

# WICKLEWOOD PARISH COUNCIL

## Minutes of the Parish Council Meeting held in the Village Hall at Wicklewood Village Hall on Monday 4<sup>th</sup> November 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>Jack Hipperson</b>	<b>(JH)</b>	
<b>In attendance</b>	<b>Karen Bush</b>	<b>(KB)</b>	<b>Caretaker</b>
	<b>Anne Panella</b>	<b>(AP)</b>	<b>Parish Clerk</b>

**Action**

### **APOLOGIES FOR ABSENCE**

262 Were received from Lorraine Long

### **DECLARATIONS OF INTEREST**

263 No Declarations were received.

### **PUBLIC FORUM**

264 **Parish Council Laptop:** The Windmill Trust enquired if the parish council were to purchase a new laptop, as indicated by the agenda today, would they consider donating the old one to the Trust; it is proposed to have a slide show of the history of the Mill for visitors. This was agreed, once the laptop memory has been erased. In addition, M Dewsbury has the details of an organisation that refurbishes second hand electronic equipment if parish council laptop proves to be unsuitable.

### **APPROVAL OF THE MINUTES OF THE MEETING HELD ON MONDAY 7<sup>th</sup> OCTOBER 2013**

**Resolved:** that the Minutes for the meeting held on 7<sup>th</sup> October be accepted as a true record of the proceedings. Proposed by AG, seconded by RG. All in agreement.

### **MATTERS ARISING**

265 Brownies: JH is now unable to attend the Brownies event on 9<sup>th</sup> November. RG RG volunteered to attend to judge one of the events.

266 Election: following the resignation of S Moore, the District Council has not received a request to hold an election. Therefore, the Parish Council can co-opt to this vacancy. Agreed to put on the Agenda for the December meeting.

267 Highways Meeting: The Clerk and County Councillor met with the Highways Officer on 10<sup>th</sup> October:

- i. The broken sign on Milestone Lane was notified as requiring repair
- ii. Repairs to pot holes take place as and when funds allow. The Highways Officer will allocate funds according to severity of damage or seek to repair all those in the same geographical location
- iii. Length of time on the repair schedule has no bearing on decision to repair
- iv. Currently there are eight areas/potholes within Wicklewood that require repair
- v. Highways will inform residents if boundary hedges are impinging on the highway and will intervene if there is a clear and unequivocal danger to the public
- vi. The same applies to visibility at junctions; if there is a danger that necessitates pedestrians having to walk into the road or visibility for motorists is compromised Highways will request that hedges are cut back to the property boundary

268 Allotments: a request has been received if water can be piped to the allotments. It was noted that it may be possible to pipe from the village hall supply (the pipe is believed to run up one side of the driveway). Clerk to investigate with Anglian Water. An alternative suggestion was a water bowser. **AP**

269 Flooding at junction of Church Lane: the manhole opposite Church Lane is not functioning properly and water is causing the road to flood. The County Councillor was asked if this could be raised with Highways as an urgent matter due to the imminent winter weather.

270 Cinema Club: the acoustics in the Village Hall are causing problems since the new roof was installed. Baffles may be required to dampen down any echo; Clerk to contact the engineer who installed the sound equipment for advice. **AP**

271 Wayleave: the solicitor has now confirmed that UK Power Networks have completed the works. A date will be notified to the Clerk for two signatories from the Parish Council to attend and sign the agreement. A payment of £540.00 will be made to the Parish Council for these permissions.

## **CORRESPONDENCE**

### **272 Incoming Correspondence**

- i. Aon Insurance: Public Liability for Bonfires and Beacons
- ii. Chapel Bridge Closure 11<sup>th</sup> to 17<sup>th</sup> November
- iii. Highways Partnership Funds
- iv. Wymondham Crime Summary: 9<sup>th</sup> to 22<sup>nd</sup> October
- v. Norfolk Association of Local Councils: Parish Precepts
- vi. Notes from Highways Meeting on 10<sup>th</sup> October

## ACCOUNTS FOR PAYMENT

273 The following were presented for payment:

Anne Panella	Clerk's Salary	£187.85
Anne Panella	Clerk's Expenses	£25.08
Karen Bush	Cleaner and Booking Clerk Salary	£247.46
Alice McGiveron	Cover Cleaner Salary	£45.00
HMRC	October 2013	£48.80
D Watson	Grass cutting (final cut of contract)	£142.81
Rix Petroleum	Heating Oil	£585.90
Public Works Loan Board	Direct Debit: repayment of loan	£678.36
	<b>Total</b>	<b>£1,961.26</b>

