

WICKLEWOOD PARISH COUNCIL

Minutes of the Parish Council meeting held in Wicklewood Village Hall on Monday 12th November 2018

Present:

Mike Gamble	(MG)	Chair
John Seville	(JS)	Vice Chair
Jack Hipperson	(JH)	
Alan Goodings	(AG)	
Richard Goodings	(RG)	
Nick Kemp	(NK)	

In attendance:

Helen Frayer	(HF)	Parish Clerk
Rachael Mold	(RF)	Booking Clerk

523 WELCOME AND APOLOGIES FOR ABSENCE

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

524 DECLARATION OF INTERESTS

None were received

The Chair announced a change the order of the meeting as members of the public were in attendance regarding correspondence received

525 CORRESPONDENCE

South Norfolk Council	Annual Rough Sleeper Estimate. Count required on 14 th Nov. Councillors stated they are not aware of any rough sleepers in the parish so no action required
NALC	Invitation to AGM – noted
Norfolk County Council	Greater Norwich Local Plan Consultation – noted. Details have been passed for entry into parish magazine for public input – To be put on the agenda for next month
Norfolk County Council	Norfolk Budget consultation – noted. Details have been passed for entry into parish magazine for public input
Mr and Mrs Hallam	Email received offering to hold a parish Christmas meal on Boxing Day for those who will be alone at Christmas – Council were in favour Resolved: to give donation of £50 towards costs. Hall will be booked and charged for in the normal way. Proposed MG, seconded RG all in favour

PUBLIC FORUM

526 Mr and Mrs Hallam explained their proposal for the Christmas meal and distributed proposed invitation and menu

527 MINUTES OF MEETING HELD ON MONDAY 1st OCTOBER

Resolved: to agree and sign the minutes as correct. Proposed JS, Seconded NK all agreed

MATTERS ARISING not included in Agenda

528 Minute 499 HF reported that as a result of thanking UK Power Networks re their good work she had received a reply saying that they have scheme to reward workers when this happens. Leaflet also received with info about not erecting marquees over underground cables

529 Minute 500 A member of the public had complained direct to Michael Edney re the hedge in Church Lane who had reported it to Margaret Edney who contacted Bob West. The hedge has still not been cut despite last month the report from Highways was that they had given the occupants 21 days to comply
HF to contact Bob West re current situation

530 Minute 501 BT Openreach have been contacted by both HF and JS but it has still not been repaired **JS said he would contact them again**

531 Minute 506 HF had notified Highways re the various gullies and drains that needed clearing

532 Minute 515 Electrical safety certificate and invoice now received

533 Minute 516 NG has not yet been able to contact the householder, still outstanding

534 ACCOUNTS FOR PAYMENT

Salaries	Clerk and Booking Clerk	329.96
Expenses	Mileage, homeworking	26.10
Cleaning	Norfolk Eco Clean (incs extra hr for exterior window clean plus toilet rolls and handwash	385.74
The Net	Annual advert in magazine	40.00
PKF	External Audit professional costs	240.00
Jeremy Neave	Repair electrical socket	43.20
Tim Carver	Verge cutting	100.00
Jeremy Neave	Repairs to fixed electrics and safety report	151.20
Norse	Grass cutting playing field	284.08
G S Mann	Plumbing repairs in toilet	60.00
	TOTAL	£1,660.28

Two further invoices have been received since Dispatch.

Helen Frayer – new drum for printer £55.80

B Clarke – annual verge cutting £1008.00

Final Total £2,724.08

Resolved: That all accounts as presented be paid. Proposed AG, seconded JS. All agreed

535 MONTHLY INCOME AND EXPENDITURE REPORT

	Current	Deposit	Total
Balance b/f	5,916.60	5,137.20	11,053.80
Total receipts to 5.11.18	6,276.36	0.00	6,276.36
	12,192.96	5,137.20	17,330.16
Total outgoings to 1.10.18	1,777.50	0.00	1,777.50
	10,415.46	5,137.20	15,552.66
Inter Account Transfers	0.00	0.00	0.00
Closing Balance	10,415.46	5,137.20	15,552.66

It was noted that receipts were higher than usual due to receipt of half year precept, annual adopter payment, annual Wayleave, annual allotment rents and termly hall hire fees

BUDGET

536 First draft of budget distributed. Council need to decide if they will include the costs under capital expenditure for the proposed new footpath. HF asked to explain situation – A bid can be put to The Parish Partnership Scheme (PPS) which, if successful, will pay 50% of the cost. This would leave £14,925 to be paid by the Council. This would require quadrupling the precept cost from what it was this year. The deadline for placing the bid to PPS is 7th December, so if the Council wanted to go ahead this would need signing off at the next meeting. One of the requirements for the bid is to have the support of, amongst others, those whose frontages would be affected.

