WICKLEWOOD PARISH COUNCIL

Minutes of the Parish Council meeting held in Wicklewood Village Hall on Monday 2nd September 2019

Present:	**John Seville**	**(JS)**	**Chair**
	Nick Kemp	**(NK)**	**Vice Chair**
	Alan Goodings	**(AG)**	
	John Hipperson	**(JH)**	
	Joel Pailes	**(JP)**	
In attendance:	**Helen Frayer**	**(HF)**	**Parish Clerk**
	Margaret Dewsbury	**(MD)**	**County Councillor**

131 WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed all to the meeting. Apologies received from Gemma Minors and Richard Goodings

132 DECLARATION OF INTERESTS

JS declared interest in item 12.1 and 12.2 as he is the land owner in 12.1 and adjoining property in 12.2. JS clarified the Standing Orders in this regard

PUBLIC FORUM

133 The headteacher spoke about the speeding issues along the road by the school. At the end of last term there was a near miss and the driver wrote to apologise. As a result, the police did speed checks, stopped 9 drivers in 90 min period, 5 were fined, 4 received warnings. She asked the council to look at getting speed limit reduced to 20 mph as has recently happened at Barnham Broom. JS said that he had been advised by Highways that there were no plans to consider a reduction and the new limit at Barnham Broom was connected to the new development there. He explained that Parish Council are currently looking at what actions can be taken about this issue. MD said she would speak to Highways about this and had some money available for highway improvements that she could potentially contribute to speeding signs. A resident requested that the council look at what is needed without regarding cost and consider how to fund it later. JS responded that the council was obliged to consider the costs.

134 The headteacher reported that the defibrillator cabinet was installed during the school holidays and the defibrillator is now in place and thanked the Parish Council and District Councillor for funding this.

135 MD reported that is has been quiet during the summer. There has been a lot of road resurfacing taking place. They are currently trying to plan services differently to continue to deliver services but keep within their means

136 MINUTES OF MEETING HELD ON MONDAY 5th AUGUST
Resolved: to agree and sign the minutes as correct. Proposed JP seconded NK all agreed

UPDATE FROM CLERK ON ACTIONS FROM PREVIOUS MEETING

137 HF reported that there were no actions not elsewhere on agenda

138 CORRESPONDENCE

Mr Mower	Complaint re planning decision 2019/1401	JS explained the correspondence that had taken place explaining the council's decision regarding this planning application
Norfolk CAB	Request for another donation	Refused. For HF to write and explain this was a one-off donation
RAF Benevolent Fund	Request to identify RAF veterans for assistance	For HF to pass to The Net for publicity
Peter Royle	Request for support for improvement in mobile signal	JS explained the correspondence that had taken place regarding various options to improve mobile signal. MD reported that NCC had checked the strength of mobile signals in all villages

139 ACCOUNTS FOR PAYMENT

Salaries – incls extra hours for booking clerk for cleaning	Clerk and Booking Clerk	372.38
Expenses	Mileage, toner, bins, stationery, cleaning materials	89.43
HMRC	Month 5	46.20
Dream Team Cleaning	Cleaning	108.00
PKF Littlejohn LLP	External audit fee	240.0
	TOTAL	**856.01**

Payment of £250 had been made to M Nudds for manhole cover repair. Payment paid mid-month to avoid late payment costs as original invoice had been lost in post.

Resolved: That all accounts as presented be paid. Proposed JH, seconded NK, all agreed

140 MONTHLY RECEIPTS AND PAYMENTS REPORT

	Current	Deposit	Hampshire Trust Bank	Total
Balance b/f	2,670.24	9,146.11	5,000	16,816.35
Total receipts to 26.8.19	1,250.00	0	0	1,250.00
	3,920.24	**9,146.11**	**0**	**18,066.35**
Total payments to	1 ,821.78	0	0	1,821.78
	2,098.46	**9,146.11**		**16,244.57**
Inter Account Transfers	0	0	0	0
Closing Balance	**2,098.46**	**9,146.11**	**5,000**	**16,244.57**

141 ANNUAL AUDIT REPORT

HF reported that the final audit report had been received from the external auditor. They had commented on an error made the previous year that hadn't been declared this year. This had been mentioned last year but should have also been declared this year. Also, that the fixed asset record should be reported on. Otherwise all in order with no indication of anything amiss.

142 ANNUAL ELECTRIC CONTRACT RENEWAL

The annual contract has just automatically renewed. To consider if the council wish to give notice to stop it automatically renewing next year. It is a syndicate system with AF Affinity that uses bulk purchasing to keep costs low. Agreed to continue but continue to monitor. NK suggested getting quote for heating oil as may be cheaper than current supplier

HIGHWAYS

143 JP reported that he has not noticed anything or had anything notified to him. He reported that people can sign up to My South Norfolk and self report any potholes they notice.

144 JS reported that the gardener reported that the newly built brick base of the village sign is badly cracked. HF has notified builder who are going to inspect and make good.

