display on the oil tank indicating the level of oil remaining) has been showing an 'Error' message. PCM will inspect as it is possible that only the battery requires replacing. **PCM**
- 166 Cover Cleaner Alice has resigned due to ill health; thanks and best wishes were extended to her for a speedy recovery. PCM will make enquires for a replacement; AP to put an advert in The Net, September issue. **PCM  
AP**
- 167 Acoustics Survey: two options for resolving the noise issues within the Village Hall are suggested. Option 2 would seem to be the cheaper but it was agreed to request quotations for both for consideration. In the first instance to contact CP Ceilings. **AP**

#### **ANY OTHER BUSINESS**

- 168 AP enquired if councillors were in agreement to receive papers for meetings via email and suggested a trial period.

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

- 169 Monday 1<sup>st</sup> September at 7.45pm. Agenda items to Clerk by Friday 22<sup>nd</sup> August. The meeting ended at 8.30 pm.