Council discussed, with concerns being raised as to whether the village would support this big increase in council tax and whether in general the footpath was wanted. It is not deemed to be a safety issue as people can safely walk along the verge. It was queried how many people walked along there. JS suggested it could be an action plan to implement in the future when/if CIL money is received from the new developments. Consider ringfencing some money each year to save towards it and in the meantime clarify village support.

Resolved: Will not include the footpath in the budget this year. Will aim to ringfence money each year and if CIL is received that will be ringfenced for this purpose. Proposed MG, seconded JS, all agreed

537 MG suggested an additional item to be included in the budget is more efficient hand dryers in the toilets to avoid the problem with toilets being blocked by people using toilet paper to dry hands

Budget to be discussed further in December meeting.

HIGHWAYS

538 AG had nothing to report.

539 JH reported that there is still flooding at Chapel Bell Bridge on the B1135 and an elder tree growing out of the road surface **HF to report to Highways**

PLANNING

540 New planning applications were noted. Application 2018/2427 agreed to comment concerns re access onto a busy road **HF to action**

541 New planning decisions were noted.

WICKLEWOOD VILLAGE HALL AND PLAYING FIELDS

542 Report from Booking Clerk: Bookings are up to date and takings were up this month as reported above.. RM reported that although she still hadn't managed to meet the new cleaner, she has been monitoring, and the overall cleanliness is good with no complaints from users. Query about cleaning the floor other than just sweeping. **HF to contact floor contractor to clarify cleaning methods**

543 RM explained revisions to booking form. Revisions all agreed.

544 RM circulated a schedule regarding responsibility of various issues with the village hall. Items were discussed and clarified. RM to update schedule and circulate.

545 Purchase of new cleaning equipment agreed as per list submitted by RM
Resolved: HF to purchase items up to approx. cost of £50 Proposed GM, seconded JS all agreed

546 The hot water urn has been removed as unsafe. Replacement required
Resolved: HF to purchase new urn Proposed GM, seconded JS all agreed

547 HF had received quote to service fire alarm system and emergency lights £90. This included showing how to carry out regular testing. JS agreed to be the contact to be shown how, he will then instruct HF who will carry out regular testing along with the other H&S tests. **Resolved: to agree quote Proposed JS, seconded NK**

548 Repairs and decoration to bar – MG reported that he has been contacted by the licensee but the new shelves have not yet been built. Until that is done, no further work can take place.

549 Maintenance items in hall – Bolt to be placed on cupboard door in the boiler room Les Whitehead will fit. Notices to be placed on exit door reminding people to turn off

the boiler as it is not on a timer. Notice to be placed on boiler room door explaining where toilet light switches are and boiler switch. External door to meeting room has been found to be insecure on occasion. There appears to be a fault. It was recognised that people are opening this door as they don't have a key to the kitchen. Key to be placed on hook by the kitchen door. The meeting room door will probably continue to be opened though when the bar is in use for ventilation. **MG will give number of door man to repair external door. HF to action above points**

- 550** Report from playing field inspection: NK reported that the hedge has still not been cut. The new sign has been installed, thanks to Les Whitehead for carrying out this work. The cess pit has a small inspection hatch under the trees which is missing its lid. A paving slab will be placed over this
- 551** Report of gate being placed in boundary fence: When permission was originally given for the developers to remove the existing hedge and replace with fencing and new hedge, it was a condition that no gates would be built into the fence. This was recorded in the minutes of meeting on 2nd February 2015. A representative of the development company was present at this meeting and this agreement should be a covenant in the new properties. They also ,at the same meeting, agreed to maintain the hedge for the duration of the build. This was not done **HF to write to developer**
- 552** Report of gate in boundary fence – HF has written to the contractors regarding this and their liability to maintain the hedge as outlined in the minutes. No reply received from original letter. Email response to follow up letter stated that original letter not received and they will reply to all points. Requested response in time for December meeting
- 553** Grass and hedge cutting – Norse have sent a customer survey. JS will complete
- 554** Maintenance of grounds – Septic tank needs emptying. Previous contractor no longer does this. Duffields have been recommended. **HF to action**
- 555 TRAINING**
New training programmes have been issued. Agreed for clerk to attend AGAR training
- 556 ANY OTHER BUSINESS** nothing raised
- 557 DATE OF FUTURE MEETINGS**
Monday 3rd December. Agenda items to Clerk by 23rd November
Monday 7th January. Agenda items to Clerk by 28th December
Schedule of meeting dates for 2019 was distributed

The meeting was closed at 9.00pm