

# WICKLEWOOD PARISH COUNCIL

## Minutes of the Parish Council meeting held in Wicklewood Village Hall on Monday 2<sup>nd</sup> July 2018

**Present:**            **Mike Gamble**            **(MG) Chair**  
                         **John Seville**            **(JS) Vice Chair**  
                         **Alan Goodings**        **(AG)**  
                         **Jack Hipperson**        **(JH)**  
                         **Sarah Wayne**            **(SW)**

**In attendance**        **Helen Frayer**            **(HF) Parish Clerk**

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

423 Chair welcomed all to the meeting. Apologies were received from Andrew Goodings, Richard Maguire, Michael Edney and Margaret Dewsbury

### **DECLARATION OF INTERESTS**

424 None were received

### **PUBLIC FORUM**

425 No items raised

### **APPROVAL OF THE MINUTES OF THE MEETING HELD ON MONDAY 4<sup>TH</sup> JUNE 2018**

426 Resolved: to approve the Minutes of the meeting held on 4th May.  
Proposed by JS, seconded by JH. All in agreement

### **MATTERS ARISING**

427 Margaret Dewsbury has updated that the zig zag lines outside the school have now been extended, however the impact of this is that parents are now parking further along the road on the corner from the village sign and local residents feel this could lead to an accident. The Highways Engineer has been informed but it is unlikely that the lines could be extended at the moment

428 Other matters arising are addressed elsewhere in the Agenda

### **CORRESPONDENCE**

429

Seagull Rep Co	Hound of the Baskervilles, Offer to put on a show at the village Hall – Agreed to pass to Cinema Club to see if they would like to proceed with this
430 Resident	Request to redesign village sign base and install village

**HF**

		entry markers – After earlier discussion with correspondent, he is happy with the current arrangements for the sign base. Village entry markers later in agenda
431	Norfolk County Council	Invitation to apply to Parish Partnership Scheme – We will apply to this for the footpath. Deadline is 7 <sup>th</sup> December
432	Resident	Reporting traffic accident on Village Hall driveway – When walking down the drive, a car entered at speed, beeped to get them out of way then sped past knocking them with wing mirror. Was a parent dropping off child for Rainbows/Brownies. Leaders have been notified and have contacted all parents telling them to take care on driveway and keep to speed limit

### ACCOUNTS FOR PAYMENT

433

Salaries	Clerk, Booking Clerk and Cleaner (includes tax rebates)	691.03
Expenses	Stationery, mileage, postage, toner	92.98
Excel Electrical	PAT testing at Village Hall	60.00
Norfolk PTS	Training course for new clerk	45.00
Norse	Grass cutting at playing field	145.85
	<b>TOTAL</b>	<b>£1,034.86</b>

434	Three further invoices received since Dispatch:		
	Rospa Play Safety	Playground Inspection	92.40
	Tim Carver	Grass cutting – Cut 2	100.00
	Tim Carver	New fencing and gates	1,218.25
		<b>GRAND TOTAL</b>	<b>£2,445.51</b>

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

435

The Council agreed that Tim Carver should be formally thanked for the excellent job he did in building the fencing and gates

HF

### MONTHLY PAYMENTS AND RECEIPTS REPORT

436

	Current	Deposit	Total
Balance b/f	11,388.10	5,132.08	16,520.18
Total Receipts to 25.0618	2,150.84	2.56	2,164.96
	<b>13,538.94</b>	<b>5,134.64</b>	<b>18,673.58</b>
Total Outgoings to 25.06.18	3,234.14	0.00	3,234.14
	<b>10,304.80</b>	<b>5,134.64</b>	<b>15,439.44</b>
Inter-Account Transfers June	0.00	0.00	0.00
<b>Closing Balance 28.05.18</b>	<b>£10,304.80</b>	<b>£5,134.64</b>	<b>£15,439.44</b>

## HIGHWAYS

437 AG reported that the 2<sup>nd</sup> round of verge grass cutting had started and would shortly be finished

438 Proposed footpath: Quote has been received from Bob West, £29,850 but he hasn't sent a full spec. This is required in order that other highways authorised contractors can quote. We can't bid for the Parish Partnership Scheme until we have further quotes. Query about what happens if we are successful in our bid but then cant raise the 50% required.

**Action: Bob West to be asked for full spec**

HF

439 Village Sign: The type of bricks have been selected and work should start shortly although no date yet given. HF has contacted the Loss Adjuster re the £100 excess and this should be refunded. The Net has asked for an article about the sign. Publishing deadline 10<sup>th</sup> July.

**Action: MG to write article for The Net**

MG

440 Request re speed limit on Wymondham Rd, Kimberley: Kimberley Parish Council have been notified that Wicklewood PC would support this request. The Chair of their council has been invited to attend a meeting to discuss if he wishes.

