

# WICKLEWOOD PARISH COUNCIL

## Minutes of the Parish Council Meeting held in the Village Hall at Wicklewood Village Hall on Monday 12<sup>th</sup> May 2014 at 7.45 pm

<b>Present:</b>	<b>Peter Campbell-McBride</b>	<b>(PCM)</b>	<b>Vice-Chairman</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>Richard Goodings</b>	<b>(RG)</b>	
	<b>Jack Hipperson</b>	<b>(JH)</b>	
	<b>Lorraine Long</b>	<b>(LL)</b>	
<b>In attendance</b>	<b>Karen Bush</b>	<b>(KB)</b>	<b>Booking Clerk and Caretaker</b>
	<b>Anne Panella</b>	<b>(AP)</b>	<b>Parish Clerk</b>

**Action**

### 67 ELECTION OF CHAIRMAN

The Clerk requested nominations for the post of Chairman for the forthcoming year. AG nominated MG, seconded by RG. There were no further nominations. All in agreement. MG was elected Chairman and signed the Acceptance of Office.

### APOLOGIES FOR ABSENCE

68 Apologies were received from Michael Edney and Margaret Dewsbury

### DECLARATIONS OF INTEREST

69 None were received that would impact on the business of the Parish Council.

### ELECTION OF OFFICERS

70 Vice-Chairman: AG confirmed he is not seeking re-election to this post. LL nominated PCMc, seconded by JH. All in agreement. Thanks were extended to AG for his contribution to the Parish Council during his years as the Vice Chair.

71 Responsible Financial Officer, Highways Officer and Playing Field and Play Area Officer: the current postholders all confirmed that, with the agreement of the Parish Council, they wished to continue in these posts.

**Resolved:** there being no other nominations for each of the posts, it was unanimously agreed to accept each of them.

### PUBLIC FORUM

72 No issues were raised.

## **APPROVAL OF THE MINUTES OF THE MEETING HELD ON MONDAY 7<sup>th</sup> APRIL 2014**

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

### **MATTERS ARISING**

- 73 War Memorial: the Clerk confirmed that, following consultation with Rev Shirley Holt, one application has been submitted to the Norfolk Community Foundation for £500 towards the work required to the war memorial. This is the maximum grant payable under this scheme.
- 74 In addition, a second pre-application will be submitted to the War Memorials Trust. If this is accepted the Trust will indicate which of their grant programmes would be suitable for a full application. Any application will be jointly submitted by the Parish Council and the Parochial Church Council as the war memorial is on PCC ground.
- 75 Perfitts, stone masons in Diss, have inspected the memorial and will shortly submit a quotation for work required to accompany any future grant applications.

### **REVIEW OF POLICY DOCUMENTS**

- 76 The Clerk confirmed that no revisions are required to any policy documents but this item will be kept under review if and when there are changes to legislation relating to parish councils.

### **APPOINTMENT OF INTERNAL AUDITOR 2014/15**

- 77 The Clerk confirmed that the current Internal Auditor has yet to indicate if she is able to continue this work in 2014/15. AP to check and report to next meeting when the Governance Statement for 2013/14 will be presented for approval.

**AP**

### **CORRESPONDENCE**

- 78
- i. Office of the Police and Crime Commissioner
  - ii. Norfolk Constabulary Crime Surveys
  - iii. Better Broadband: many households in the village are now experiencing improved broadband speed although not all have been connected. To check which 'server' a specific house receives the service this can be probably be confirmed by checking the BT website and emailing '*BetterBroadbandNorfolk*'
  - iv. South Norfolk Council: Local Plan documents have been submitted for consultation and can be accessed at: [www.south-norfolk.gov.uk/local-plan-examination](http://www.south-norfolk.gov.uk/local-plan-examination)
  - v. No reply to the letter to the Chairman of the Windmill Trust requesting details of the future plans for the two cottages has yet to be received

## ACCOUNTS FOR PAYMENT

79 The following were presented for payment:

Anne Panella	Clerk's Salary	£188.05
Karen Bush	Cleaner and Booking Clerk Salary	£248.66
HMRC	April 2014	£47.40
Aon Insurance	Annual Insurance Premium	£1,438.89
Anglian Water	Credit	£100.74
Norse	Grass Cutting Playing Fields	£171.30
Richard Carver	PAT testing	£28.50
Tim Carver	Delegated urban grass cutting	£100.00
Hugh Crane	Supplies	£133.93
Eon Electricity	Direct Debit	£127.79
Public Works Loan Board	Direct Debit	£678.36
	<b>Total</b>	<b>£3,162.88</b>

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

## MONTHLY INCOME AND EXPENDITURE REPORT

80

	Current	Deposit	Total
<b>Balance B/Fwd 24 March 2014</b>	£ 4,836.29	£12,112.23	£16,948.52
<b>Total Receipts to 2/05/14</b>	£ 3,460.34	£0.00	£ 3,460.34
	£ 8,296.63	£12,112.23	£20,408.86
<b>Total Outgoings to 2/05/14</b>	£ 1,697.90	£0.00	£ 1,697.90
	£ 6,598.73	£12,112.23	£18,710.96
<b>Inter-Account Transfers April 2014</b>	£ 0.00	£0.00	£0.00
<b>Closing Balance 2 May 2014</b>	£ 6,598.73	£12,112.23	£18,710.96

## HIGHWAYS

81 A number of potholes have been identified within the parish; the signpost for Milestone Lane has still not been replaced. Clerk to inform Highways. **AP**

Two urban cuts and one rural has already been carried out due to the very early spring.

## PLANNING

82 2014/0769: The Old Windmill, Hackford Road  
Proposed single storey extension and insertion of one window to stair landing.

No views or comments were recorded for this application

## **PLAYING FIELD**

83 Two inspections have been conducted; 11<sup>th</sup> and 29<sup>th</sup> April. No issues to report.

## **WICKLEWOOD VILLAGE HALL**

84 Several new bookings have been received: the Garlic Theatre on 14<sup>th</sup> and 21<sup>st</sup> May, Guides Quiz Night on 17<sup>th</sup> May, cycle race on 1<sup>st</sup> June and a wedding reception on 2<sup>nd</sup> August. The Hall will be closed to all users on 22<sup>nd</sup> May when European elections are being held.

85 The PAT testing has been conducted and the repairs to the leaking roof have proved successful during the recent heavy rain.

86 Acoustics Survey:

Further enquires have been made with regard to solutions to the acoustics in the Village Hall. T Allchin has investigated further on behalf of the Parish Council and has suggested that placing a small number of baffles on the ceiling, initially, and then reviewing after a period of time to check effectiveness.

87 It has been recommended not to stick baffles to the ceiling but to allow them to hang down about 12 inches, thereby allowing all sides of the baffle to absorb sound.

88 MG will arrange a meeting on site with T Allchin and other councillors to consider a way forward and report to the next meeting.

**MG**

## **NEWSLETTER**

89 The draft was accepted with minor amendments. Agreed that MG will get 375 copies printed.

**MG**

90 Distribution List:

- i. PCMc to take Simon Moore's distribution
- ii. Hillside Crescent to be removed from RG's list and placed on MG's

## **ANY OTHER BUSINESS**

91 Annual Fire Equipment inspection: agreed that JH will contact EastFire in Wymondham for a quotation with a view to this being carried out in July.

**JH**

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

92 Monday 2<sup>nd</sup> June at 7.45pm. Agenda items to Clerk by Friday 23<sup>rd</sup> May. PCMc sent apologies for this meeting. The meeting ended at 8.30 pm.