

# WICKLEWOOD PARISH COUNCIL

Minutes of the Parish Council meeting held in Wicklewood Village Hall on  
13<sup>th</sup> May 2019

Monday

**Present:**

John Seville	(JS)
Nick Kemp	(NK)
Alan Goodings	(AG)
Richard Goodings	(RG)
John Hipperson	(JH)
Joel Pailes	(JP)

**In attendance:**

Helen Frayer	(HF)	Parish Clerk
Margaret Dewsbury	(MD)	County Councillor

**1 DECLARATIONS OF ACCEPTANCE OF OFFICE**

All signed the Declarations

**2 ELECTION OF CHAIR**

John Seville was proposed as Chair by JH, seconded by AG. All agreed

**3 WELCOME AND APOLOGIES FOR ABSENCE**

The Chair welcomed all to the meeting and said how pleased he was that his fellow councillors had stood again and welcomed new councillor Joel Pailes. Apologies were received from Richard Elliot the newly elected District Councillor.

**DECLARATION OF INTERESTS**

**4** JP submitted his DOI form as a newly elected councillor. JS declared an interest in item 14.3 on the agenda.

**ELECTION OF OFFICERS**

**5** Nick Kemp was proposed as Vice Chair by RG, seconded by JH, all agreed

**6** As is approved practice, the Parish Clerk will now be the Responsible Finance Officer.

**7** Highways Officer – Joel Pailes, proposed NK, seconded JH, all agreed. AG agreed to continue to liaise with Brian Clarke re verge cutting.

**8** Playing Field and Play Area Officer – Nick Kemp, proposed RG, seconded JH, all agreed.

**9** Data Protection Officer will continue to be the Parish Clerk

**10** The vacancy for a co-opted member will be circulated via local social media.

## PUBLIC FORUM

- 11 MD reported that the liaison between Broadland and SNC is working well. As the elections have only just taken place, the committees are still in the process of setting up. County are changing from a committee to cabinet system as it is more effective. MD is still responsible for communities

## MINUTES OF MEETING HELD ON MONDAY 1<sup>st</sup> APRIL

- 12 **Resolved:** to agree and sign the minutes as correct. Proposed NK, Seconded RG, all agreed

## MATTERS ARISING not included in Agenda

- 13 HF reported that Bob West at Highways had been updated re Church Lane. He said he would inspect again. Highways had also been updated re Reg No of vehicle that hit posts.
- 14 Wave had been contacted again re the Water Rates bill but were unable to refund as reported too late. Must ensure that if leak happens in future, Clerk must notify Wave immediately – just reporting the leak to Anglia Water is not sufficient.
- 15 Householder at 43 High Street have been written to re the damage to the verge. It does not appear that any repairs have been made and JS reported the builders van is still there.
- 16 The latch for the gate to the playing field has been fitted
- 17 Outside light repair still outstanding
- 18 The litter pickers have been purchased and already used by the community

## 19 CORRESPONDENCE

M Gamble	Thank you letter	JS stated the gift for M Gamble had been paid for by the Councillors, not with Council money.
Norfolk Police	Rural update	Noted
Environment Agency	River Maintenance	Info will be placed on noticeboard.

JS asked that Environment Agency be contacted re sewage pumping station which appears to be set up to discharge direct into river if power fails and would like to know if this meets current Environmental Regulations. **HF to action**

## 20 ACCOUNTS FOR PAYMENT

Salaries	Clerk and Booking Clerk	316.04
Expenses	Mileage, postage, stationery	35.02
Cleaning	Norfolk Eco Clean	405.00
A Hallam	Refund for hall hire for cancelled event	40.00
N Kemp	Litter Picking tongs	75.95
R Mold	Kettle	30.00
South Norfolk Council	Emptying bins	58.99
Norfolk ALC	Annual Membership	235.73
HMRC	Month 1	46.20
	<b>TOTAL</b>	<b>£1,372.93</b>

**Resolved:** That all accounts as presented be paid. Proposed JH, seconded RG. All agreed

## 21 MONTHLY INCOME AND EXPENDITURE REPORT

	<b>Current</b>	<b>Deposit</b>	<b>Total</b>
Balance b/f	8,780.65	5,142.32	13,922.97
Total receipts to 29.01.2019	4,952.97	0.00	4,952.97
	<b>13,733.62</b>	<b>5,142.32</b>	
Total outgoings to 29.01.19	1,992.20	0.00	1,992.20
Inter Account Transfers	-4,000	4,000	
<b>Closing Balance</b>	<b>7,741.42</b>	<b>9,142.32</b>	<b>16,883.74</b>

HF reported that the VAT refund for last year has been received, also the half year Precept. No cheques have been paid in during this period due to the auditor having the paying in books.

