

# WICKLEWOOD PARISH COUNCIL

## Minutes of the Annual Parish Meeting held in the Village Hall at Wicklewood Village Hall on Monday 6<sup>th</sup> June 2013 at 7.45 pm

<b>Present:</b>	<b>Mike Gamble</b>	<b>(MG) Chairman</b>
	<b>Alan Goodings</b>	<b>(AG)</b>
	<b>Andrew Goodings</b>	<b>(AGo) Vice Chairman</b>
	<b>Richard Goodings</b>	<b>(RG)</b>
	<b>John Hipperson</b>	<b>(JH)</b>
	<b>Lorraine Long</b>	<b>(LL)</b>
	<b>Simon Moore</b>	<b>(SM)</b>
<b>In attendance</b>	<b>Anne Panella, Clerk</b>	<b>(AP)</b>
	<b>Karen Bush, Caretaker</b>	<b>(KB)</b>
	<b>Michael Edney</b>	<b>District Councillor</b>
	<b>Margaret Dewsbury</b>	<b>County Councillor</b>

### Action

### WELCOME

- 99 MG welcomed everyone to the meeting, in particular M Dewsbury in her first official meeting as County Councillor. She confirmed that she will endeavour to attend all Parish Council meetings but, if not, her contact details are on both the Parish Council and Norfolk County Council websites.

### APOLOGIES FOR ABSENCE

- 100 None were received.

### DECLARATIONS OF INTEREST

- 101 LL declared an interest in the Planning Application No: 2012/2249/F which will be considered later in the Agenda.

### PUBLIC FORUM

- 102 No issues were raised.

### APPROVAL OF THE MINUTES OF THE MEETING HELD ON MONDAY 13<sup>th</sup> MAY 2013

**Resolved:** that the Minutes for the meeting held on 13<sup>th</sup> May be accepted as a true record of the proceedings. Proposed by AG, seconded by LL. All in agreement.

## **MATTERS ARISING**

- 103 Wayleave: MG confirmed that all queries from PowerUK Networks have been answered and the matter is now being concluded by the solicitor. It was agreed that all Parish Council land will be notified with Land Registry and included in the Asset Register (see Minute 115 below).

## **CORRESPONDENCE**

### 104 **Incoming Correspondence**

Connecting South Wymondham: Urban Design Framework:  
[www.south-norfolk.gov.uk/wymondham](http://www.south-norfolk.gov.uk/wymondham)

Long Stratton Area Action Plan: [www.south-norfolk.gov.uk/longstratton](http://www.south-norfolk.gov.uk/longstratton)

Norfolk Mineral Site Specifications Modification: [www.norfolk.gov.uk/nmwdf](http://www.norfolk.gov.uk/nmwdf).

Weekly Crime Summary 3-9 May 2013:  
[Norfolk-Constabulary@policedirect.norfolk.police.uk](mailto:Norfolk-Constabulary@policedirect.norfolk.police.uk)

Better Broadband for Norfolk: [www.betterbroadbandnorfolk.co.uk](http://www.betterbroadbandnorfolk.co.uk)

Police and Crime Plan: <http://www.norfolk-pcc.gov.uk/police-and-crime-plan/>

Weekly Crime Summary 17-23 May 2013:  
[Norfolk-Constabulary@policedirect.norfolk.police.uk](mailto:Norfolk-Constabulary@policedirect.norfolk.police.uk)

Planning Portal: Each item contains a separate website address

### 105 **Outgoing Correspondence**

Emails to Allotment Holders: Terms of Tenancy  
Emails to UK Power Networks: Wayleave

## **ANNUAL REVIEW OF CHARGES: from 1<sup>st</sup> September 2013**

### 106 Village Hall: current charges are shown below:

Daytime Hire: up to 6.00pm (£4.63 p/hr)  
Evening Hire: after 6.00pm plus Weekends (£7 p/hr)  
Kitchen Supplement: £10.00  
Evening Function: inc Bar (£92.70)  
All Day Function: inc Bar (£185.40)

- 107 AG proposed that the charges remain as above for the year commencing 1<sup>st</sup> September 2013. MG stated he had checked the annual accounts for 2012/13: income from the Village Hall was £10,900 and taking account of the expenses of running the Village Hall and half the salary bill (to cover the Booking Clerk and Caretaker) the facility remains in profit. The recent edition of The Net included many complimentary comments from residents and users on the newly refurbished and decorated Village Hall which is viewed as a valuable asset to the community.

**Resolved:** that Village Hall charges will remain unchanged for the year commencing 1<sup>st</sup> September 2013. Proposed by AG, seconded by SM. All in agreement.

108 Cricket Club: current charge is £220 per annum allowing sublet to Hardingham.

**Resolved:** that the charges remain at £220 per annum for the year commencing 1<sup>st</sup> September 2013. Proposed by AG, seconded by SM. All in agreement.

109 Allotments: Rentals for the new allotments were agreed at the April meeting when additional plots were created. MG thanked KB for her co-operation in kindly releasing part of the land she was renting to allow this to happen.

**Resolved:** that the current rentals remain for the year commencing 1<sup>st</sup> September 2013. Proposed by AG, seconded by SM. All in agreement

### **APPROVAL OF ANNUAL RETURN**

110 The internal Auditor has completed the Annual Audit and, apart from a few small errors which have subsequently been resolved, confirms there is no evidence of fraud or misrepresentation.

