

WICKLEWOOD PARISH COUNCIL

Minutes of the Annual Parish Council meeting held in Wicklewood Village Hall on Monday 8th May 2017

Present: **Mike Gamble** **(MG)** **Chairman**
 Alan Goodings **(AG)**
 Jack Hipperson **(JH)**
 John Seville **(JS)** **Vice Chair**
 Sarah Wayne **(SW)**

In attendance: **Margaret Dewsbury****(MD)** **County Councillor**
 Michael Edney **(ME)** **District Councillor**
 Anne Panella **(AP)** **Parish Clerk**

Action

ELECTION OF CHAIR

70 Proposed by JH, seconded by AG that MG be Chair for 2017/18. All in agreement

WELCOME AND APOLOGIES FOR ABSENCE

71 Chair welcomed all to the meeting. No Apologies were received.

72 MG informed the meeting that Richard Goodings has resigned and therefore a vacancy has arisen which can be filled after the General Election by co-option.

DECLARATION OF INTERESTS

73 None were received. Clerk to be informed of any changes to the annual Declarations, which are provided on the Parish Council website and sent to SNC.

ELECTION OF OFFICERS

74 Vice Chair: Proposed by AGo, seconded by JH that JS be Vice-Chair for 2017/18. JS stated that, for the next six months, he will be unable to dedicate as much time to the Village Hall. It was agreed that each month the meeting will choose one Councillor who can be the contact for the following month. All in agreement.

75 The following appointments were agreed for 2017/18

Responsible Financial Officer: Jack Hipperson

Highways Officer: Alan Goodings

Playing Field Officer and Play Area Inspector: JS agreed to monitor the Playing Field for the next month. Training is required for the Play Area inspections and Clerk will obtain details for discussion at next meeting. **JS**
AP

OTHER APPOINTMENTS

76 Internal Auditor: The current Internal Auditor has yet to confirm if she is able to continue for a further year. However, there is a local company, Adepta, that carries out Internal Audit for Parish Councils and would, if required, be available for the 2017/18 audit.

Resolved: to approve either of the above subject to confirmation from the current Internal Auditor. Proposed by MG, seconded by JH. All in agreement.

REVIEW OF GOVERNANCE DOCUMENTS

- 77 Standing Orders and Financial Regulations have been reviewed and require no updating other than inclusion of future Reviews to take place no more than three years apart.

Resolved: to approve the reviewed Standing Orders and Financial Regulations. Proposed by AGo, seconded by JH. All in agreement.

- 78 Hedges, Trees and other Vegetation Policy 2017: Proposed by AGo, seconded by AG. All in agreement. Noted that some of the hedges within the village that had been obstructing pathways have now been cut back. Church Lane remains an area where overgrown hedges continue to cause nuisance.

- 79 Sign for the Playing Fields re: flying of drones: outstanding as the existing noticeboard on the field is too small for the information currently displayed.

PUBLIC FORUM

- 80 Due to the impending General Election there is little to report. John Fullter will continue as Leader and ME as Deputy Leader in 2017/18.

- 81 Blocked drains continue to cause problems and the only activity from NCC is a man with a computer but no work undertaken. Agreed that a plan be drawn up of the location of the blocked drains to be forwarded to Highways.

- 82 Governance Review: Kimberly and Morley have both confirmed they do not wish to pursue merger with Wicklewood.

- 83 Anaerobic Digester Planning Application: this will be considered by the Planning Committee at the end of May. There are currently 450 documents on line association with the application.

MINUTES OF THE MEETING HELD ON MONDAY 3rd APRIL 2017

- 84 **Resolved:** to approve the Minutes of the meeting held on 3rd April. Proposed by JH, seconded by SW. All in agreement.

MATTERS ARISING

- 85 Appointment of Cleaner for Village Hall: Spotless Homes Norfolk Ltd were appointed by Chair's Action following the last meeting.

- 86 Drains at junction of Church Lane and High Street: the road closure is in place but work has yet to commence.