NK asked if it would be appropriate for a higher rate account to be opened for the money that is being ring-fenced for the footpath. **Action:** HF to research accounts

**22** The annual insurance premium is due. There is a reduction for committing to a 3 or 5 year term. This freezes the rates, not the price as it is index linked. 1 yr is £1311.49, 3 yrs, £1258.53, 5 yrs £1205.56. **Resolved:** to renew on 5 yr term. Proposed JH, seconded NK all agreed

**23** **CHANGE IN BANK MANDATE:** With the changes in the Council the bank mandate needs updating. JS and NK agreed to become signatories. HF to action

**24** **NOMINATIONS TO NorfolkALC EXECUTIVE:** None received

#### **HIGHWAYS**

**25** AG had nothing to report

**26** The Children Playing sign is too badly worn to repair. To be removed. JP agreed to remove

#### **PLANNING**

**27** The new planning applications and decision as listed on the Agenda were noted with no comments

#### **WICKLEWOOD VILLAGE HALL AND PLAYING FIELDS**

**28** Report from Booking Clerk: RM thanks HF for her help while she was away. The hall has been used once this month for an election and is booked to be so used again later this month. This has impacted on the regular Thursday users but the income from the whole day booking has been welcome. The new yoga class has started. No adverse comments have been received re the increase in price. One user has said it is appreciated the lower rate for local residents. The cleaner has been asked to be more reliable but it is a situation that requires constant monitoring. Donna has commented that it is worse on a Friday after Guides etc on Thursday evening, however the cleaner is supposed to come Friday morning which brings into question if he is always coming. RM will speak to Guides about clearing up after themselves and will continue to monitor the cleaner

- 29** After incidents where the toilets had become blocked, it had previously been suggested that new more effective hand driers be installed. This has been allowed for in this year's budget. Details of recommended driers had been supplied by Mike Gamble before he left.  
**Resolved:** To purchase new hand driers and ask Jeremy Neave to install (and fix outside light which is still outstanding). Proposed NK, seconded JH, all agreed
- 30** Village hall roof – SV Harvey are coming on Thursday to lift the existing roof over the bar and repair
- 31** Report from playing field inspection: NK reported that inspection had taken place. The bins had not been emptied (RM will mention to cleaner) and the grass needs cutting. The climbing frame and metal table/chairs need painting.  
HF to get quote from Vic Hubbard in Wymondham who has previously done the work
- 32** Maintenance of grounds: NK reported that Norse do not appear to be cutting as per the schedule. There has only been one cut so far this year at the end April/early May. Dockets have been put through the door for scarifying and cutting the surrounds but not the main field. HF to raise issue with Norse again (we have not yet been invoiced so can't tell if we are being charged for work that hasn't happened. HF to get quotes from elsewhere with a view to changing contractor. JH will check re the spraying
- 33** **REQUEST FROM SCHOOL TO FUND CABINET FOR DEFIBRILLATOR**  
The school already have a defibrillator which they would like to make available to the community and have requested the Parish Council purchase a cabinet for this. This would be placed on the outside wall of the school. A quote from the first response community team is £535 plus VAT. It had previously been suggested by Michael Edney that the newly elected District Councillor (Richard Elliott) be approached to ask if he could give a grant towards this. HF to contact Richard Elliott, JP offered to research alternative grants. HF to check with school if this includes installation and if they will cover it for insurance.  
**Resolved:** To agree purchase of cabinet, with or without grant from elsewhere. Proposed NK, seconded JP, all agreed
- 34** **ANY OTHER BUSINESS:** None
- 35** **DATE OF FUTURE MEETING**  
Monday 3<sup>rd</sup> June. Agenda items to Clerk by 24<sup>th</sup> May  
The meeting was closed at 8.45pm