

# WICKLEWOOD PARISH COUNCIL

## Minutes of the Parish Council meeting held in Wicklewood Village Hall on Monday 11<sup>th</sup> May 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>Andrew Goodings (AGo)</b>	
	<b>Richard Goodings (RG)</b>	
	<b>Jack Hipperson (JH)</b>	
<b>In attendance:</b>	<b>Karen Bush (KB)</b>	<b>Booking Clerk and Caretaker</b>
	<b>Anne Panella (AP)</b>	<b>Parish Clerk</b>

### Action

#### ELECTION OF CHAIRMAN

- 96 RG proposed MG, seconded by AG. All in agreement.

#### APOLOGIES FOR ABSENCE

- 97 Apologies were received from M Dewsbury and M Edney.

#### DECLARATIONS OF INTEREST

- 98 None were received.

#### ELECTION OF OFFICERS

- 99 The current postholders of Vice Chairman, Responsible Financial Officer, Highways Officer and Playing Field and Play Area Inspector have all confirmed their willingness to continue, if elected.

**Resolved:** to appoint the current postholders for the year 2015/16. Proposed by AGo, seconded by JH. All in agreement.

- 100 It was agreed that the Vice Chairman is the Officer responsible for the Village Hall and car park, and the line manager for the Caretaker.

#### OTHER APPOINTMENTS

- 101 Appointment of Trustee to Old Village Hall Trust: RG and John Lowe are the current Parish Council representatives on the Trust and both have confirmed they are willing to continue.

- 102 Appointment of Internal Auditor: Janice Plunkett has confirmed she will continue for a further year.

**Resolved:** to appoint RG and John Lowe as representatives on the OVHT and Janice Plunkett as Internal Auditor for 2015/16. Proposed by JH, seconded by PCMc. All in agreement.

## PUBLIC FORUM

- 103 A resident has requested that the Parish Council consider the installation of Doggy Bins around the village. There are increasing incidents of dog owners not acting responsibly. It was agreed that this will be investigated; the cost of the purchase and installation of the bins and the annual fee for servicing payable to SNC. Clerk to obtain costs for consideration at June meeting.

## APPROVAL OF THE MINUTES OF THE MEETING HELD ON MONDAY 13<sup>th</sup> APRIL 2015

**Resolved:** that the Minutes of the meeting held on Monday 13<sup>th</sup> April 2015 be accepted as a true record of the proceedings and be signed by the Chair. Proposed by PCMc, seconded by JH. All in agreement.

## MATTERS ARISING

- 104 Minute 89: the ladies toilet has not yet been repaired but will be done so by the end of the week.
- 105 Wicklewood Archive: the Archive have requested if two screens and a folding table can be stored within the Village Hall; the Parish Council would be welcome to use the equipment if required. It was suggested the screens could be used to mount a changing display of the materials held by the Archive and this will be considered. Agreed that the equipment can be stored either in the Storeroom or under the stage. Mr Coombs thanked the Parish Council.

## REVIEW OF POLICY DOCUMENTS

- 106 For the new Council all the governance documents have been reviewed. The only change being to Standing Orders for the inclusion to allow the filming/recording of Parish Council meetings. AP confirmed that guidance ensures that any filming is carried out with the consent of the audience, ie: children and vulnerable adults are not filmed. Standing Orders with regard to exclusion of the public from Confidential items remains.

**Resolved:** to approve the governance documents. Proposed by PCMc, seconded by AGo. All in agreement.

## CORRESPONDENCE

- 107
- i. Norfolk County Council: consultation on managing risk of flooding
  - ii. Norfolk Police Crime Surveys
  - iii. South Norfolk Clean Sweep
  - iv. South Norfolk Council: proposed modifications to the Local Plan
  - v. Norfolk County Council: Norfolk Matters Newsletter
  - vi. NALC: Unauthorised Encampments

## ACCOUNTS FOR PAYMENT

- 108 The following were presented for payment:

Anne Panella	Clerks Salary	£252.92
Karen Bush	Booking Clerk Salary	£265.87
Anne Panella	Clerks Expenses	£31.20
HMRC	PAYE Month 1, May 2015	£13.40
Rix Petroleum	Heating Oil	£216.83
Norse Eastern	Grass Cutting: 2 of 8 cuts	£182.77
Public Works Loan Board	Loan Repayments	£678.36

Norfolk Rural Comm. Council	Annual Subscription	£20.00
Gayle Bales	Cover Cleaner	£33.34
NTPT Norfolk Parishes Training Partnership	Clerk Training	£40.00
Tim Carver	Urban Verge Cutting 1 of 6 cuts	£100.00
Sadler Services Norfolk	Plumber	£60.60
	<b>SUB TOTAL</b>	<b>£2,876.46</b>

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

Hugh Crane Ltd	Cleaning Materials	£154.63
	<b>GRAND TOTAL</b>	<b>£3,031.09</b>

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

110 Insurance: The annual insurance premium from Aon has been received in addition to a second quote from Zurich as follows:

111 AoN £1,438.88 but if enter a three year agreement a 5% discount will be given  
Zurich £1,120.57 for one year. £981.17 per annum for a three year agreement  
The cover is the same for each company with minor adjustments.

