

WICKLEWOOD PARISH COUNCIL

Minutes of the Parish Council meeting held in Wicklewood Village Hall on Monday 3rd September 2018

Present: **Mike Gamble** **(MG)** **Chair**
 John Seville **(JS)** **Vice Chair**
 Jack Hipperson **(JH)**
 Andrew Goodings **(AG)**

In attendance: **Michael Edney** **(ME)** **District Councillor**
 Helen Frayer **(HF)** **Parish Clerk**

458 **WELCOME AND APOLOGIES FOR ABSENCE AND INTRODUCTION OF NEW BOOKING CLERK**

Chair welcomed all to the meeting. Apologies were received from Alan Goodings and Margaret Dewsbury. MG updated the meeting that since the last meeting in July, the Booking Clerk had resigned. MG and JS had interviewed 2 candidates and appointed Rachael Mold to the role.

459 **CO-OPTION OF NEW COUNCIL MEMBERS**

The resignation of 2 councillors at the last meeting left 2 vacancies and 3 expressions of interest had been received. Therefore a vote took place with AG abstaining.

Vacancy 1 – Richard Everitt – 1 vote. Nick Kemp – 1 vote. Richard Goodings – 1 vote. The Chair gave his casting vote to Richard Goodings.

Vacancy 2 – Richard Everitt – 1 vote. Nick Kemp – 2 votes

The Chair welcomed the two new councillors, Richard Goodings and Nick Kemp to the meeting and they joined the Council for the remainder of the meeting

460 **DECLARATION OF INTERESTS**

None were received.

PUBLIC FORUM

461 Michael Edney updated the meeting regarding the collaboration with Broadland Council. There are still two councils but have a combined officer core which will give large financial savings and efficiency.

462 ME updated regarding the improvements in rural Broadband

463 Adrian Kemp spoke about his concerns regarding the new hedge that the council agreed could be planted at the Wymondham Road end of the allotments. His concerns are the impact on visibility when leaving his property and the allotments. MG said that he will meeting with Adrian and the allotment holder who is planting the hedge to ensure it is appropriately positioned. MG stated that the allotment holders shouldn't be exiting the site onto Wymondham Rd but should leave via the driveway onto the High Street. The main

impact on visibility onto Wymondham Rd was the large hedge on private land to the right of the exit but this has recently been cut.

464 Pamela King gave an update regarding the communal allotment. They received a £300 grant. Have paid Tim Carver for rotavating the site and bought 2 large water containers and a netting tunnel. A greenhouse has been put up by one resident and they want to glaze it with plastic. Compost bins have also been installed. She requested the annual lease payment been waived. This was not agreed. It was suggested that the Village Hall Trust be approached for possible funding.

465 Mr Broom spoke about concerns re planning application 2018/1607. The summary of his objections is that it is outside the development boundary. He stated that South Norfolk already had plenty of new housing to meet its target.

466 On behalf of 24 High Street – Felt it would be a significant loss of open countryside. A negative effect on her cattery business. Concerns re access with visibility already poor along there with many people already speeding. The plan appears to show further development planned. Also concerns about flooding as there have been problems in that area in recent years and believe the development will exacerbate this. JS stated that the recent Highways work should have resolved the flooding issue. JH stated that residents covering over ditches and installing pipes with too small a bore had made the flooding worse. JS pointed out that loss of private views was not a valid planning objection. ME said he would speak to planning department as he believes this application is inappropriate as it is outside the development boundaries. MG advised residents to speak to Michael as their District Councillor

467 **MINUTES OF THE MEETING HELD ON MONDAY 4th JULY 2018**

Resolved: to approve the Minutes of the meeting held on 4th July. Proposed by MG, seconded by JS. All in agreement.

468 **MATTERS ARISING not included in Agenda**

All actions from the previous meeting had been completed as agreed with the exception of the Capitalised Easement payment

469 **CORRESPONDENCE**

Norfolk Constabulary	Ref re access to grounds – reference number received
Norfolk Constabulary	New local contact for Op Randall – PC Dave Armstrong
Norfolk Constabulary	Police Connect newsletter
Norfolk County Council	Better Broadband for Norfolk Project
The Rural Bulletin	Newsletter

470 **STATEMENT OF ACCOUNTS PAID IN AUGUST UNDER CHAIR’S DELEGATED POWERS**

Salaries	Clerk, Booking Clerk and Cleaner	568.43
Expenses	Mileage and backdated homeworking allowance	67.20
Tim Carver	Grass cutting	100.00
Community Action Norfolk	Annual membership subscription	20.00
Norse	Grass cutting at playing field	145.85

	TOTAL	£901.48
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471 **ACCOUNTS FOR PAYMENT**

Salaries	Clerk, Booking Clerk and Cleaner	585.28
Expenses	Mileage, postage, homeworking allowance, cleaning materials	77.45
Jeremy Neave	Electrical testing in village hall	216.00
EFire	Fire extinguisher testing	133.20
SV Harvey	Repair of Village Sign	1,177.20
SV Harvey	Repair of village hall roof	1,591.20
Norse	Grass cutting at playing field	145.85
	TOTAL	£3,926.18

472 **MONTHLY INCOME AND EXPENDITURE REPORT – for AUGUST**

	Current	Deposit	Total
Balance b/f	10,304.80	5,134.64	15,439.44
Total Receipts to 2.8.18	1,065.50	0.00	1,065.50
	11,370.30	5,134.64	16,504.94
Total Outgoings to 2.8.18	2,533.59	0.00	2,533.59
	8,836.71	5,134.64	13,971.35
Inter-Account Transfers	0.00	0.00	0.00
Closing Balance 02.08.18	£8,836.71	£5,134.64	£13,971.35

