

# WICKLEWOOD PARISH COUNCIL

## Minutes of the Annual Parish Council meeting held in Wicklewood Village Hall on Monday 14<sup>th</sup> May 2018

<b>Present:</b>	<b>Mike Gamble</b>	<b>(MG)</b>	<b>Chairman</b>
	<b>Alan Goodings</b>	<b>(AG)</b>	
	<b>Jack Hipperson</b>	<b>(JH)</b>	
	<b>John Seville</b>	<b>(JS)</b>	<b>Vice Chair</b>
	<b>Sarah Wayne</b>	<b>(SW)</b>	
<b>In attendance:</b>	<b>Helen Frayer</b>	<b>(HF)</b>	<b>Parish Clerk</b>
	<b>Anne Panella</b>	<b>(AP)</b>	<b>Outgoing Parish Clerk</b>

### Action

#### **ELECTION OF CHAIR**

360 Proposed by AG, seconded by JH that MG be Chair for 2018/18. All in agreement

#### **WELCOME AND APOLOGIES FOR ABSENCE**

361 Chair welcomed all to the meeting and introduced Helen Frayer as the new Parish Clerk. Apologies received from Andrew Goodings, Richard Maguire, Michael Edney and Margaret Dewsbury.

#### **DECLARATION OF INTERESTS**

362 None were received.

#### **ELECTION OF OFFICERS**

363 Vice Chair: Proposed by MG, seconded by SW that JS be Vice-Chair for 2018/19

The following appointments were agreed for 2018/19

364 Responsible Financial Officer: Jack Hipperson  
Highways Officer: Alan Goodings  
Playing Field Officer and Play Area Inspector: Sarah Wayne

#### **OTHER APPOINTMENTS**

365 Internal Auditor: The current Internal Auditor has yet to confirm if she is able to continue for a further year. However, there is a local company, Adepta, that carries out Internal Audit for Parish Councils that could take on the role if required

**Resolved:** to approve either of the above subject to confirmation from the current Internal Auditor. Proposed by MG, seconded by JH. All in agreement.

#### **REVIEW OF GOVERNANCE DOCUMENTS**

366 Standing Orders have been updated and previously circulated.  
Data Protection Policy and Retention of Documents Policy also previously circulated

**Resolved:** to approve the reviewed Standing Orders and other policies. Proposed by MG, seconded by JH. All in agreement.

## PUBLIC FORUM

- 367 Some residents of Crownthorpe Road expressed concern about the proposed development of 5 passive houses. They queried if the status of the site, a commercial brown site, was correct. Also concerns re the additional traffic as this is already a dangerous turning. Wymondham Town Council have already stated they have no comments. To be discussed later in this meeting
- 368 One allotment holder asked if anything was being done about laying on water at the allotments. MG stated that there have been no further requests and the cost would be very high so there are no plans to do this work
- 369 The head teacher of the school pointed out that the zigzag lines outside the school still hadn't been done. MG said that Highways had confirmed it was on their list. Clerk to inform MD.

## MINUTES OF THE MEETING HELD ON MONDAY 9<sup>th</sup> APRIL 2018

- 370 **Resolved:** to approve the Minutes of the meeting held on 9<sup>th</sup> April. Proposed by MG, seconded by JS. All in agreement.

## MATTERS ARISING

- 371 Sack Barrow: Ron Lansdale has repaired this and replaced one of the wheels free of charge. HF to thank him for his work **HF**

## CORRESPONDENCE

372	Barclays Bank	Closure of Attleborough Branch on 3 <sup>rd</sup> August 2018
	RoSPA Inspection	Play area inspection in June/July
	SNC: Update on discussions regarding collaborative working	<a href="http://www.south-norfolk.gov.uk/Progress-Report">www.south-norfolk.gov.uk/Progress-Report</a>

