

WICKLEWOOD PARISH COUNCIL

Minutes of the Parish Council meeting held in Wicklewood Village Hall on Monday 4th January 2016 at 7.45 pm

Present:	P Campbell McBride (PCM)	Vice Chairman
	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
	Michael Edney (ME)	District Councillor
	Anne Panella (AP)	Parish Clerk

Action

APOLOGIES FOR ABSENCE

323 were received from J Hipperson.

DECLARATIONS OF INTEREST

324 None were received.

PUBLIC FORUM

325 MD confirmed that the County Council is currently considering an increase of 2% in its percentage of Council Tax although noted that Social Services are seeking a higher increase in order to deliver services. Highways Dept continue to work with limited resources against increasing demand.

326 Access to Allotments: confirmed that MG and JS are currently investigating options; it is likely the final proposal will not allow access throughout the entire winter but will be suitable for most weathers. A proposal will be presented to the February meeting.

MG/JS

APPROVAL OF THE MINUTES OF THE MEETING HELD ON MONDAY 7th DECEMBER 2015

Resolved: that the Minutes of the meeting held on Monday 7th December 2015 be accepted as a true record of the proceedings and be signed by the Chair. Proposed by AG, seconded by RG. All in agreement.

MATTERS ARISING

327 Minute 307: Bretts have confirmed that the additional work to provide a plaque on the ground in front of the war memorial will commence shortly; the quote is for £1,200 plus VAT but this does not include the full Credit Note issued in September 2015. AP to confirm the exact amount of the Credit Note.

AP

328 Minute 308: in the absence of JH to be carried forward.

CORRESPONDENCE

329 Norfolk Constabulary: Crime Survey www.norfolk.police.uk
Office of the Police Commissioner: Consultation on 2016/17 Precept
www.norfolk.pcc.gov.uk

NALC: referendum principles

<https://www.gov.uk/government/collections/provisional-local-government-finance-settlement>

Future of External Audit for Smaller Authorities:

www.cipfa.org/policy-and-guidance/publications/guide-to-auditor-panels-pd

ACCOUNTS FOR PAYMENT

330 The following were presented for payment:

Anne Panella	Clerks Salary	£252.92
Karen Bush	Caretaker and Booking Clerk Salary	£265.67
HMRC	PAYE Month 9, 2015/16	£5.40
Rix Petroleum	Heating Oil	£182.70
Data Protection	Annual Subscription	£35.00
TRS Environmental Ltd	Boiler Service	£120.00
	TOTAL	£861.69

331 It was noted that the smell of oil is apparent since the boiler service, indicating it is running incorrectly. Agreed to request that TRS return to resolve the problem before payment is issued.

332 Parish Council laptop

Agreed to purchase Lenovo G70 8GM RAM, with 17.3" screen at cost of £449.95, including VAT, plus £120 for Office.

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

	Current	Deposit	War Memorial	Total
Balance B/Fwd 22 Nov 2015	£ 2,966.98	£12,121.41	Monies for the war memorial are included in the figures presented but are ring fenced	£15,088.39
Total Receipts to 27/12/15	£ 237.19	£1.51		£ 238.70
	£ 3,204.17	£12,122.92		£15,327.09
Total Outgoings to 27/12/15	£ 725.72	£0.00		£ 725.72
	£ 2,478.45	£12,122.92	£250 SNC £250 NCF £410 PCC £500 PC £1,490 WMT £100 resident £773.10 Event £27.00 Other	£14,601.37
Inter-Account Transfers December 2015	£0.00	£0.00		£0.00
Closing Balance 27 December 2015	£ 2,478.45	£12,122.92	Balance: £838.10	£14,601.37

ANNUAL ACCOUNTS

334 Precept 2016/17: Forms for return to South Norfolk Council were signed for a Precept of £4,500.

335 External Auditor: following the abolishment of the Audit Commission in April 2015 – the body that had appointed External Auditors for Parish Councils – a new body has been established to procure and appoint these auditors. Parish Councils are automatically 'opted in' to the procurement process but can choose to appoint their

own external auditors. Agreed to remain with the new body, the Smaller Authorities Appointments Ltd as this is likely to be most cost effective.

HIGHWAYS

- 336 Following the meeting with the Highways Manager in October no work has, to date, been carried out. The Clerk has raised a query requesting an update on a number of issues within the village but response times are very lengthy. MG will contact the Highways Manager to try to seek clarification that work will be carried out. Since the last meeting a further large pot hole is evident in Milestone Lane. **MG**

PLANNING

- 337 2015/2794: 2 Milestone Lane: two storey extension to side and single storey to rear
2015/2860: Plot 2 High Oak Works: Variation of Condition 2 Minor layout & elevation
2015/2803: Workshop, Crownthorpe Road: convert garage to commercial offices

No views or comments on any of the above.

PLAYING FIELD

- 338 Two inspections have been conducted, on 11th and 28th December. No issues to report.

WICKLEWOOD VILLAGE HALL

- 339 Repairs to the roof over Storage Room: the contractors that replaced the main roof have been contacted and it is anticipated the work to replace the roof will be carried out shortly; the cost and duration of the work is unknown until a more detailed inspection takes place. Also, work required to ensure the electrics are safe and meet safety standards will be assessed at the same time. **PCMc**

- 340 In the meantime KB has offered to continue to empty the buckets of water, often twice a day. The Village Hall users have all preferred to keep their equipment in the Storage Room but only access when necessary.

Resolved: to give delegated authority to PCMc to agree expenditure for the replacement of the roof over the Storage Room up to £2,000 plus VAT. Confirmation of works and price agreed and schedule of works to be provided to the Clerk immediately. Proposed by MG, seconded by AG. All in agreement.

- 341 Boiler Service: agreed that in June/July 2016 to seek three quotes from contractors with a view to seeking a three year maintenance/service contract from October 2016.

- 342 It was noted that the work to replace the valves on the radiators which the contractor has been requested to carry out, has yet to be completed. PCMc to contact the contractor and confirm a date. **PCMc**

- 343 Licensed Bar: following discussions with the Buck Inn a Draft Agreement between both parties is required stating the responsibilities of both parties; PCMc will draw up a draft for consideration and approval at the February meeting. A handover meeting will be arranged later in January between NG and Buck Inn. It was confirmed that the Premises Licence becomes payable each August by Direct Debit and will continue to be paid. **PCMc**

- 344 Floor in Village Hall: following discussions the main user of the Hall has offered to sweep the floor prior to her booking period, if required, to remove any dust. The situation with regard to the slipperiness of the floor will continue to be monitored and updates provided to the monthly meetings.

- 345 Village Hall Driveway: MG to raise the repairs of the end of the driveway with Highways Manager. The tree roots under the driveway will be removed by the Parish Council – but this work cannot be undertaken until the owner cuts the tree down which

they have confirmed is part of the large programme of works at the property - and the drive re-laid

346 Booking Clerk report: no new bookings have been received for this month. All regulars are due back during this week.

ANY OTHER BUSINESS

347 No issues were raised.

DATE AND TIME OF NEXT MEETING

348 Monday 1st February 2016 at 7.45 pm. Agenda Items to Clerk by 22nd January.

The meeting closed at 8.30pm