

# WICKLEWOOD PARISH COUNCIL

## Minutes of the Parish Council meeting held in Wicklewood Village Hall on Monday 7<sup>th</sup> September 2015 at 7.45 pm

<b>Present:</b>	<b>P Campbell McBride (PCM)</b>	<b>Vice Chairman</b>
	<b>Mike Gamble (MG)</b>	<b>Chairman</b>
	<b>Alan Goodings (AG)</b>	
	<b>Richard Goodings (RG)</b>	
	<b>Andrew Goodings (AGo)</b>	
	<b>Jack Hipperson (JH)</b>	
<b>In attendance:</b>	<b>Karen Bush (KB)</b>	<b>Booking Clerk and Caretaker</b>
	<b>Margaret Dewsbury (MD)</b>	<b>County Councillor</b>
	<b>Michael Edney (ME)</b>	<b>District Councillor</b>
	<b>Anne Panella (AP)</b>	<b>Parish Clerk</b>

### Action

#### **APOLOGIES FOR ABSENCE**

212 None were received.

#### **DECLARATIONS OF INTEREST**

213 None were received.

#### **PUBLIC FORUM**

214 The District Council has not met during August. MD confirmed that the Highways Manager had offered to visit, during poor weather, to better understand the issue of flooding in the High Street. Straw has been sucked into the drain and requires removing. Work to date has seen roots from nearby trees removed.

215 The County Council has confirmed that funds to ensure the completion of the Northern Distributor Road (NDR) will be made available; 13 possible routes for the final stretch have been proposed and a decision will be made shortly.

#### **APPROVAL OF THE MINUTES OF THE MEETING HELD ON MONDAY 3<sup>rd</sup> AUGUST 2015**

216 **Resolved:** that the Minutes of the meeting held on Monday 3<sup>rd</sup> August 2015 be accepted as a true record of the proceedings and be signed by the Chair. Proposed by RG, seconded by JH. All in agreement.

#### **MATTERS ARISING**

217 Parish Councillor Vacancy: one application, from Mr J Seville who has served as a parish councillor in the past has been received and a second withdrawn. Agreed to formally appoint Mr Seville, as a co-opted councillor, at the October meeting.

218 Doggy Bins: an order has been placed with SNC to provide and install the two Doggy Bins. The locations (opposite Cooks Terrace and on the green by the church) have

been notified to SNC and confirmation is awaited. A query was raised if the church location, where schoolchildren wait for the bus, is the most appropriate place but agreed it remains a convenient location for dog walkers.

- 219 Minute 202: Flooring to Village Hall: confirmed that there will be champered edges at all doorways to ensure ease of access for everyone.

### **CORRESPONDENCE**

- 220 i. Norfolk Police Crime Survey and Police Commissioner Annual Report  
ii. Play Area Inspection Report

### **ACCOUNTS FOR PAYMENT**

- 221 The following were presented for payment:

Anne Panella	Clerks Salary	£252.92
Karen Bush	Caretaker and Booking Clerk Salary	£265.67
Gayle Bales	Cover Caretaker Salary	£105.14
HMRC	PAYE Month 5, 2015/16	-£2.80
Playsafety Ltd	Annual play equipment inspection	£88.80
East Fire	Annual fire equipment inspection	£122.40
	<b>SUB TOTAL</b>	<b>£834.94</b>

- 222 In addition, the following, received after despatch of papers, were presented for payment:

Norse Eastern	Grass Cutting (6 of 8 cuts)	£182.77
Karen Bush	Cleaning Materials	£15.06
Tim Carver	Urban Cut (6 of 6 cuts)	£100.00
	<b>GRAND TOTAL</b>	<b>£1,132.77</b>

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

- 223 Electricity Contract at Village Hall: quotations from two companies for 2 and 3 year contracts have been received.

**Resolved:** to confirm a 2 year contract with npower. Proposed by PCMc, seconded by AG. All in agreement.

### **ALLOTMENT AND FARM BUSINESS TENANCIES**

- 224 Notice to terminate FBT (10 acres): this FBT has a 12 month notice period, however, the tenant has requested being released from the contract as from 11 October 2015, ie: with no notice period.

- 225 Following discussion on the options available it was agreed that subject to the existing tenant transferring the Entitlements, currently held by himself, to the Parish Council for the use of the new tenant, a reduced notice period can be considered. MG will seek to negotiate and, if successful, advertise the Tenancy available from October 2015. If the existing tenant does not wish to surrender the Entitlements then a 12 month notice period will be required.

**MG**

226 Annual Review of FBT Rents:  
**Resolved:** to maintain the rent for the site by the Village Hall at £105 per annum. MG to advise on rent that could be achieved for the 10 acre site. Proposed by AGo, seconded by JH. All in agreement.

227 Annual Review of Allotment Rents  
**Resolved** to maintain the rents at the current levels. Proposed by AGo, seconded by AG. All in agreement.

