

# WICKLEWOOD PARISH COUNCIL

## Minutes of the Annual Parish Meeting held in the Village Hall at Wicklewood Village Hall on Monday 13<sup>th</sup> May 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>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>	

### Action

#### ELECTION OF CHAIRMAN

- 64 The Clerk requested nominations for the post of Chairman for the forthcoming year. LL nominated M Gamble, seconded by AGo. There were no further nominations. All in agreement. MG was elected Chairman and signed the Acceptance of Office.

#### APOLOGIES FOR ABSENCE

- 65 Were received from County Councillor Margaret Dewsbury and District Councillor Michael Edney.

#### DECLARATIONS OF INTEREST

- 66 None were noted

#### ELECTION OF OFFICERS

- 67 Vice Chairman: proposed by JH, seconded by AG that Andrew Goodings be elected as Vice -Chairman

- 68 Responsible Financial Officer, Highways Officer and Playing Field and Play Area Officer:  
The current postholders all confirmed that, with the agreement of the Parish Council, they wished to continue in these posts.

**Resolved:** there been no other nominations for each of the posts, it was unanimously agreed to accept each of them. The individuals signed the Acceptance

of Office.

## **PUBLIC FORUM**

- 69 PCSO Chris Shutt presented the annual statistics for Wicklewood. There has been a 50% improvement in crime figures over the last 12 months. 140 calls have been made to the Police, the majority regarding traffic issues and missing persons (these were resolved). The school is the main area of traffic issues but under new legislation the police have no enforcement power. It is hoped that placing the cones around the triangle area have helped alleviate some of the problems that arose.
- 70 Thefts from sheds and out-buildings will now become prevalent during the summer months. Advice leaflets were made available to the meeting; also the police will provide, free of charge, one-way screws for doors of these buildings. Call at the local police station to obtain. The Police also offer a free Crime Survey service to householders offering advice on preventative measures. Thefts from oil tanks were numerous during the winter but, unfortunately, no arrests or charges were brought. Again, advice is available on measures that can be taken to prevent theft.
- 71 During April 2013 there were eight calls to the police, resulting in one crime, for drug offences, being recorded. In addition a cannabis factory was raided and closed down recently within South Norfolk.

## **APPROVAL OF THE MINUTES OF THE MEETING HELD ON MONDAY 8<sup>th</sup> APRIL 2013**

**Resolved:** that the Minutes for the meeting held on 8<sup>th</sup> April be accepted as a true record of the proceedings. Proposed by AG, seconded by LL. All in agreement.

## **MATTERS ARISING**

- 72 Parish Council Deeds  
These have now been retrieved from the bank and are with the solicitor to conclude the Wayleave arrangements. Agreed that as the bank charges only £1 per quarter for the storage of this documentation that the Deeds be returned to the bank on the conclusion of the current transactions. MG offered to do this.
- 73 Allotments  
All the allotments that were offered to potential tenants have been taken up and paid for apart from one. Confirmed there is space for a further three allotments which can be advertised in due course. Mr Manning who has taken over the large plot adjacent to the main road has stated he wishes to keep tidy the surrounding track/road around his allotment at no cost to the Parish Council. It was agreed that confirmation be provided to Mr Manning that this work, which cannot be supervised by the Parish Council, is done entirely at his own risk and the Parish Council can accept no liability for any loss or damage he may incur as a result. (see Minute 92 below)

## REVIEW OF POLICY DOCUMENTS

- 74 The Clerk confirmed there are no amendments to the current documents but drew attention of the Financial Regulations and the requirement to ensure that all quotations are brought to the Parish Council for approval and that the best available terms are obtained for each transaction as far as is practicably possible.

**Resolved:** to approve the annual review of the Policy Documents as presented. Proposed by LL, seconded by SM. All in agreement.

## APPOINTMENT OF INTERNAL AUDITOR

- 75 Janice Plunkett has confirmed that, subject to Parish Council approval, she is willing to conduct the Internal Audit for the year 2013-14.

**Resolved:** to appoint J. Plunkett as internal auditor for the current financial year. Proposed by AGo, seconded by AG. All in agreement.

## CORRESPONDENCE

### 76 Incoming Correspondence

- i. South Norfolk Local Plan: Development Management Policies Consultation
- ii. Citizens Advice Bureau Appeal
- iii. Environment Agency: Summary of work carried out during 2012/13
- iv. Awards for All: end of Project Overview
- v. Norfolk County Council Newsletter
- vi. Rural Services Online
- vii. Planning Decisions for Wicklewood: April 2013
- viii. Norfolk Constabulary: Crime Summary 12- 25 April
- ix. Norfolk Rural Community Council: training events

### 77 Outgoing Correspondence

- i. Agency Grass Cutting letters
- ii. Invoices for new allotments

- 78 The clerk had received a request that she posted on to the council's website all incoming correspondence. She explained that would be a lot of work, and that many of the items were already on the web.

Resolved: that the clerk, where possible, will provide a web link against the items of correspondence. All in agreement.

