

May 2015

You are summoned to the Annual Parish Council of Wicklewood Parish Council which will be held at Wicklewood Village Hall on **Monday 11th May 2015 at 7.45pm.**

Anne Panella
Parish Clerk
5th May 2014

A G E N D A

1. ELECTION OF CHAIRMAN

2. APOLOGIES FOR ABSENCE

3. 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 Appointment of Trustee to Old Village Hall Trust
- 5.2 Appointment of Internal Auditor

6. PUBLIC FORUM

- 6.1 Doggy Bins

7. APPROVAL OF THE MINUTES OF THE MEETING HELD ON MONDAY 13th APRIL 2015

8. MATTERS ARISING NOT SHOWN ELSEWHERE ON THIS AGENDA

- 8.1 Wicklewood Archive; request to store table and screen at Village Hall

9. REVIEW OF POLICY DOCUMENTS

- 9.1 Standing Orders
- 9.2 Financial Regulations
- 9.3 Duties of the Responsible Financial Officer
- 9.4 Complaints Procedure
- 9.5 Equal Opportunities Policy
- 9.6 Financial Risk Assessment
- 9.7 Risk Assessment
- 9.8 Annual Review of Effectiveness of Internal Control
- 9.9 Annual Review of Effectiveness of Internal Audit

10. CORRESPONDENCE: Please note all correspondence is available to view from 7.20pm

INCOMING CORRESPONDENCE

10.1	County Council: consultation on managing risk	Consultation drop-in sessions during May
10.2	Norfolk Constabulary: Crime Surveys Standing Orders	www.norfolk.police.uk
10.3	South Norfolk Clean Sweep 2015	s-norfolk.gov.uk/cleansweep
10.4	South Norfolk Council: consultation on proposed modifications to Local Plan	www.south-norfolk.gov.uk/local-plan-examination

10.5	County Council: Norfolk Matters Newsletter	www.norfolkcc.gov.uk
10.6	NALC: Unauthorised Encampments	www.norfolkalc.org

11. ACCOUNTS FOR PAYMENT

11.1	Anne Panella	Clerk's Salary	£252.92
11.2	Karen Bush	Caretaker & Booking Clerk Salary	£265.87
11.3	Anne Panella	Clerk's Expenses	£31.20
11.4	HMRC	PAYE (Month 1: 2015/16)	£13.40
11.5	Rix Petroleum	Heating Oil	£216.83
11.6	Norse	Playing Fields Grass Cutting (2 of 8)	£182.77
11.7	Public Works Loan Board	Loan Repayments	£678.36
11.8	Norfolk Rural Community Council	Annual Subscription	£20.00
11.9	Gayle Bales	Cover Cleaner Salary	£33.34
11.10	NPTP (Norfolk Parishes Training Partnership)	Clerk Training	£20.00
11.11	Tim Carver	Urban verge cutting (1 of 6)	£100.00
11.12	Sadler Services Norfolk	Plumber: repairs in Village Hall	£60.60
TOTAL			£1,875.29

In addition the annual insurance premium is payable: two quotes for consideration

- i) AON Insurance (existing insurer) awaiting renewal notice. (2014/15 £1,438)
- ii) Zurich Insurance. One year £1,120.57. Three year agreement £981.17 per annum

12. MONTHLY INCOME & EXPENDITURE REPORT

	Current	Deposit	War Memorial	Total
Balance B/Fwd 01 April 2015	£ 5,562.71	£12,118.27	Monies for the war memorial are included in the figures presented but are ring fenced	£17,680.98
Total Receipts to 01/05/15	£ 5,706.23	£0.00		£ 5,706.23
	£ 11,268.94	£12,118.27		£23,387.21
Total Outgoings to 01/05/15	£ 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
Inter-Account Transfers April 2015	£0.00	£0.00		£0.00
Closing Balance 1 May 2015	£ 10,126.58	£12,118.27	£3,813.10	£22,244.85

13. WAR MEMORIAL

13.1 H Brett will be on site on 14th May

13.2 Proposal to resurface path

May 2015

14. HIGHWAYS

14.1 Monthly report: Alan Goodings

15. PLANNING

The following application has received approval:

App No: 2015/0449. Bucks Lane

Discharge of conditions No 3 (materials), No 5 (Window Design and timber profile) and No 17 (surface water)

New applications for consideration

i) App No: 2015/0804. Whitehall Farm
Constructions of a digestate and dirty water storage reservoir (change of use)

ii) App No: 2015/0847. Top O'Hill, Hospital Road
Two storey side Extension and internal alterations

16. PLAYING FIELD

16.1 Receive monthly playing field report (R Goodings)

16.2 To note that the annual Inspection will be carried out during June

17. WICKLEWOOD VILLAGE HALL

17.1 Receive monthly report from Village Hall Caretaker

17.3 Receive monthly report from Booking Clerk

18. ANY OTHER BUSINESS

19. DATE AND TIME OF NEXT MEETING:

Monday 1ST June at 7.45pm. Agenda Items to Clerk by 22nd May