

May 2014

You are summoned to the Annual Parish Council of Wicklewood Parish Council which will be held at Wicklewood Village Hall on **Monday 12<sup>th</sup> May 2014** at **7.45pm**.

Anne Panella  
Parish Clerk  
6<sup>th</sup> 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. **PUBLIC FORUM**
6. **APPROVAL OF THE MINUTES OF THE MEETING HELD ON MONDAY 7<sup>th</sup> APRIL 2014**
7. **MATTERS ARISING AND THOSE NOT SHOWN ELSEWHERE ON THIS AGENDA**
8. **REVIEW OF POLICY DOCUMENTS**

There are currently no amendments required to the Policy Documents.
9. **APPOINTMENT OF INTERNAL AUDITOR 2014/15**
10. **CORRESPONDENCE: Please note all correspondence is available to view from 7.20pm**

### INCOMING CORRESPONDENCE

6.1	Office of the Police and Crime Commissioner	<a href="mailto:opccn@norfolk.pnn.police.uk">opccn@norfolk.pnn.police.uk</a>
6.2	Norfolk Constabulary: Crime Surveys	<a href="http://www.norfolk.police.uk">www.norfolk.police.uk</a>
6.3	Better Broadband	Norfolk County Council Information line: 0344 800 8020
6.4	South Norfolk Council	Local Plan Submission of Documents <a href="http://www.south-norfolk.gov.uk/local-plan-examination">www.south-norfolk.gov.uk/local-plan-examination</a>

### OUTGOING CORRESPONDENCE

i	Chairman, Windmill Trust
ii	Grant Application to Norfolk Community Foundation

### 11. ACCOUNTS FOR PAYMENT

7.1	Anne Panella	Clerk's Salary	£188.05
7.2	Karen Bush	Caretaker & Booking Clerk Salary	£248.66
7.3	HMRC	PAYE (May 2014)	£47.40

7.4	Aon Insurance	Annual Insurance Premium	£1438.89
7.5	Norse	Grass Cutting: Playing Fields	£171.30
7.6	R Carver	PAT Testing	£28.50
7.7	Hugh Crane	Supplies	£133.93
7.8	Eon	Electricity	£127.79
7.9	Public Works Loan Board	Loan Repayments	£678.36
7.10	Tim Carver	Delegated urban grass cutting	£100.00
7.11	Anglian Water	Water 7 Dec 2013 – 10 March 2014	£100.74 credit
<b>TOTAL</b>			<b>£3,162.88</b>

## 12. MONTHLY INCOME & EXPENDITURE REPORT

	Current	Deposit	Total
<b>Balance B/Fwd 24 March 2014</b>	£ 4,836.29	£12,112.23	£16,948.52
<b>Total Receipts to 25/05/14</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

## 13. HIGHWAYS

13.1 Monthly report: Alan Gooding

## 14. PLANNING

No new planning applications have been received.

The following applications have received approval:

- i) App No: 2014/0136. 112 High Street  
Two storey extension to side of dwelling, replacement of single storey rear extension and internal alternations
- ii) App No: 2014/0247. 49 Church Lane  
Erection of two bay timber framed Cart Shed at front of property
- iii) App No: 2013/2091 Land off Low Street  
Extension of existing facilities to form holiday accommodation (revised application)

**15. PLAYING FIELD**

15.1 Receive monthly playing field report (R Goodings)

**16. WICKLEWOOD VILLAGE HALL**

16.1 Acoustics Survey

16.2 Receive monthly report from Village Hall Caretaker

16.3 Receive monthly report from Booking Clerk

**17. NEWSLETTER**

17.1 Draft Newsletter

17.2 Distribution List

**18. ANY OTHER BUSINESS**

**19. DATE AND TIME OF NEXT MEETING:**

**Monday 2<sup>nd</sup> June at 7.45pm. Agenda Items to Clerk by 23<sup>rd</sup> May**