## ACCOUNTS FOR PAYMENT

373	Salaries (note: due to GDPR these will no longer be itemised)	Clerk, Booking Clerk, Cleaner – April 2018	£502.51
	HMRC	PAYE (Month 1, 2018:19)	£114.60
	Zurich	Annual Insurance	£1,288.14
	Village Hall consumables	Cleaner expenses	£25.86
	Les Cooper Builders	Repairs to disabled tap and bar	£530.00
	Public Works Loan Board	Scheduled Repayment (Direct Debit)	£678.36
	AF Affinity	Electricity to village hall March 2018 (Direct Debit)	£110.72
	Tim Carver	Urban Cut: 1 of 6	£100.00
		<b>TOTAL</b>	<b>£3,350.19</b>

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

## MONTHLY INCOME AND EXPENDITURE REPORT

374

	Current	Deposit	Total
Balance B/Fwd 28/04/2018	£ 5,702.34	£5,132.08	£10,834.42
Total Receipts to 05/05/2018	£ 7,484.31	£ 0.00	£ 7,484.31
	£ 13,186.65	£ 5,132.08	£18,318.73
Total Outgoings to 05/05/18	£ 1,174.05	£ 0.00	£ 1,174.05
	£ 12,012.60	£ 5,132.08	£17,114.68
Inter-Account Transfers April 2018	0.00	0.00	0.00
Closing Balance 05/05 2018	£ 12,012.60	£5,132.08	£17,114.68

### HIGHWAYS

375 Highways Dept have been addressing the multiple pot holes. Verge cutting will re-commence shortly

376 There has been a meeting with Highways re the proposed new footpath along High Street. The Highways Engineer has assessed site and will provide specifications and costings. Currently 50% of the cost can be accessed via the Parish Partnership scheme, with potential for 75% grant from NCC. Applications for this must be in by December 2018. If local contractors are engaged for this work they must be approved, and work to, specifications provided by NCC

377 Village Sign. We have one quote and photos. Awaiting 2<sup>nd</sup> quote which still hasn't arrived. MG will contact another contractor. **MG**

### PLANNING

378 Planning Application SNDC Ref 2018/0744 Crownthorpe Road – It was agreed that the proposed 5 houses is over-development of the site. In addition, road access is hazardous. **HF**

379 Training: AP reported that NALC don't supply any specific planning training but may provide a bespoke session if requested. Agreed to enquire if this can be provided prior to monthly meeting. **HF**

### VILLAGE HALL AND PLAYING FIELD

380 The playing field grass does not appear to be being cut fortnightly as agreed. Check with Norse that they are aware of this. JH recommended grass be treated with Lupo weedkiller. Will need taping off to prevent access after it has been sprayed. Hope to do before half term. JH will organise work **JH**

381 The Booking Clerk reports that everyone is paid up to date and there is a new regular hirer. No particular problems

382 Store Room: The Guides have requested that the unwanted equipment is cleared away. This was left over from the kitchen redevelopment. The Store room was

checked and agreed there are surplus items being stored there

- 383 Bar Area: SW reported that there is a lot of mould on the ceiling. MG has arranged for the ceiling to be repaired and will contact builder to check roof as there is evidence that water is leaking on ceiling
- 384 Allotments – The tenant of the large allotment plot has offered to plant a hedge along the Wymondham Road boundary. He will meet the cost of this and maintain it. Confirmation required that this will continue the line with the current hedging and when this work will be carried out
- 385 Fencing – the parish council will purchase the materials for the fencing on the Playing Field and work will commence shortly.
- 386 JS reported that the electric supply is being laid underground, on the Playing Field, 21<sup>st</sup>-26<sup>th</sup> June and will require a shut down on 27<sup>th</sup> June to connect

**ANY OTHER BUSINESS**

- 387 No issues were raised.

**DATE AND TIME OF NEXT MEETINGS: to commence at 7.45 pm**

- 388 Monday 4<sup>th</sup> June 2018. Agenda items to Clerk by 27<sup>th</sup> May  
Monday 2<sup>nd</sup> July 2018. Agenda items to Clerk by 24<sup>th</sup> June.  
The meeting closed at 8.30 pm