111 The Clerk confirmed that the Jubilee costs were provided within a separate spreadsheet and all payments accounted for.

112 The Responsible Financial Officer and the Clerk confirmed that the accounting package previously used had been discontinued and Excel spreadsheets were now used to record all Payments and Expenditure.

113 Agreed that the Clerk will contact Mr Ballard with regard to the over-payment of £30, made in error, for repairs to the Village Hall floor.

114 Total Fixed Assets: agreed this figure to remain at £371,470 (see Asset Register, below).

**Resolved:** to approve the Annual Return for 2012/13. Proposed by LL, seconded by RG. All in agreement.

115 Asset Register: this was noted on the Annual Return and requires urgent attention. **MG** offered to compile an Asset Register, the total value of which will be used to inform Auditors of the value of the Parish Council's Total Fixed Asset, for example, the Village Hall, playing fields, play equipment, allotments.

## ACCOUNTS FOR PAYMENT

116 The following were presented for payment:

Anne Panella	Clerk's Salary	£185.97
Anne Panella	Clerk's Expenses	£14.77
Karen Bush	Caretaker & Booking Clerk Salary	£245.38
HMRC	PAYE (May 2013)	£48.00
	<b>TOTAL</b>	<b>£494.12</b>
<b>In addition the following invoices, received after despatch of papers, were proposed for payment.</b>		
J Plunkett	Internal Auditor	£214.00
Tim Carver	Verge cutting (agency agreement)	£45.00
Dale Watson	Grass cutting: playing field	£142.81
	<b>TOTAL</b>	<b>£401.81</b>
	<b>GRAND TOTAL</b>	<b>£895.93</b>

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

## MONTHLY INCOME AND EXPENDITURE REPORT

117

	Current	Deposit	Total
<b>Balance B/Fwd 1 May 2013</b>	<b>£23,428.65</b>	<b>£14,107.95</b>	<b>£37,536.60</b>
<b>Total Receipts to 24/5/13</b>	<b>£ 1,360.88</b>	<b>0</b>	<b>£ 1,360.88</b>
	<b>£24,789.53</b>	<b>14,107.95</b>	<b>£38,897.48</b>
<b>Total Outgoings to 24/5/13</b>	<b>£26,711.18</b>	<b>0</b>	<b>£26,711.18</b>
	<b>-£1,921.65</b>	<b>0</b>	<b>£12,186.30</b>
<b>Inter-Account Transfers May 2013</b>	<b>£7,000.00</b>	<b>(£7,000.00)</b>	<b>£7,000.00</b>
<b>Closing Balance</b>	<b>£5,078.35</b>	<b>£7,107.95</b>	<b>£12,186.30</b>

## REPLACEMENT OF VILLAGE HALL ROOF

118 The costs were presented indicated a cost to the Parish Council of £8,828.62. The cost of the Isolator switch has yet to be confirmed but likely it will be included in the next quarterly bill from Eon.

- 119 The spotlights have not yet been replaced and some users of the Village Hall have requested they be re-installed. Clerk to circulate the email from Kimberly outlining the costs in order to get agreement and, if so, to instruct Kimberley to proceed with the work.

**Resolved:** that the spotlights be re-installed if the expenditure is approved by Councillors. Proposed by LL, seconded by RG. All in agreement.

## **HIGHWAYS**

- 120 The second urban and first rural cuts have been completed.

Grit Bin: agreed that a bin should be provided by Cook's Terrace. AG noted that A Kerridge may be able to provide a bin at a lower cost than the quote obtained, which is £206.56. To be placed on the Agenda for July.

## **PLANNING**

- 121 LL left the meeting for this item

- 122 Planning Application No: 2012/2249/F: Whitehall Farm, Crownthorpe Road  
Discharge of conditions 5,6 and 7 of planning Permission 2012/2249/F Surface water drainage

- 123 No views or comments were made on this application.  
LL returned to the meeting.

## **PLAYING FIELD**

- 124 Two inspections have been carried out on the 12<sup>th</sup> and 25<sup>th</sup> May. No issues to report.
- 125 Litter Bin for play area: the cost of an additional bin will be £136.20. Agreed that KB will monitor how often this requires emptying over a period of six months before a decision is taken on whether to provide an additional bin.

## **WICKLEWOOD VILLAGE HALL**

- 126 Booking Report: a few new bookings have been received. A request has been received for permission to have a bar extension to 12.30 am on 12<sup>th</sup> October for a joint birthday party. The Licensing Dept at SNC have no objections and it was agreed to approve the extension for this event.
- 127 Village Hall: the small leak in the roof has again been repaired but until it rains it is not possible to confirm that the problem is resolved.
- 128 Designated Keyholder KB has labelled all available keys and placed them within the Village Hall.

129 Cover for electricity meter box: RG has replaced this.

**ANY OTHER BUSINESS**

130 No issues were raised.

**DATE AND TIME OF NEXT MEETING**

131 Monday 1<sup>st</sup> July 2013 AT 7.45 pm. Agenda items to Clerk by Friday 21<sup>st</sup> June 2013.

The meeting ended at 8.30 pm.