228 Electricity Cable across 10 acre FBT: the three landowners whose land the cable crosses have all agreed terms with the electricity company. The sum will be capitalised at £20 per metre x approx. 110 metres. The Parish Council will receive in the region of £2,200. MG to inform the solicitors. **MG**

**Resolved:** to approve the metre costs. Proposed by AGo, seconded by AG. All in agreement.

**MONTHLY INCOME AND EXPENDITURE REPORT**

	Current	Deposit	War Memorial	Total
<b>Balance B/Fwd 22 July 2015</b>	£ 7,924.81	£12,119.90	Monies for the war memorial are included in the figures presented but are ring fenced	£20,044.71
<b>Total Receipts to 27/08/15</b>	£ 4,635.85	£0.00		£ 4,635.85
	£12,560.66	£12,119.90		£24,680.56
<b>Total Outgoings to 27/08/15</b>	£ 4,029.47	£0.00		£ 4,029.47
	£ 8,531.19	£12,119.90	£250 SNC £250 NCF £410 PCC £1,490 WMT £100 resident £773.10 Event £27.00 Other	£20,651.09
<b>Inter-Account Transfers August 2015</b>	£0.00	£0.00		£0.00
<b>Closing Balance 27 August 2015</b>	£ 8,531.19	£12,119.90	Balance: £838.10	£20,651.09

230 War Memorial: the War Memorials Trust has confirmed that following receipt of invoices and Credit Note from Bretts, the grant will be reduced by £40 to £1,490 (this is included in the figures above).

231 Bretts have yet to provide the quote for the plaque with all names to be placed in front of the memorial. MG will contact Bretts for consideration at October meeting. **MG**

232 Solar Panels: JH to confirm with roofing contractor that any guarantees will remain valid with the installation of solar panels. An energy survey has been conducted of the Village Hall and no issues raised.

## **HIGHWAYS**

- 233 It was noted that the issues raised at the August meeting have now been raised as a Complaint with Norfolk County Council following a number of requests for an update. In addition, overgrown hedges on Milestone Lane, Church Lane and High Oak are impinging on the highway. Increasing numbers of Pot Holes in most of the roads within the village require repair.
- 234 Urban grass cutting: agreed to request T Carver to carry out one more cut at the end of September.

## **PLANNING**

- 235 2015/2703 Change of use from mushroom farm to light storage: The issues of increasing traffic and hours of business that may impact on neighbours was discussed. It was confirmed that Highways would be consulted on the application but unlikely that a Traffic Impact Survey would be conducted. The mushroom farm employed in excess of 70 people in addition to regular visits by commercial lorries; agreed the change of use is positive as the alternative may be a derelict site.
- 236 It was suggested that the application be approved subject to confirmation on limits of vehicle sizes and opening times; this was not seconded.

**Resolved** to approve the application as presented. Proposed by AG, seconded by JG. Five in agreement, one abstention.

## **PLAYING FIELD**

- 237 Two inspections have been conducted, on 11<sup>th</sup> and 29<sup>th</sup> August. The issue of the squeaking see-saw has been resolved and RG was thanked for his work on this. The ball bearings on the roundabout have also been re-greased.

## **WICKLEWOOD VILLAGE HALL**

- 238 Flooring: confirmed this will be installed during half-term in October. All regular users have been informed.
- 239 Bar Supervisor: N Goodings has confirmed she will be standing down from this role in February 2016. The Village Hall holds a Premises Licence but the Bar Supervisor must be trained in order to operate the license. It was confirmed that the Parish Council will pay for this training if required. It was noted that there are likely commercial organisations that may consider running what is a non-regular business and bear the cost of providing stock, as is the current arrangement, but will require an acceptable profit margin. To date the Bar has been run at a low profit and with any surplus often passed to the Parish Council. Agreed to be on the October agenda and confirm, before seeking a replacement, the terms of the business being offered. **AP**
- 240 Booking Report: several new bookings have been received and all regular users are back following the summer break. A booking for the use of the Hall to show a film was agreed for 1<sup>st</sup> August but the hirer was informed that use of the Cinema Club equipment was not permitted. However, the hirer arrived on the evening assuming they could use this equipment and then had to cancel at the last minute when confirmed this was not the case. Agreed a refund is not appropriate for this booking.
- 241 Village Hall Report: the date for the installation of the new floor has been agreed as half-term in October. All regular users are aware.

242 Candles in the Village Hall: a request has been received for the music group to have candles in jars for an event. In principle, the Parish Council, accepts the group will be responsible but will first check if any restrictions are within the insurance policy.

243 Village Hall Driveway: agreed that the large pot hole at the top of the driveway, which is across the neighbouring property, requires a temporary repair. In addition, a conversation with the owners of the neighbouring property is required to resolve the issue of the tree roots breaking up other areas of the tarmac.

244 Annual Review of Village Hall charges:  
**Resolved:** that the annual charges remain as present. Proposed AGo, seconded by JH. All in agreement.

**ANY OTHER BUSINESS**

245 No issues were raised.

**DATE AND TIME OF NEXT MEETING**

246 Monday 5<sup>th</sup> October 2015 at 7.45 pm. Agenda Items to Clerk by 25<sup>th</sup> September.

The meeting closed at 9.00 pm