

# WICKLEWOOD PARISH COUNCIL

## Minutes of the Parish Council meeting held in Wicklewood Village Hall on Monday 3<sup>rd</sup> June 2019

**Present:**

<b>John Seville</b>	<b>(JS)</b>	<b>Chair</b>
<b>Nick Kemp</b>	<b>(NK)</b>	<b>Vice Chair</b>
<b>Richard Goodings</b>	<b>(RG)</b>	
<b>Alan Goodings</b>	<b>(AG)</b>	
<b>John Hipperson</b>	<b>(JH)</b>	
<b>Joel Pailes</b>	<b>(JP)</b>	

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

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

The Chair welcomed all to the meeting. Apologies were received from Margaret Dewsbury and Richard Elliott

### **37 DECLARATION OF INTERESTS**

None declared

### **38 CO-OPTION OF NEW COUNCIL MEMBER**

There was one local resident, Gemma Minors, who has put herself forward for co-option to the vacant position on the Parish Council. Gemma's details had already been circulated to the Council. Gemma said that as a fairly new resident in the village, she wanted the opportunity to be involved and also felt that the current Council did not properly represent the makeup on the local population and by her coming onto the Council it would improve this and she wanted the opportunity to bring new ideas forward. Proposed JP, seconded RG, all agreed.

### **39 PUBLIC FORUM**

Alan Coombs asked if there was an update on the defibrillator. This will be covered under Matters Arising

### **40 MINUTES OF MEETING HELD ON MONDAY 13<sup>th</sup> MAY**

There was one correction, item 15, the letter re the damage to the verge was sent to the householder of 43 High Street. The minutes of the last meeting were then agreed as correct

**Resolved: to agree and sign the minutes as correct after above amendment.**

**Proposed RG, Seconded JH, all agreed**

**MATTERS ARISING** not included in Agenda

- 41 HF reported that following registering on the South Norfolk Community Litter Pick, although not successful in being picked for the main prize, we would be credited with £20 for participating.
- 42 HF read the response received from the Environment Agency regarding the sewage pumping station. This is within current regulations.
- 43 Richard Elliott has indicated that he will contribute to the cost of the defibrillator cabinet via his Ward Grant. The school have been notified that the Parish Council will fund this and to go ahead and order the box and invoice the Council so it can claim back the VAT. No response received from the school so far. **Action: JP will follow up with the school**

44 **CORRESPONDENCE**

Wymondham Medical Centre	Information about a Patient Participation Group. To be put on noticeboard
Norfolk Police	Norfolk Rural Communities Newsletter. Noted

45 **ACCOUNTS FOR PAYMENT**

Salaries	Clerk and Booking Clerk	315.84
Expenses	Mileage	16.20
HMRC	Month 2	46.40
Norse	Half year field maintenance	931.13
	<b>TOTAL</b>	<b>£1,309.57</b>

Two additional invoices were received for AK Marriott, cleaner £330 and Janice Plunkett, internal auditor for annual audit £227.50. Total £1,867.07. NG queried if Norse should be paid whilst the Council is in dispute about missing cuts. Agreed to pay now rather than going over the credit time limit but request the reduction in subsequent invoice. **Resolved: That all accounts as presented be paid. Proposed NK, seconded JH. All agreed**

46 **MONTHLY RECEIPTS AND PAYMENTS REPORT**

	Current	Deposit	Total
Balance b/f	7,741.42	9,142.32	16,883.74
Total receipts to 24.05.19	1,433.00	0.00	1,433.00
	<b>9,174.42</b>		<b>14,938.36</b>
Total outgoings to 24.05.19	3,256.85	0.00	3,256.85
Inter Account Transfers	0.00	0.00	0.00
<b>Closing Balance</b>	<b>5,917.57</b>	<b>9,142.32</b>	<b>15,059.89</b>

#### **47 SAVINGS ACCOUNT**

As agreed at last meeting, the Council wish to invest the £5,000 ring-fenced money for the footpath in a higher rate account. Two savings accounts have been identified that appear to be suitable that the Council appears eligible to apply to. Both with Hampshire Trust Bank. This is a reputable bank and is covered by the FSCS banking compensation scheme. One account is fixed term for 1 year at 1.90% the second for 2 yr fixed term at 2.0%. The Council agreed that a 1 year term would be more suitable in case additional money for the footpath came available sooner.

