

## Extraordinary meeting of Wicklewood Parish Council

While this is a public meeting and open to all to attend, due to Covid-19 pandemic and Government advice on Social Distancing, the Council does not recommend public attendance. It is planned that this meeting will be very brief and has been called to agree appropriate emergency delegations to enable the Council's essential business such as essential maintenance and payment of invoices to continue if, during the Pandemic situation, the Council are unable to meet or are required to cancel public meetings.

You are summoned to an extraordinary meeting of Wicklewood Parish Council which will be held at Wicklewood Village Hall on **Friday 27<sup>th</sup> March 2020 at 7.00pm**. Weather permitting, this meeting will take place outside in the car park

*Helen Frayer*  
Parish Clerk  
23<sup>rd</sup> March 2020

### A G E N D A

1. **APOLOGIES FOR ABSENCE** – Apologies from Richard Gooding, Alan Gooding and John Hipperson
2. **DECLARATIONS OF INTEREST**
3. **PUBLIC FORUM** including report from County/District Councillor (15 mins)
4. **APPROVAL OF THE MINUTES OF THE MEETING HELD ON MONDAY 3<sup>rd</sup> FEBRUARY 2020**
5. **TO RECEIVE UPDATE FROM CLERK ON ACTIONS FROM PREVIOUS MEETING**  
5.1 Update re proposed High Oak speed limit circulated with this agenda
6. **TO AGREE AN EMERGENCY DELEGATION SCHEME** to enable the Council's essential business, such as (but not exclusively) essential maintenance and payment of invoices, during such times as the Council are unable to meet or are required to cancel public meetings.
7. **ACCOUNTS FOR PAYMENT**

|     |                       |  |                 |
|-----|-----------------------|--|-----------------|
| 7.1 | Salaries              | Clerk and Booking Clerk  | 341.91          |
| 7.2 | Expenses - Clerk      | Mileage (£23.85), Heating Oil (240.03), Stationery (£36.79) and Stamps (82.04) (bulk order of stamps due to imminent postage rates increase) | 382.71          |
| 7.3 | HMRC                  | Month 12   | 53.00           |
| 7.4 | Joel Pailes           | Padlocks for SAM2 signs  | 13.98           |
| 7.5 | South Norfolk Council | Waste bins   | 58.99           |
| 7.6 | Norfolk ALC           | Annual subscription and website maintenance fee  | 235.90          |
| 7.7 | Norfolk ALC           | Clerk's training course  | 54.00           |
| 7.8 | Marie Collins         | Return of hall deposit   | 40.00           |
|     |                       | <b>TOTAL</b>   | <b>1,180.89</b> |

## 8. MONTHLY RECEIPTS AND PAYMENTS REPORT

|                         | Current          | Deposit         | Hampshire Trust Bank | Total            |
|-------------------------|------------------|-----------------|----------------------|------------------|
| Balance b/f             | 13,022.72        | 5,155.23        | 5,000                | <b>23,177.95</b> |
| Total receipts to       | 1,448.56         | 3.16            | 0                    | 1,451.72         |
| 23.03.20                | <b>14,471.28</b> | <b>5,158.39</b> | <b>5,000</b>         | <b>24,629.67</b> |
| Total payments to       | 8,161.96         | 0               | 0                    | 8,161.96         |
| 23.03.20                | <b>6,309.32</b>  | <b>5,158.39</b> | <b>5,000</b>         | <b>16,467.71</b> |
| Inter Account Transfers | 0                | 0               | 0                    | 0                |
| <b>Closing Balance</b>  | <b>6,309.32</b>  | <b>5,158.39</b> | <b>5,000</b>         | <b>16,467.71</b> |

## 9. PLANNING

### **New planning applications:**

9.1 2020/0421 Applicant: Mr Adam Sliwinski Location: Ashcroft Milestone Lane Wicklewood NR18 9QL Proposal: Change of use from residential institution (Class C2) to 2 no. dwelling houses (Class C3) and associated internal and external alterations Application Type: Full Planning Permission

**Future planning applications during any period when the Council cannot meet, will be responded to after an email consultation with Councillors as previously agreed (Minute Ref 595 Jan 2019 refers) Members of the public will be able to send any comments to the Clerk that they wish the Council to consider**

## 10. WICKLEWOOD VILLAGE HALL AND PLAYING FIELDS

10.1 To agree contract for maintenance of playing fields. Quotes and references for the 3 companies who have quoted, circulated with these minutes

10.2 To agree waiving the hall hire cancellation policy during the Corvid 19 crisis

10.3 To consider actions regarding the village hall during crisis – reducing Booking Clerk hours, reducing or cancelling cleaning contract hours

## 11. ANY OTHER BUSINESS

## 12. DATE OF FUTURE MEETINGS

Future meeting to be arranged at a future date in keeping with Government guidelines during the Covid 19 crisis