

WICKLEWOOD PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Village Hall at Wicklewood Village Hall on Monday 7th October 2013 at 7.45 pm

Present:	Mike Gamble	(MG)	Chairman
	Alan Goodings	(AG)	
	Andrew Goodings	(AGo)	Vice Chairman
	Richard Goodings	(RG)	
	Jack Hipperson	(JH)	
In attendance	Karen Bush	(KB)	Caretaker
	Anne Panella	(AP)	Parish Clerk

Action

APOLOGIES FOR ABSENCE

- 228 Were received from Margaret Dewsbury, County Councillor; Michael Edney, District Councillor and Lorraine Long

DECLARATIONS OF INTEREST

- 229 No Declarations were received.

PUBLIC FORUM

- 230 No issues were raised.

APPROVAL OF THE MINUTES OF THE MEETING HELD ON MONDAY 2nd SEPTEMBER 2013

- 231 Minute 217: the contractor is Ben Clarke, not Dale Watson.

Resolved: that the Minutes for the meeting held on 2nd September be accepted as a true record of the proceedings, with the above amendment. Proposed by AG, seconded by LL. All in agreement.

MATTERS ARISING

- 232 Councillor Resignation: the Chair confirmed that Simon Moore has resigned as Parish Councillor with immediate effect. He now lives near Great Yarmouth but still conducts a business within Wicklewood but due to work commitments feels he is unable to give sufficient time to the Parish Council.
- 233 The Clerk outlined the election process. A notice will be placed on the Village Hall Noticeboard and the website and the District Council will be informed; ten electors

are then required to inform SNC if they wish an election to be held. If no such notice is received within 14 working days then the Parish Council is able to co-opt a new parish councillor.

- 234 The Chair will write to SM thanking him for his contribution to Wicklewood. **MG**
- 235 Open Gardens Committee: have informed the Parish Council that the tree within the seat outside the church, which the Committee gifted to the parish, has died and are requesting permission to replace. The committee has funds to replace this tree and suggest a Rowan, to which the Parish Council agreed.
- 236 Brownies: are holding an event on 9th November and have requested a Parish Councillor to judge one of the events. JH volunteered and will contact J Plunkett. **JH**
- 237 Chairs Action: was given to allow the annual Premises Licence (£70) for the Village Hall to be paid before expiry of the current licence.
- 238 Wayleave and Land Registry: Greenland Houchen Pomeroy have yet to respond to requests to provide an update or confirmation that either of these matters have been concluded. The Clerk and Chair will both seek to contact the solicitors and report to the next meeting. **MG / AP**

CORRESPONDENCE

239 Incoming Correspondence

South Norfolk Local Plan Documents: Site Specific Allocations, Policy Documents, Development Management Policies, Wymondham Area Action Plan
<http://www.south-norfolk.gov.uk/democracy/default.aspx>.

Wymondham Medical Practice: Flu Clinic on 19th October: appointment times

Met Office: the Snow Code <http://www.metoffice.gov.uk/learning/get-ready-for-winter>

Norfolk County Council Budget Consultation <http://www.norfolk.gov.uk>

Norfolk Rural Community Council Newsletter <http://www.norfolkkrcc.org.uk>

Sewerage smell; raised at August meeting:

- Anglia Water have confirmed that a temporary chemical dosing unit will be installed by the end October to combat the odours caused by the re-direction of a rising main into the pumping station located at the bottom of the High Street. This temporary unit will be replaced, when the funds are authorised, by a permanent solution.

Highway Boundaries Data and costs

http://www.norfolk.gov.uk/Travel_and_transport/Roads/Highway_Boundaries

New Police Inspector for South Norfolk

South Norfolk Older People's Forum: Meeting details for 23rd October at SNC

Norfolk Constabulary: Neighbourhood crime summary

Anglian Water: Leaflet on water charges for 2013/14

ACCOUNTS FOR PAYMENT

240 The following were presented for payment:

Anne Panella	Clerk's Salary	£187.85
Anne Panella	Clerk's Expenses	£56.92
Karen Bush	Cleaner and Booking Clerk Salary	£247.46
Karen Bush	Expenses: cleaning sundries	£46.22
HMRC	September 2013	£48.80
Mazars	Annual External Audit	£240.00
Irelands	Printing of Newsletter and Asset Register	£90.28
D Watson	Grass cutting (penultimate cut of contract)	£142.81
Les Whitehead	Labour for repairs to Village Hall toilets	£18.62
Anglian Water	Direct Debit	£90.51
The Net	Annual Invoice for Parish Council advert.	£30.00
Tim Carver	Agency Grass Cutting	£45.00
Anglia Litho	Stationery	£96.00
South Norfolk Council	Premises License (Chair's Action)	£70.00
	TOTAL	£1,410.47

241 MG declared an interest in the payment to Irelands.

242 In addition the following invoices were presented at the meeting for payment:

Ben Clarke	Remove low hanging branches from trees around Playing Field	£320.00
HMRC	Annual Subscription to Payroll Site	£82.80
	TOTAL	£402.80

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

243 In addition quotes were received for the following:

244 Heating Oil: the prices change daily and JH offered to contact local suppliers to obtain best price. It was agreed that he be given authority to place an order for up to 1,000 litres for immediate delivery.

