

# WICKLEWOOD PARISH COUNCIL

## MINUTES OF A MEETING HELD AT WICKLEWOOD VILLAGE HALL ON MONDAY 9 JANUARY 2012 AT 7.45 P.M.

The following Councillors were present:- Mike Gamble (chairman), Andrew Goodings, Alan Goodings, Richard Goodings, John Hipperson, Simon Moore and Lorraine Long. The Clerk, District Councillor Michael Edney and 4 members of the public were also in attendance.

**Public Comments:** The Clerk reported a telephone call that she had had with a parishioner complaining about inconsiderate parking on Low Road by railway enthusiasts particularly during the festival events held by the Mid Norfolk Railway. It was agreed that the Clerk would write to the Police and the Mid Norfolk Railway highlighting the issue and asking them to consider what would be done to alleviate the problem. Mr R Goodings had sent a report on behalf of the Old Village Hall Charity Trust stating that at the December 2011 meeting one application for grant funding had been received from Wicklewood School for help with their garden project. The grant of £50 was awarded. The next meeting would be on 12 March 2012.

### Action

#### 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from County Councillor Steve Dorrington.

#### 2. DECLARATION OF INTERESTS

Cllr Long declared a personal and prejudicial interest in item 9.1.1 as a business partner within the application.

#### 3. APPROVAL OF MINUTES

- The Council considered the minutes of the meeting held on Monday 5 December 2011 and agreed that they were an accurate record. The Chairman signed the minutes.
- The Council considered the minutes of the meeting held on Monday 19 December 2011 and agreed that they were an accurate record. The Chairman signed the minutes.

#### 4. MATTERS ARISING

**4.1 Swings** – The Clerk reported that she had submitted an application for £3,000 from the South Norfolk neighbourhood fund and awaited the outcome of this application which was expected in late March.

**4.2 Insulation** – no progress. To be carried forward to the February agenda.

LL

**4.3 Kitchen Repairs** – these were being dealt with by Les Whitehead. It was noted that the radiator in the kitchen was behind the fridge and therefore could be making the fridge inefficient. It was noted that the fridge was only plugged in when used and that the radiator could be permanently switched off by removing the control valve.

**4.4 Downpipe** – no progress. To be carried forward to the February agenda.

AG/JH

#### 5. TO RECEIVE ANY ITEMS OF BUSINESS WHICH THE CHAIRMAN DECIDES SHOULD BE CONSIDERED AS A MATTER OF URGENCY.

There were no items of urgent business.

#### 6. CORRESPONDENCE

##### 6.1 INCOMING CORRESPONDENCE

6.1.1 Norfolk Gritting Routes leaflet.

6.1.2 Letter from Home Start introducing scheme and requesting consideration for a donation.

- 6.1.3 Letter from South Norfolk Council highlighting new security measures for electoral data in transit.
- 6.1.4 Letter from Anglian Water stating that hedge in High Oak Lane will be cut week beginning 5 March.
- 6.1.5 CPRE Norfolk Magazine.
- 6.1.6 Letter from Norfolk Police Authority inviting attendance at the Open budget meeting on 19 January 2012 at 6.30pm.
- 6.1.7 Letter from South Norfolk Council highlighting changes to the scheme of officer delegation for determining planning applications.
- 6.1.8 Norfolk RCC Signpost newsletter.
- 6.1.9 Invitation from Norfolk ALC to attend coffee and chat at South Norfolk House 25 January 2012, and enclosing Norfolk Link Extra newsletter.
- 6.1.10 Letter from Norfolk Record Office acknowledging deposit of archive minute books.
- 6.1.11 Email from Norfolk County Council highlighting community transport updates.
- 6.1.12 TRS boiler service sheet.

## 6.2 OUTGOING CORRESPONDENCE

- 6.2.1 Letter to Milestone Farm requesting hedge cut on Milestone Lane.

## 7. ACCOUNTS

### 7.1 ACCOUNTS FOR PAYMENT

Cllr Hipperson proposed and Cllr Andrew Goodings seconded and the Council resolved that the following items be passed for payment:

7.1.1	Catherine Moore	Clerk's Salary	£142.40
7.1.2&3	Karen Bush	Cleaner and Booking Clerk Salary	£229.00
7.1.4	A McGiveron	Cleaner holiday cover	£69.12
7.1.5	HMRC	PAYE	£37.00
7.1.6	C Moore	Two toner cartridges	£73.58
7.1.7	Anglian Water	Village Hall Water	£183.89
7.1.8	Irelands	Newsletter Photocopying	£72.00
7.1.9	TRS Environmental	Boiler service	£84.00
7.1.10	Information Commissioners Office	ICO Registration as a data controller	£35.00
<b>TOTAL</b>			<b>£925.99</b>

### 7.2 MONTHLY INCOME AND EXPENDITURE REPORT

	<u>Current</u>	<u>Deposit</u>	<u>Total</u>
<b>Balance B/Fwd 1/12/11</b>	<b>4,544.06</b>	<b>16,306.63</b>	<b>20,850.69</b>
<b>Total Receipts December 11</b>	969.38	1.73	971.11
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	5,513.44	16,308.36	21,821.80
<b>Total Payments December 11</b>	<b>(1,850.16)</b>	0.00	<b>(1,850.16)</b>
<b>Inter Account Transfers December 11</b>	0.00	0.00	0.00
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<b>Closing Balances 31st December 2011</b>	<b>3,663.28</b>	<b>16,308.36</b>	<b>19,971.64</b>

There were £563.00 earmarked funds (play area). Therefore the free funds were £19,408.64..