473 **MONTHLY INCOME AND EXPENDITURE REPORT – for SEPTEMBER**

	Current	Deposit	Total
Balance b/f	8,836.71	5,134.64	13,971.35
Total Receipts to 26.08.18	893.00	0.00	893.00
	9,729.71	5,134.64	£14,864.35
Total Outgoings to 26.08.18	901.48	0.00	901.48
	8,828.23	5,134.64	13,962.87
Inter-Account Transfers	0.00	0.00	0.00
Closing Balance	£8,828.23	£5,134.64	£13,962.87

HIGHWAYS

474 No report from AG. JS raised the point of the hedge in Church Lane that is still obstructing the highway but no action has been taken. ME agreed to speak to Margaret Dewsbury. JS also reported a broken inspection cover near the village sign. This has been reported to BT.

- 475 Footpath – The quote from Highways is £29,850. We can apply for PPS for 50% and possibly 75%. ME confirmed that he is unable to assist for footpaths. No CIL money has been received from developers. ME said he would check if we were owed any. The costs will be considered when doing the budget for next year.
- 476 Village Sign – The claim has now been paid in full and the sign has been re-built. There was an additional cost when it was discovered that the post was starting to rot and needed to be replaced but this had not been included in the claim.
- 477 Village Entry Signs – Highways confirm that the cost of these would be approx. £1200 each, and there are 3 entry roads into the village. It was agreed that this would not be a priority and that the footpath needs to take priority over this.
HF to update parishioner who made the initial suggestion

PLANNING

- 478 2018/1607 – After hearing the objections from local residents the Council agreed to object to this proposal on the grounds that it is outside the agreed development boundary
HF to respond to the planning department accordingly

VILLAGE HALL and PLAYING FIELD

- 479 Booking Clerks report – HF stated that the new booking clerk has created an online booking diary so that all councillors can see when the hall is in use. All payments up to date. It has been quiet during the summer.
HF to circulate the diary access details via email
- 480 To appoint a new playing field inspector – NK agreed to take on this role which is currently vacant.
HF to identify training course JS to send checklist from previous training
- 481 Repairs to hall roof – The guttering has been replaced and the bar ceiling has been removed and replaced. The bar will now need decorating.
- 482 Electrical Safety report – The fixed wiring has recently been tested and some issues identified. None are immediately dangerous but one is a C2 which requires urgent remedial attention. The 3 C3 problems identified are due to building regs having changed.
Agreed: To asked the electrician to attend to the C2 fault and the cooker lead which are the most serious
- 483 Internal Safety Checks – Regular checks are not currently being carried out. HF has produced a check list which can be completed at the monthly meetings. Risk assessment has also been completed. No one knows how to test the fire alarm which also hasn't been serviced for some time
HF to contact company to service the alarm and show us how to test it regularly
- 484 Cleaning – Since the last meeting, the cleaner has resigned and has been sick during her notice period. It was decided to appoint a cleaning company rather than employ another cleaner. 3 companies were contacted. 2 came to look round, 1 gave a quote. Spring Clean Services quoted for 2 x 2hrs per week at 14.50 plus VAT per hour. This will be a little cheaper than the cleaner's salary. The cleaners did not specify what was included in their quote.

HF to send a schedule of expected tasks to the company, to include emptying the playground bins and window cleaning.

Agreed to accept quote even if up to 10% increase due to additional tasks with a yearly contract

485 Maintenance in hall – JS had identified some plumbing issues in the toilets that need attention plus replacing broken toilet roll holders. MG had identified some other minor repairs that need attention

MG will contact local workmen to deal

486 The Bar – Now that the ceiling has been repaired, the whole room needs decorating. The shelving is also in poor, unhygienic condition. The publican who runs the bar has requested more cold storage now that the cold shelf has been removed following failing the PAT test. Has offered a glass fronted fridge for £60 and offered to rebuild the shelving for cost of materials. When work has been completed, to get quotes to redecorate

Agreed: to accept offer to rebuild shelving, MG to liaise and also acquire the additional fridge.

487 Grass cutting – The additional cuts have now been agreed with Norse and amended quote received. 2 cuts due this month

488 To consider purchase of public defibrillator – Many points to consider. The equipment needs an electricity supply so would need to be placed on the outside of the hall building. Regular checks are required so would need robust arrangements for that. There are grants available towards the costs if we qualified. ME offered £250 towards costs and said there are groups that may assist with fundraising for it.

HF to do report with pros and cons for next meeting

ALLOTMENTS

489 Upkeep of allotments – HF reported that two sites are being given up but another allotment holder had asked to take them on. The plot that hasn't been cultivated this year has been told their lease will not be renewed this year. There is one name on the waiting list who will be offered this plot

HF to offer vacant plot to the person on waiting list and issue new invoices for coming year

490 New hedge – This had already been discussed in the public forum.

MG to meet with Adrian Kemp and the allotment holder who will be planting the new hedge to agree the positioning

TRAINING

491 Training courses available for the new councillors. Details passed to them. HF requested attending Budget setting course and End of year accounts course.

Agreed: To book on requested courses

ANY OTHER BUSINESS

492 No other issues raised

DATE AND TIME OF NEXT MEETING

493 Monday 1st October. Agenda items to Clerk by 21st September
The meeting closed at 9.00