**Resolved to apply for 1 year account: Proposed JH, seconded NK, all agreed**

#### **48 ANNUAL GOVERNANCE STATEMENT**

Following the completion of the Internal Audit the Governance and Accounting Statements were presented. No queries received

**Resolved to approve:**

a) the 2017/18 Governance Statements and b) to approve the Accounting Statements. **Proposed by JH, seconded by JS. All in agreement.**

#### **49 FINANCIAL REGULATIONS**

The Financial Regulations have been updated to reflect the change in Responsible Finance Officer. **Resolved to adopt amended regulations: Proposed NK, seconded JP, all agreed**

#### **50 COMMUNITY ACTION NORFOLK MEMBERSHIP**

Annual subscription is due. The Council does not appear to be benefitting from membership at current level. If increased membership to next level could potentially benefit from information about village halls but doubtful if there would be any information not available elsewhere. **JH Proposed to not renew membership, seconded NK. All agreed**

#### **HIGHWAYS**

**51** JP reported that he has removed the old Children Playing Sign as previously agreed. No other issues to report.

**52** JH reported that Highways had recently resurfaced the B1135 including Chapel Bell Bridge with tar and chippings. He stated that on the bridge there was thick mud and weeds and the tar had been laid over the top of this, also the elder tree previously reported at the edge of the carriageway was now about 6' high and had not been removed while the resurfacing work was carried out. Concerns that the road surface will now not last and the tree will cause further damage. The drainage channels were also getting covered and should be redone and piped to the river.

**Action: HF to notify Highways**

**53** AG reported that Brian Clarke has done the first cut on the verges

## PLANNING

- 54 Application 2019/1018 When the outline planning application was submitted the Parish Council objected on the grounds that it was outside of the development boundary. Also the original application was approved on the condition of being single storey with no rooms in the roof. This application is two storey. **Action: To object on same grounds and highlight the additional storey**
- 55 2019/0960 Noted with no comments
- 56 2019/1015 Local residents have complained that the noise management strategy reported isn't working, it appears reliant on a competent person monitoring the noise. Particular issues are very late at night when people are leaving, shouting goodnight and revving engines as they leave the driveway and increased traffic leaving the site going into Church Lane. **Action: To report to Planning these concerns**

## WICKLEWOOD VILLAGE HALL AND PLAYING FIELDS

- 57 **Report from Booking Clerk:** There have been several one-off events this month. After the complaints about the cleaning, the cleaner had been contacted and had responded appropriately. No further complaints received about the cleanliness. Will continue to monitor. RM reported that she thought it appropriate to change the code on the key safe as it has been the same number for some time. RG will assist. RM asked if there was a register of who has keys. None is known about. All regular users to be contacted to ask what keys they have. HF will then compile a register
- 58 **Maintenance items in village hall:** There had been a report that the kitchen door couldn't be unlocked from the outside. On checking with a couple of keys it appears the newer keys only work from the inside. This is not really a problem.
- 59 Replacement Hand Driers : Although agreed at the last meeting to replace the existing driers with more efficient ones, there is not currently a drier in the disabled toilet. Jeremy Neave had been asked to quote to install one. He has stated that there is no connection point so a new circuit from the consumer unit in the hall is needed. The cost, including replacing the two existing ones is £260 + VAT, not including purchase of the replacement driers. **Resolved to accept quote for 3 driers. Proposed JP, seconded RG all agreed.** JH will see if he can get the driers cheaper at the electrical wholesalers.
- 60 The chair sack barrow has a wheel missing. No one has any knowledge of this. RM will contact Cinema Club to see if they have knowledge. JH thinks he may have a spare wheel

- 61 Village Hall Roof:** Harveys have carried out the repairs. There has been no significant rain since to check it is now sound. Invoice not yet received
- 62** Last year the licensee at The Buck had offered to replace the shelving for just cost of materials. This was approved by the Council but had been on hold pending final repairs to roof. HF contacted them and they are still willing to go ahead and will measure up for materials. **HF to check progress**
- 63 Report from playing field inspection:** NK said apart from the grass cutting issue, there was nothing to report. RoSPA will do their annual safety inspection sometime during June.
- 64** Quote has been received from Vic Hubbard to paint the climbing frame and table/chairs set. £340 labour and materials. RG raised concerns that the paint was flaking and would he strip it right back. HF to contact to clarify this and quote was accepted, **Proposed JH, seconded NK**. JH said he would put weedkiller where the metal goes into the ground to enable the paint to go right down. To request work be done before school holidays.
- 65 Review of grass cutting arrangements:** As requested at previous meeting, HF had emailed Norse to complain about the service they were providing. Response received from manager that he would discuss with foreman and credit the account for any cuts missed. It is believed that the March cut was missed. They had come to cut last week but could smell the herbicide from the recent weed spraying so left without cutting and will re-attend. This could mean one cut missing so will request an additional cut in July if required. Also dissatisfaction with the quality around the play equipment. The manager had stated the workmen who attended were not able to fit inside the equipment to cut it properly. They will endeavour to email Clerk when they attend as originally requested. Comparison quote had been received from Palmers Paddocks Services. Their price is £733 more than currently paying. Will reconsider contract at end of season.
- 66 ANY OTHER BUSINESS**  
HF reported that she would be away from 8<sup>th</sup> to 16<sup>th</sup> June
- 67 DATE OF FUTURE MEETING**  
Monday 1<sup>st</sup> July. Agenda items to Clerk by 21<sup>st</sup> June  
The meeting was closed at 9.00pm