No action required, pending response from Kimberley Chair

441 To consider request for village entry signs: At request from local resident, agreed to consider these signs as seen elsewhere in the area. Not known if the local Parish Councils have to pay or whether Highways do. HF has contacted Kimberley PC to request details as they have recently had these signs fitted. No reply as yet.

**Action: To chase Kimberley PC for information**

HF

## PLANNING

442 Planning Training: As requested at a previous meeting, HF had sourced some training for planning issues. Two hours sessions available in Bury St Edmunds £40. Requests to the planning dept and Norfolk ALC to provide a session at a parish meeting had been declined. Those present did not feel this training was currently required

**Action: Keep training details in case needed by new councillors**

443 The recent planning decisions were noted. No action required

## WICKLEWOOD VILLAGE HALL & PLAYING FIELDS

444 Report from Booking Clerk: All up to date. £1303.00 income this month. No reported issues

445 Report from playing field inspection: SW is now inspecting equipment on regular basis. Check list passed to clerk. The Kill your Speed sign is dented but not badly. ROSPA have carried out annual inspection. Risk

level low on all items. Some minor issues identified. Bench supports in ground are loose, and fence post base exposed. Bench and table also need to be re-painted. To be added to budget for next year

**Action: Tim Carver to be asked to correct**

JS

446 Repairs to hall roof: Date yet to be agreed for this work

447 Actions following PAT testing: The recent PAT testing of electrical appliances failed one item, the cold shelf in the bar. As there two fridges in the bar, this shelf is surplus to requirements. The plug to be removed

448 Internal Safety Checks: The fire extinguishers and fire alarm need to be checked/tested on a monthly basis. Believed to be part of cleaner's JD. The checks need documenting. Extinguishers are due their annual testing. Fixed wiring is due for the 5 yearly check. Health and Safety Executive checklist needs completing. Shelves in rear storage room are coming away from the wall and need repairing

**Actions:**

- **Check Cleaner's job description and get written documentation of checks being completed**
- **Fire extinguisher company to carry out annual service of appliances**
- **Arrange for fixed wire testing to be carried out**
- **Repair shelving**
- **Complete HSE checklist**

HF

JH

HF

MG

HF

449 Grass cutting: Norse have been requested to increase the frequency of cuts to 13 a year. They will re-quote and then sort a pro rata invoice for rest of year. Have queried which areas we mean. Confirmed it is all the playing field, play equipment and overflow car park

450 Hedge: JS reported that the new hedge at the rear of the new development has grown very tall and spindly. Needs cutting lower to prevent damage and encourage thicker growth. JH reported that kids have been pushing through the rear hedge and getting onto private land. He will block the gaps with brambles

**Action: Request a quote from Tim Carver for this work**

HF

451 Security Gates: Combination has been passed to relevant users. Need to notify emergency services. The Net has requested article about the new fencing

**Action: MG will contact HF with relevant emergency contact details to update**

MG

HF

**MG will write short article for The Net about the fencing**

MG

452 Power line: JS reported that the work to bury the power line under the overflow car park has been completed.

**Action: To contact Clive Turner at UK Power Networks to ask how much the Council will be entitled to as a Capitalised Easement Payment in respect of this work**

HF

## **ANY OTHER BUSINESS**

453 HF notified that a public consultation has started regarding the Norfolk Minerals and Waste Local Plan Review.  
**Action: Circulate Councillors and send details to The Net for local input** HF

454 SW reported that there have been a number of car break ins in the Low Road area and suspicious persons seen. Police aware. For local vigilance

455 MG reported that he has received a letter of resignation from SW. He thanked her for all the work she has done for Wicklewood. RM has also indicated that he intends to resign, formal letter not yet received. The two vacancies will be advertised as widely as possible. Suitable candidates will then be interviewed and if suitable can be co-opted onto the Council for the remainder of the term. Deadline for applications to be Friday 24<sup>th</sup> August. Interviews of candidates to be on day of next meeting prior to the public meeting starting

**Actions: Vacancies to be advertised** HF

### 456 **DATE OF NEXT MEETING**

In view of the fact that the Council is now two members short and some of the remaining Councillors will be busy with harvest at the next scheduled meeting, it was decided that the August meeting will not take place and therefore the next meeting will be Monday 3<sup>rd</sup> September. Agenda items to Clerk by 26<sup>th</sup> August

The November meeting will also be rescheduled to be a week later to prevent it clashing with Bonfire Night. It will therefore be on 12<sup>th</sup> November

### 457 **CONFIDENTIAL ITEM AFTER PUBLIC MEETING CHANGES TO BANK MANDATE**

Banking details appropriately updated. Signatories remain as MG, JH and AG. Any two to sign. HF added to have access to account.

**Action: Paperwork to be sent to bank** HF

The meeting closed at 9.00