

May 2017

You are summoned to a meeting of Wicklewood Parish Council which will be held at Wicklewood Village Hall on **Monday 8<sup>th</sup> May 2017 at 7.45pm.**

*Anne Panella*

Parish Clerk  
29<sup>th</sup> April 2016

## A G E N D A

- 1 ELECTION OF CHAIRMAN**
- 2 APOLOGIES FOR ABSENCE**
- 3 DECLARATION OF INTERESTS**
  - 3.1 Review individual Annual Declaration of Interests
- 4 ELECTION OF OFFICERS**
  - 4.1 Vice Chairman
  - 4.2 Responsible Financial Officer
  - 4.3 Highways Officer
  - 4.4 Playing Field Officer & Play Area Inspector
- 5 OTHER APPOINTMENTS**
  - 5.1 Internal Auditor
- 6. REVIEW AND APPROVE**
  - 6.1 Standing Orders
  - 6.2 Financial Regulations
  - 6.3 Hedges, trees and other vegetation Policy 2017
- 7 PUBLIC FORUM**
- 8 APPROVAL OF THE MINUTES OF THE MEETING HELD ON MONDAY 3<sup>rd</sup> APRIL 2017**
- 9 MATTERS ARISING not included within the Agenda**
  - 9.1 Appointment of Cleaner for Village Hall
  - 9.2 Highways work at junction of High Street and Church Lane
- 10 CORRESPONDENCE: Please note all correspondence is available to view from 7.20pm**

10.1	Norfolk Constabulary: Crime Statistics	<a href="http://www.norfolk.police.uk">www.norfolk.police.uk</a>
10.2	South Norfolk Council: Protocol and Timelines in event of death of senior member of Royal Family	
10.3	Police Connect Message	Risk of ID theft
10.4	RoSPA: notification of play area inspection	<a href="http://www.rosaplaysafety.co.uk">www.rosaplaysafety.co.uk</a>

## 11 ACCOUNTS FOR PAYMENT

11.1	Anne Panella	Clerk's Salary	£258.27
11.2	HMRC	PAYE (Month 1, 2017:18)	0.00
11.3	Aishad Shadi	Cleaning of Village Hall (April)	£260.00
11.4	Richard Goodings	Expenses for installation of Key Safe	£24.99
11.5	Anne Panella	Clerks Expenses including: Gumtree: Advert for Cleaner £24.99; Mat for Village Hall £24.18; Postage £12.69	£78.00

11.6	Zurich	Annual Insurance	£1,164.13
11.7	Norse	Grass cutting: 2 of 8	£142.28
11.8	NALC	Annual Subscription	£192.49
11.9	G S Mann	Plumber: work in Village Hall	£144.00
11.10	Public Works Loan Board	Scheduled Repayment (Direct Debit)	£678.36
11.11	Npower	Electricity: 1 <sup>st</sup> Jan – 1 <sup>st</sup> April 2017 (Direct Debit)	£100.02
<b>TOTAL</b>			<b>£3,042.54</b>

## 12 MONTHLY INCOME & EXPENDITURE REPORT

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

### 13 HIGHWAYS

Receive Monthly report form Alan Goodings

### 14 PLANNING

14.1 receive and comment on the following Planning Applications:  
 - 2017/0897: High Oak Works. Reserved matters for Plot 5

### 15 PLAYING FIELDS

Receive monthly playing field report

### 16 WICKLEWOOD VILLAGE HALL

16.1 Receive monthly report from Vice Chair  
 16.2 Review T & Cs for bookings of parties  
 16.3 Receive monthly report from Booking Clerk  
 16.4 Receive update on meeting with contractor and approve costs for Driveway  
 16.5 Contract for Village Hall cleaning

### 17 ANY OTHER BUSINESS

### 18 DATE AND TIME OF NEXT MEETING

Monday 5<sup>th</sup> June 2017 at 7.45pm. Agenda items to Clerk by 27<sup>th</sup> May