## ACCOUNTS FOR PAYMENT

- 79 The following were presented for payment:

Anne Panella	Clerk's Salary	£186.13
Karen Bush	Caretaker & Booking Clerk Salary	£245.58
Karen Bush	Booking Clerk Expenses	£12.00
Alice McGiveron	Cover Caretaker Salary	£20.56

HMRC	PAYE (April 2013)	£47.60
Aon Insurance	Annual Insurance Premium	£1,408.02
Kimberley Electrical	Works in Village Hall	£4,398.38
R Carver	PAT Testing in Village Hall	£25.00
P D Nichalls	Emptying septic tank	£90.00
Eon	Electricity	£111.22
D Watson	Playing Fields Grass Cutting	£142.81
Bussens & Vigrass	Materials for Village Hall works	£9,799.20
Public Works Loan Board	Loan Repayments	£678.36
Chubb Fire	Annual Service	£327.88
Goff Petroleum	Heating Oil	£377.24
B Clarke	Hedge Cutting	£48.00
Bussens & Vigrass	Materials for Village Hall works	£106.80
Carolans	Strip and polish floor of Village Hall	£590.00
	<b>TOTAL</b>	<b>£18,614.78</b>
The following invoices, received after despatch of papers, were also presented for payment:		
V Hubbard	Painting of Village Hall	£2339.10
T Allchin Technical Services	Replacement of Cinema equip.	£366.20
J Wilson	Labour at Village Hall	£5,985.60
J Wilson	Labour at Village Hall	£116.40
A Kerridge	Plastering work at Village Hall	£957.60
T Carver	Verge cutting (agency agreement)	£45.00
HMRC	Underpayment	£44.10
	<b>TOTAL</b>	<b>£9,854.00</b>
	<b>GRAND TOTAL</b>	<b>£28,468.78</b>

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**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

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	<u>Current</u>	<u>Deposit</u>	<u>Total</u>
<b>Balance B/Fwd 31/03/13</b>	<b>21,544.30</b>	<b>14,107.95</b>	<b>35,652.25</b>
<b>Total Receipts to 1 May 2013</b>	3310.00	0	3310.00
	24,854.43	14,107.95	38,962.25
<b>Total Outgoings to 1 May 2013</b>	<b>(1,425.65)</b>	<b>0.00</b>	<b>(1,425.65)</b>
<b>Inter Account Transfers April 2013</b>	0.00	0.00	0.00
<b>Closing Balances 1 May 2013</b>	<b>23,428.65</b>	<b>14,107.95</b>	<b>37,563.60</b>

## HIGHWAYS

82 The first urban grass cut for this year, under the agency agreement, has been carried out. Some potholes have been repaired along Back Road and near the chicken farm.

83 Grit Bin: to be placed on the Agenda for next meeting; residents at Low Road have confirmed they would like the bin to be placed by the pylon opposite Cooks Terrace. **AP**

## PLANNING

84 No plans have been received.

## PLAYING FIELD

85 Two inspections have been carried out: on 9<sup>th</sup> and 26<sup>th</sup> April. No issues to report. The Cricket Club has now removed the fallen netting. The tree planted in memory of Roger Worman tree is growing well but it has been decided to wait until November before cutting back the low branches in order to protect nesting birds.

86 Due to the amount of litter that has continued to be collected RG suggested providing a second litter bin, to be sited near the climbing frame. Clerk to obtain quotes for consideration at June meeting. **AP**

## WICKLEWOOD VILLAGE HALL

87 The Chairman congratulated the two councillors who have overseen the re-roofing project. It looks first class and thanks were extended to the contractors who worked to ensure the works were completed within a tight timescale but to a high standard.

88 LL thanked the Caretaker for her help in ensuring contractors had access and also notifying of the leak that occurred recently. Remedial work has been carried out and the contractor is aware.

89 Electrical: the dimmer switch has not been reinstated nor have the spot lights over the stage. LL to contact the electrician to action. **LL**

90 Designated Keyholder: LL suggested there should be one designated key holder for all keys and proposed KB. This was agreed. The school has asked if the Village Hall can be a place of safety in event of a major incident with this information placed on their School Action Plan so parents/carers are aware of where children can be collected from in the event of an emergency. Also, if this is agreed, to be provided with a key. There are a number of keys and in order to formalise this it was agreed the Clerk and KB should meet to identify the keys in circulation, get additional ones cut if necessary and provide a key to the school, but ensure a signed receipt is obtained. **AP/KB**

91 Boiler: LL noted that several Village Hall users have complained that the radiators

don't seem to be working efficiently and even after a period of time they do not warm the Hall. Agreed to bleed the radiators in the first instance before calling a plumber although it was noted the radiators are very old and, as a result, are probably not working at a high efficiency rate. .

92 Replacement Toilet the contractors noted that the toilet in the Gents does not work properly. A new one will cost £40.50 with a seat at £13 plus VAT, from Ridgeons. KB to be provided with the number of a local plumber to carry out these repairs.

93 Allotments: regarding Minute 73, agreed the Clerk to inform Mr Manning that no responsibility for any loss or damage he incurs can be accepted if he chooses to cut the verge/grass track around his allotment. **AP**

94 Caretaker Monthly Report  
This month there have been a number of new bookings, all birthday parties. All regulars were able to commence use of the Hall from 26 April.

95 Booking Clerk Monthly Report  
KB has identified a number of issues that require attention and they are all included in the Minutes above. New 'No Smoking' signs are required as the decorator had to remove them.

96 Cover for electricity meter box: RG has provided a temporary cover to prevent water entering but, together with SM, offered to get an aluminium cover with a Perspex window so the meter can be read without removing the cover. **RG/ SM**

#### **ANY OTHER BUSINESS**

97 Jubilee Mugs: there are approximately 100 remaining. It was suggested that both the Village Hall bar and the school could be given some to give away at functions.

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

98 Monday 3<sup>rd</sup> June at 7.45 pm. Agenda items to the Clerk by 24<sup>th</sup> May.

The meeting ended at 8.30 pm.