JH

245 Grit Bin: this is to be placed opposite Cooks Terrace on Low Street. Reece Safety Products have the most competitive price at £136.20 to include VAT and delivery. Agreed to accept this quote with a view to having it in situ before the commencement of the winter weather.

246 Radiators: quotes were requested for the replacement of the radiators in the Village Hall. However, it transpires that the pipes from the boiler are of the incorrect size to ensure optimum efficiency (22mm instead of 35mm) whilst the circulation pump is undersized for the size of boiler. It is understood, from verbal references, that the

work of this contractor, BoilerCare, is regarded as of a good/high standard. Agreed that the work is confirmed: to replace the undersized pipework, replace the circulation pump with one more suited to the size of the boiler, replace the condense discharge pipe with plastic piping (currently copper) to prevent acid erosion, for a cost of £1,050 to include labour, parts and VAT.

Resolved: to approve the payments as detailed above. Proposed by JH, seconded by RG. All in agreement.

MONTHLY INCOME AND EXPENDITURE REPORT

247

	Current	Deposit	Total
Balance B/Fwd 23 August 2013	£ 8,538.40	£7,109.49	£15,647.89
Total Receipts to 26/9/13	£ 420.70 -----	£ 0.89 -----	£ 421.59 -----
	£ 8,959.10	£ 7,110.38	£16,069.48
Total Outgoings to 26/9/13	£ 638.08 -----	£ 0.00 -----	£ 638.08 -----
	£ 8,321.02	£7,110.38	£15,431.40
Inter-Account Transfers September 2013	£0.00	£0.00	£0.00
	£ 8,321.02	£7,110.38	£15,431.40
Closing Balance 26 September 2013	£ 8,321.02	£7,110.38	£15,431.40

EXTERNAL AUDIT REPORT

248 Mazars have completed their annual audit and their Opinion is that the information in the annual return is in accordance with proper practices and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

249 Two matters were raised:

- i. The outstanding loan balance on the Public Works Loan Board (PWLB) should be amended to £13,743 to agree to the year-end PWLB balance
- ii. An Asset Register should be created and maintained. (It was noted that this has already been actioned)

250 A copy of the accounts has already been placed on Parish Council board for residents to view and raise queries if appropriate.

HIGHWAYS

251 The repairs around the manhole cover on the Wymondham Road have been completed.

252 Cars are again parking on the grass area around the Village Sign; with the winter weather due the grass will become churned up. Clerk to write to school asking if parents could be requested not to park in this area. **AP**

253 Signpost on Milestone Lane (Hospital Road, by Tithe Barn Cottages): this has been knocked down and is lying in the ditch. Clerk to inform County Councillor or Highways to bring to their attention. **AP**

254 Although a notice was placed in the September Newsletter requesting residents to ensure their hedges do not over-grow onto the public pavements and become inconvenient to pedestrians there continue to be a small number of households whose hedges are causing an obstruction.

PLANNING

255 2013/1663 Follyfoot Farm, The Green, Wicklewood: Certificate for lawful existing use as retail warehousing and distribution, offices, general facilities, residential and commercial grazing for horses.

256 Agreed to support the application; the business has been running from this address for over ten years.

PLAYING FIELD

257 Two inspections were carried out by RG on the 10th and 24th September. No issues to report. The trees around the perimeter of the playing field have had low hanging branches removed, as noted earlier

WICKLEWOOD VILLAGE HALL

258 Booking Report A couple of new bookings have been received, mainly birthday parties. Yoga no longer use the hall on Wednesday evening due to a drop in numbers. All invoices are paid up to date.

259 Village Hall: the lock of the emergency door in the Committee Room has worked loose making it very difficult to close securely. The downpipe has yet to be fixed but the gents toilet has been repaired (the quote was approved in September).

ANY OTHER BUSINESS

260 Printer: The printer has recently ceased to work. Clerk to take into Anglia Computers to obtain a quote for repairs, or a replacement. **AP**

DATE AND TIME OF NEXT MEETING

261 Monday 4th November 2013 at 7.45 pm. Agenda items to Clerk by Friday 27th October 2013.
The meeting ended at 8.15 pm.