CORRESPONDENCE

- 87
- | | |
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| Norfolk Constabulary | Crime Statistics |
| South Norfolk Council: protocol and timelines in event of death of senior member of the Royal Family | |
| Police Connect Message | Risk of ID theft |
| RoSPA: notification of play area inspection | www.rospaplaysafety.co.uk |

ACCOUNTS FOR PAYMENT

88

Anne Panella	Clerk's Salary April	£258.27
HMRC	PAYE (Month 1, 2017:18)	0.00
Spotless Homes Norfolk Ltd	Cleaning of Village Hall (April)	£260.00
Richard Goodings	Expenses for installation of Key Safe	£24.99
Anne Panella	Clerks Expenses including: Gumtree: Advert for Cleaner £24.99; Mat for Village Hall £24.18; Postage £12.69	£78.00
Zurich	Annual Insurance	£1,164.13
Norse	Grass cutting: 2 of 8	£142.28
NALC	Annual Subscription	£192.49
G S Mann	Plumber: work in Village Hall	£144.00
Public Works Loan Board	Scheduled Repayment (Direct Debit)	£678.36
Npower	Electricity: 1 st Jan – 1 st April 2017 (Direct Debit)	£100.02
Tim Carver	Urban Cut: 1 of 6	£100.00
	TOTAL	£3,142.54

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

MONTHLY INCOME AND EXPENDITURE REPORT

89

	Current	Deposit	Total
Balance B/Fwd 25/03/ 2017	£ 4,169.88	£11,128.62	£15,298.50
Total Receipts to 28/04/17	£ 5,593.92	£ 0.00	£ 5,593.92
	£ 9,763.80	£11,128.62	£20,892.42
Total Outgoings to 28/04/17	£ 1,108.25	£ 0.00	£ 1,108.25
	£ 8,655.55	£11,128.62	£19,784.17
Inter-Account Transfers April 2017	0.00	0.00	0.00
Closing Balance 28/04/2017	£ 8,655.55	£11,128.62	£19,784.17

HIGHWAYS

90 The rural verge cutting has commenced. The issue of overgrown hedges remains in Church Lane as reported earlier.

PLANNING

91 2017/0897 High Oak Works: Reserved matters for Plot 5. No views or comments.

PLAYING FIELD

92 No inspection of the Play Area has been conducted recently. It appears a fire has been lit in the far corner; agreed to continue to monitor. Suggestion of whether a 'No Camp Fires' sign would be effective.

- 93 There are two sets of goalposts; one in situ and it was requested that the other be installed to enable the field to be used over the summer. Require to locate the holes in the ground which are covered with a metal plate.

WICKLEWOOD VILLAGE HALL

- 94 There have been a number of new bookings: Strada Cycle Club in August, Yoga twice a month, two birthday parties. The key safe procedure is working well and hirers are requested to make payment on-line if possible.

- 95 The Toilets will be decorated later this week without disruption to any of the users; the Disabled Toilet will remain available at all times.

- 96 Terms & Conditions for Teenage parties: following the recent incidents which resulted in complaints of noise and large numbers of teenagers attending following notification on social media of the event it was agreed that future parties will be restricted to primary school age only. This will be reviewed each year with Hall charges.

Resolved: to amend T&Cs for parties in the Village Hall as above. Proposed by JS, seconded by SW. All in agreement.

- 97 Kitchen: SW with MG visited Wickes and a proposed plan for new kitchen cabinets will be presented shortly. **SW**

- 98 Contract for Cleaner of Village Hall: draft contract to be drawn up between Parish Council and contractor. **AP**

- 99 Driveway: following discussion agreed to request the two preferred contractors to quote for the entrance on the same basis and to seek clarification from Highways if they would contribute to the first two metres at the entrance which is their responsibility. **AP**

ANY OTHER BUSINESS

- 100 No issues were raised.

DATE AND TIME OF NEXT MEETINGS: to commence at 7.45 pm

- 101 Monday 5th June 2017, includes Annual Parish Council Meeting: Agenda item to Clerk by 27th May The meeting closed at 8.45 pm