**7.3 TO NOTE THIRD QUARTER BUDGET MONITORING REPORT**

The third quarter budget report was noted.

**8. HIGHWAYS**

**8.1 Highway Officer’s Report**

Cllr Alan Goodings reported that Norfolk County Council had filled the grit bins and they were ready to be placed when the weather became bad. The verge cutting contract was due for renewal, the Clerk confirmed that tenders had gone out for consideration at the February meeting and that Norfolk County Council had not yet confirmed the delegated authority agreement. It was suggested that Norfolk County Council could be approached with a view to a delegated service for the cleaning of the water grups.

**CM**

**9. PLANNING**

**9.1 APPLICATIONS**

Cllr Long left the room for the consideration of item 9.1.1.

9.1.1 2011/1935 **Whitehall Farm, Crownthorpe Road, Crownthorpe** Proposed building to store straw. No views or comments.

Cllr Long returned to the meeting.

9.1.2 2011/2096 **Borehole 7, Pumping Station, Wood Lane, Wicklewood** Increase height of borehole kiosk. No views or comments.

**9.2 DECISIONS**

9.2.1 2011/1798 **Church Farmhouse, 56 Church Lane, Wicklewood** Installation of PV to roof of barn and on freestanding structure. Approved with conditions.

**10. PLAYING FIELD**

**10.1 Playing Field Officer’s Report**

Cllr Richard Goodings reported that he had inspected the play area on 6<sup>th</sup> and 22<sup>nd</sup> December, and 8<sup>th</sup> January with no reportable problems. Cllr Goodings was monitoring the condition of the swings. It had appeared that cars had been skidding on the overflow car park, it was noted that this needed to remain open for larger hall bookings. There had been no wind damage to any trees.

**10.2 RoSPA Play Area Inspection Report –**

<u>Item</u>	<u>Risk Score</u>	<u>Action or Control</u>	<u>Action Date</u>	<u>Action Owner</u>
Swing	6	The distance between the seat side and the support is insufficient. Unable to gauge the structural integrity, advise an internal inspection of all fittings and components, or replacement. <i>Grant funding being sought to replace the swings</i>	Swing	6

**11. WICKLEWOOD VILLAGE HALL**

**11.1 Receive monthly report on Village Hall from Caretaker**

The broken kitchen drawer had been moved to the bottom drawer space but was completely broken, Les was looking at mending this. It was suggested that the new lights on the dimmer circuit were too dim, the Council reviewed this and agreed that they seemed fine. It was noted that one light was not working and that the contractor would be requested to return to fix this. The committee room lightbulb needed replacing, the contractor would be asked to look at the switch when he returned to fix the dimmer lights. The ladies toilet seats were both loose, one was broken but could still be used. It was agreed that Mrs Bush and Cllr Andrew Goodings would arrange replacement with good quality seats. The inside roof tiles had been lifting in the wind, it was suggested that there may be damage to the outside roof. The downpipes were awaiting repair. The bottle banks had been reported 5 times as overflowing, South Norfolk Council removed the overflowing rubbish after the fourth report but did not empty the bins. The surface of the grass had been damaged and left a trip hazard in front of the clothes bank and bottle bank. These had finally been emptied. District Councillor Edney agreed to look into this problem with South Norfolk Council. The electric box on the wall was completely broken, this has been reported to E.on who were responsible for maintenance / replacement. The meter reader had suggested securing with some heavy duty screws until it was replaced.

**KB**  
**KB / AnG**

**ME**

**12. RECEIVE MONTHLY REPORT FROM BOOKING CLERK**

There had been several new bookings: 22 January for a children’s party, 10 March for a 13<sup>th</sup> birthday party, 17 March for a children’s party, 31 March for a surprise party and the cinema group had booked regular monthly Fridays except August and December. All regulars had been invoiced.

**13. TO NOTE INTEREST TO DATE IN VACANT POSITION OF CLERK AND DETERMINE WHETHER AND ADVERT SHOULD BE PLACED WITHIN THE EDP**

The Clerk reported that two expressions of interest had been received for the position. It was agreed that the vacancy would be advertised in the EDP and The Net, and also placed on the front page of the website. The vacancy had been advertised at the school.

**13. TO CONSIDER ANY ITEMS OF BUSINESS THAT THE CHAIRMAN DECIDES SHOULD BE CONSIDERED AS A MATTER OF URGENCY**

There were no matters of urgency.

**14. DATE AND TIME OF NEXT MEETING:**

**MONDAY 6 FEBRUARY 2012 AT 7.45PM** (agenda items to Clerk by Friday 27 January 2012)

**There being no further business, the meeting closed at 8.20pm**

**Public Participation:**

The format of the event and lighting of a Jubilee Beacon was raised, it was agreed that this would be placed on the agenda for the February meeting. The Clerk was asked to research prices for a commemorative Jubilee mug / coin.

Mrs Bush noted that the tree (a flowering hawthorn) in memory of Roger Worman had been purchased, she was asked to liaise with the Playing Field Officer (Cllr Richard Goodings) regarding a suitable site.

**SIGNED.....**

**DATED.....**