**Resolved:** to accept the Zurich quotation for a three year agreement. Proposed by JH, seconded by PCMc. All in agreement.

#### MONTHLY INCOME AND EXPENDITURE REPORT

	Current	Deposit	War Memorial	Total
<b>Balance B/Fwd 01 April 2015</b>	£ 5,562.71	£12,118.27	Monies for the war memorial are included in the figures presented but are ring fenced	£17,680.98
<b>Total Receipts to 30/05/15</b>	£ 5,706.23	£0.00		£ 5,706.23
	£11,268.94	£12,118.27		£23,387.21
<b>Total Outgoings to 01/05/15</b>	£ 1,142.36	£0.00		£ 1,142.36
	£10,126.58	£12,118.27	£250 SNC £250 NCF £410 PCC £500 PC £1,530 WMT £100 resident £773.10 Event	£22,244.85
<b>Inter-Account Transfers April 2015</b>	£0.00	£0.00		£0.00
<b>Closing Balance 1 May 2015</b>	£10,126.58	£12,118.27	£3,813.10	£22,244.85

113 War Memorial: H Brett & Son have confirmed that work will commence on 14<sup>th</sup> May.

114

Proposed resurfacing of the path from church gate to War Memorial: the Parish Council has the power to provide funds for the maintenance of the churchyard. It is proposed that the £500 set aside in the Precept could be used for this work. Quotations are being sought by the church wardens and will be considered by the June meeting of the Parish Council.

### **HIGHWAYS**

- 115 AG confirmed that repeated telephone calls to Highways have not received a response. Clerk to write to Highways noting the increasing number of potholes in the village, the non-replacement of the Milestone Lane finger post and the 'flood' sign that has not been removed from the junction of Church Lane/High Street. **AP**
- 116 Confirmation is required with regard to the awarding of the verge cutting delegating contract. Clerk to chase for confirmation. **AP**

### **PLANNING**

- 117 The following has received approval:
- 2015/0449: Bucks Lane. Discharge of conditions Nos: 3, 5 and 7.
- 118 New applications:
- 2015/0804: Whitehall Farm, Crownthorpe  
Construction of a Digestate and Dirty Water Storage Reservoir.  
No views or comments
- 2015/0866: 3 Hillside Crescent  
Single storey side and rear extension with internal alterations  
No views or comments
- 2015/0847: Top O'Hill, Hospital Road  
Two storey side extension with internal alterations  
No views or comments

### **PLAYING FIELD**

- 119 Two inspections have been conducted on 14<sup>th</sup> and 27<sup>th</sup> April. The see-saw requires to be oiled and MG offered to assist. **MG/RG**
- 120 The annual inspection of the play equipment will be conducted during June by Rospa PlaySafety.
- 121 RG will contact Norse to confirm when the field is to be scarified. It was noted that tree roots, close to the new hedge, are posing and trip hazard and need to be removed. RG will arrange. **RG**

### **WICKLEWOOD VILLAGE HALL**

- 122 A few new bookings have been received for May this year and two for May 2016: a wedding and a 60<sup>th</sup> birthday celebration. A new, potentially regular, booking for an arts/crafts session has been booked for Mondays. The wedding booking has requested if a marquee can be erected on the left side of the village Hall; this was agreed provided that the marquee does not cover the fire exit and the customer is to make their own arrangements with regard to insurance. All regulars are paid up to date.
- 123 **KB**

One of the ladies toilets is, again, not working properly. It was agreed that the plumber is to be called to fix this immediately.

124

JH

JH will arrange for the septic tank to be emptied.

125

A Kerridge has yet to inspect the leaking roof but KB will contact again to arrange. Kimberley Electrical have also not yet visited to check the recurring problem with the bulbs.

#### **ANY OTHER BUSINESS**

126

It was noted that the roots on the driveway to the Village Hall, that were identified a few months ago, have not been removed although it was confirmed that the roots are from a tree in a neighbouring house. PCMc to investigate what action could be taken.

PCMc

127

Parish Councillor vacancy: agreed to advertise this on the Notice Board and the website, as well as inviting potential candidates to apply, with applications to be considered at the July meeting.

128

Wayleave from Whitehall Farm to Wymondham College: R Long is seeking to supply energy to the college and a wayleave is required. The details will be submitted to the Parish Council shortly.

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

129

Monday 1<sup>st</sup> June at 7.45 pm. Agenda items to the Clerk by 22<sup>nd</sup> May.

The meeting closed at 8.40 pm