274 In addition, the following invoices were presented for payment:

Les Whitehead	Repairs to the Committee Room door	£20.00
BoilerCare	Repairs to boiler and heating system	£1,050.00
Brian Clarke	Agency Grass cutting: two rural cuts	£888.00
	<b>Total</b>	<b>£1,958.00</b>
	<b>GRAND TOTAL</b>	<b>£3,919.26</b>

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

275 The Clerk notified the meeting that an error, in the favour of the tenant in the sum of £360, had been made in the invoice sent to one of the Farm Business Tenancies. A statement has been presented to the tenant requesting the additional monies as per the Agreement dated 2009.

## MONTHLY INCOME AND EXPENDITURE REPORT

276

	Current	Deposit	Total
<b>Balance B/Fwd 26 Sept 2013</b>	£ 8,321.02	£7,110.38	£15,431.40
<b>Total Receipts to 25/10/13</b>	£ 6,169.44	£0.00	£ 6,169.44
	£14,490.46	£7,110.38	£21,600.84
<b>Total Outgoings to 25/10/13</b>	£ 1,764.63	£0.00	£ 1,764.63
	£ 12,725.83	£7,110.38	£19,836.21
<b>Inter-Account Transfers Oct 2013</b>	£0	£0	£0
	£ 12,725.83	£7,110.38	£19,836.21
<b>Closing Balance 25 October 2013</b>	£ 12,725.83	£7,110.38	£19,836.21

## **PRECEPT and BUDGET 2014/15**

277 The draft papers were discussed and the Budget agree; to date no large project for the village has been identified and with healthy reserves a draft Precept figure of £5,000 was proposed.

278 In addition, the costs for a replacement laptop were presented and agreed that the specification for the Sony appears suitable. The Clerk will investigate the specification further and report to the next meeting.

### **Resolved:**

- i. to set a Precept of £5,000 for the year 2014/15 subject to approval in December
- ii. to agree the Budget as presented
- iii. to agree the expenditure of £549.00 plus the Office package at £100, for the replacement Parish Council laptop

Proposed by JH, seconded by AG. All in agreement.

## **HIGHWAYS**

279 The following were noted:

- i. Potholes in White House Lane have yet to be repaired
- ii. The broken sign on Milestone Lane has been removed (hopefully for repair)
- iii. The new grit bin has been delivered to Low Street (the Clerk has informed Highways of this addition that requires filling)

## **PLANNING**

280 2013/1501 10 St. Georges, Wicklewood: to replace two windows to the rear of the property (Listed Building Consent)

2013/1893 86 High Street, Wicklewood: sub-division of garden to erect a proposed new dwelling

No views or comments were raised on either of these applications

## **PLAYING FIELD**

281 Two inspections were carried out by RG on the 8<sup>th</sup> and 23<sup>rd</sup> October, in particular after the recent storms. No issues to report.

## **WICKLEWOOD VILLAGE HALL**

282 Booking Report A couple of new bookings have been received, mainly birthday and Christmas parties. In addition, a cycle race and an evening function have been booked for July 2014.

283 Village Hall: the recent bad weather has revealed a substantial leak in the gents' toilet whilst water has been coming in through the door of the ladies toilets.

284 Glass panels have been left beside the bottle bank which may present a hazard and it's not clear if these panels will be collected. New bulbs have been purchased and fitted for the security lights.

285 The work to the boiler and heating system has been successful although the radiators under the window do not get as hot as the others and a small leak has been noted by the radiator near to the fire exit. Request BoilerCare to attend and adjust.

**KB**

**RG**

286 The downpipe remains unfixed after several months. RG will seek to repair.

#### **ANY OTHER BUSINESS**

287 Clerk to check the schedule for renewal of agency grass cutting contracts.

**AP**

288 The meetings schedule for 2014 was presented and agreed.

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

289 Monday 2<sup>nd</sup> December 2013 at 7.45 pm. Agenda items to Clerk by Friday 27<sup>th</sup> November 2013.

The meeting ended at 8.15 pm.