145 Speeding Issues: JP reported that they are working on a three-pronged approach. GM has negotiated with Westcotec for the free loan of monitoring equipment to measure the speeding which will give evidence of the problem. JP is setting up a community speed watch and needs at least 6 volunteers. Has some already but needs more. Will use social media to publicise. JP is meeting with Bob West the Highways officer on Wednesday to look at the situation and review the various options. Will then be able to report back at next meeting with more information

PLANNING

146 Application 2019/1552 Proposal to build bungalow behind 69 High Street. It was discussed that other gardens in the area are not allowed to build in back gardens as a condition of their development. The Council considered that they were not in favour of back garden development and if this were to go ahead it would set a precedent that would lead to overdevelopment.
AG proposed to approve, no seconder. JP proposed to object, seconded NK, JH abstained.

147 Application 2019/1244 Revised application for play equipment at 67 High Street. It has resubmitted in view of the objection received and the equipment will now be boarded facing towards the neighbours' garden to prevent the children looking over.
JP proposed to approve, no seconder. JH proposed to object, AG seconded and NK also objects.

148 Application 2019/1171 41 High Street, proposed outbuilding conversion and link to existing house. Council have previously made no objection. There were complaints about the windows in what was the outbuilding overlooking the neighbours garden but this has been revised to velux windows. Comments about the well are beyond the knowledge of the council to comment on**. JS proposed no comment, NK seconded, all agreed**

149 New planning decision noted with no comments

WICKLEWOOD VILLAGE HALL AND PLAYING FIELDS

150 **Report from Booking Clerk:** The booking clerk was not at the meeting but no concerns reported. Bins have now been acquired for the ladies and disabled toilet for disposal of sanitary items and bags to put them in. Hopefully this will prevent blockages and problems with the septic tank

151 **Cleaner Contract:** As discussed at last meeting, there have been ongoing problems with the cleaner. HF wrote to him after last meeting giving him notice he was on his final warning. A week later the booking clerk had come to check and it didn't appear that he had been for over a week. She and her partner cleaned the hall. HF addressed this with the cleaner who said he had been but was unable to say what he had done as it didn't appear any cleaning had taken place. The contract was therefore ended with immediate effect. Another cleaning company was recommended, the booking clerk met them and went through the work required and they have accepted the contract and have made a good start. The Dream Team Cleaning Company.

152 **Maintenance items in village hall:** HF had contacted The Buck who are still willing to do this work but unable to give a date as they are working to repair flood damage to The Buck. Will park this item until budget time then consider situation again

153 **Health and Safety:** EFire recently attended to go through alarm testing procedure with booking clerk and reported that every door with a call point beside it is regarded as a fire exit and should be signed and able to open without a key. The fire call points in the toilets and kitchen do not currently meet these conditions. The Council do not want to change the doors in the toilets for security purposes. The hall already has 3 fire exits which is sufficient under legislation. Will consider disabling and covering these extra fire points. This has not arisen on other occasions when the fire system has been tested. **HF to contact company for clarification.**

154 **Report from playing field inspection:** NK reported that the slab has been replaced on the manhole cover. One of the bins has a rotten bottom. Will ask RG if he can repair. The tale tennis table is in place and will be fixed in place on Thursday. NK has the spare bats and balls and will replace as required. RG has repaired the noticeboard. Awaiting the new signs.

155 **Maintenance of Grounds:** The painter contacted, John Roy, had initially intended to use paint stripper, however has now decided that it is not appropriate in a play area. Is proposing to strip back all the loose paint and then use Hammerite. Queries about hammered or smooth and colour. Labour costs approx. £100 and cost of paint. Agreed to request smooth paint in the red, yellow and blue colours as at present.

156 **Allotment rent:** The invoices for the coming year will be going out soon. Consider rent increase. **JH proposed to keep the rent the same, seconded JS, all agreed**

157 **Allotment lease:** The large allotment by the road was left fallow this year as the holder felt unable to manage a large area without the use of chemicals as advised last year. The legal definition of this plot is different from the smaller plot. Under the 1922 Allotments Act, the smaller plots are defined as Allotment Gardens and are for home consumption. The larger plot is defined as an Allotment and can be cultivated for commercial use. In view of the different legal definition it is reasonable to have different lease conditions for this plot. The plot holder has requested being allowed to use limited plant protection products to control weeds and disease. He is not requesting the use of insecticide. The plot holder has a spraying license and receives advice from an agronomist on what products to use. Proposed to amend licence with the following conditions: A buffer strip of approx. 5m of uncultivated land to be maintained around the plot. Spraying to only take place in calm weather conditions and all reasonable measures to be taken to prevent drift to neighbouring plots. The minimum of spraying to take place as advised by agronomist. Neonicotinoid insecticides are forbidden to be used. **Proposed NK, seconded JH, all agreed. Revised lease to be brought to next meeting for final signing off.**

158 **ASSET MANAGEMENT PLAN:** JS had previously distributed the beginning of an Asset Management Plan. Agreed to continue to include all capital assets. Agreed

there would be a minimum £500 value to items to be included. Small items not to be included.

159 **VILLAGE SURVEY:** Nothing heard from RE re this. MD had no knowledge of the previous survey. Agreed that it would be more appropriate to do this locally with specific questions. HF to draft survey to bring to next meeting.

160 **ANY OTHER BUSINESS:** None

130 **DATE OF NEXT MEETING:** Monday 7th October - Agenda items to Clerk by 27th September.
The meeting was closed at 9.15pm