

WICKLEWOOD PARISH COUNCIL

Minutes of the Parish Council meeting held via Zoom video conferencing as allowed by the Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of local authority and police & crime panel meetings)(England & Wales) Regulations 2020 on **Monday 6th July 2020 at 7.45pm**

Present: John Seville (JS) Chair, Nick Kemp (NK) Vice Chair, Joel Pailes (JP), Richard Goodings (RG), Louise Downton (LD)

In attendance: Richard Elliot (RE) District Councillor, Helen Frayer (HF) Parish Clerk

364. WELCOME AND APOLOGIES FOR ABSENCE

Apologies received from Alan Gooding, John Hipperson and Margaret Dewsbury. The Chair welcomed all to the meeting.

365. DECLARATION OF INTERESTS

There were no declarations of interest

PUBLIC FORUM

- 366.** A resident asked about the footpath as it stated on the agenda that it had been deferred to next year. It was felt that as the precept had been increased to pay for this it should go ahead and would be a boost to the village. HF explained that she had asked if we could defer without losing the PPS grant, and it had been agreed we could. But also, the Highways now had a big backlog in work as many staff had been taken off highways tasks and were assisting with Covid related tasks, so Highways had said it would have been unlikely to take place this year anyway. JP asked if the situation could be revisited later in the year to see if we could progress again. This will be put back on the agenda later in the year for discussion
- 367.** RE reported that the Business/Shop with Confidence scheme seemed to be going well. If there is a local business that needs support they can get info from the SNC website. The discretionary grants had been going well with about £400k given out to local businesses. Community deployments have returned to business as normal. The Benefits team had been making hardship payments. JS asked if there was any further update on financial assistance for parish councils as they were exempt from the grants and this appeared contrary to what the Minister said. RE said that he had already made several enquiries but would pursue further.
- 368.** Margaret Dewsbury had sent in a report which would be posted with the Minutes.

369. MINUTES OF MEETING HELD ON MONDAY 1st JUNE 2020

Resolved: to agree and sign the minutes as correct. Proposed RG seconded NK all agreed.

UPDATE FROM CLERK ON ACTIONS FROM PREVIOUS MEETING

370. The AGAR (External Audit) forms had been submitted

371. Still awaiting update from Mat Nudds re manhole repair and quote for drain gullies. RG updated that the work would take place the following week

372. No action has yet been taken re contacting National England re permissive paths. HF asked for a volunteer to take this on as she felt it needed local knowledge. NK offered to do this.

373. CORRESPONDENCE:

1. A query re hiring the playing field for a fortnightly veterans football match. Clerk has responded in general terms and asked them to make contact with the Chair re details. If they go ahead, fee for hire will need to be agreed. JS said he had not heard anything from them.
2. Information received re the Parish Partnership Scheme for next year. Applications will need to be submitted by December.

374. ACCOUNTS FOR PAYMENT

Salaries	Clerk & Booking Clerk	301.54
HMRC	Month 3	52.80
Clerk's expenses	Stamps, Land Registry costs, hand sanitiser equipment	102.38
Polly Salter	Refund hall deposit (Covid cancellation)	22.00
Tim Carver	Verge cutting	120.00
Norfolk ALC	Accessible document training for Clerk	24.00
Play Safety (ROSPA)	Annual play equipment inspection	103.20
TTSR	Grounds maintenance	120.00
	TOTAL	£1,094.92

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

375. MONTHLY RECEIPTS AND PAYMENTS REPORT

	Current	Deposit	Hampshire Trust Bank	Total
Balance b/f from 24.4.20	10,928.09	5,158.39	5,000	21,086.48
Total receipts to	2,970.22	1.38	0	2,971.60
24.05.20	13,898.31	5,159.77	5,000	24,058.08
Total payments to	1,590.21	0	0	1,590.21
24.05.20	12,308.10	5,159.77	5,000	22,467.87
Inter Account Transfers	0	0	0	0
Closing Balance	12,308.10	5,159.77	5,000	22,467.87

Receipts include the agency agreement for verge cutting, FIT payment and job retention grant

- 376.** Update re financial situation:
- a. The Booking clerk has been furloughed so we have been able to claim her pay
 - b. As discussed above, we have permission to defer the footpath to next year without losing the PPS grant. Will be reviewed later in the year
 - c. The decorating has been put on hold until next year
 - d. Clerk has contacted the MP and the Minister Robert Kendrick re loss of income. NALC are also campaigning for financial support.

JS reported that the Clerk has been doing considerable extra work over the past few weeks, well in excess of her hours and had kindly said she would not ask for reimbursement. The council wanted to minute their thanks

HIGHWAYS

- 377. Report from Highways Officer:** JP reported that Highways had been working in the area dealing with the local potholes. He has also moved the speed camera to a new position, at the end of the High Street. JS reported that Highways had made a big improvement to the problematical gully in Wymondham Road.
- 378. To consider possible actions following further speeding complaints:** LD reported that local residents had been complaining about speeding in various locations. She understood that speed humps etc were out of the question, financially speaking, but wanted to consider Slow Down signs on wheelie bins. HF reported that she had just been contacted by Spooner Row council who were considering a bulk order to keep costs down and they would cost approx. 40p each. However, for everyone to have one it would cost £166 and it was not felt appropriate, particularly in the current financial situation, for the parish council to fund this. Signs can easily be purchased on line for £2-£3 each if individuals would like to purchase them.
- 379. Update re High Oaks speeding:** HF reported that after further discussion with the local resident who had raised the issue, the offered 40mph limit would not solve the problem. There is one particular bend which causes the main issues and it was felt that Slow Down signs would be more beneficial. HF had approached Bob West at Highways who had inspected the location and agreed and Highways would pay.

380. PLANNING

New application: 2020/0843 – 68 Hackford Road – Applicant Mr William Smith – Two storey side extension. The council had no views or comments
Decision: 2020/0679 – 80 Low Street, remove hedge and replace with 2m fence – Approval with conditions – Noted

VILLAGE HALL AND PLAYING FIELDS

- 381. Village Hall roof:** JS explained the situation which is that after many years of small leaks and patching up, after recent rain, the ceiling in the gents toilets had collapsed exposing serious long term water damage to the side/front roof system. After email consultation with the Councillors, it had been agreed to get quotes to bring to the meeting. 8 contractors had been contacted. All of them agreed that the current roof was not fit for purpose and should never have been fitted and that a metal roof was not suitable as there was insufficient drop which was the cause for water frequently leaking through where this roof joined the main hall roof. The professionals recommended that the metal roof be removed and a heavy duty flat roof covering installed. **The council was asked to decide if the roof should be replaced or continue to be patched up with the understanding that the water damage would continue to deteriorate the roof. NK proposed to replace, LD seconded all agreed.**

The quotes had been circulated to the councillors in advance of the meeting. Of the 8 contractors contacted, several said that the work was beyond their scope, or that they would not be able to schedule in it for some time so declined to quote. 3 quotes were received. One had measured the area wrongly and had been unable to requote before the meeting. Of the other two, the quotes were fairly similar in price, but one company was proposing what appeared to be a far superior product and in addition to the 20yr manufacturers guarantee, which both companies offered, this company also offered an insurance backed 10 yr guarantee on installation. This company was also able to self-certify for building regs which the other company was not. JS had produced a spread sheet with the details, and had included a 10% contingency for unforeseen problems. It was also not known how much of the decking would need replacing until after the roof was stripped down therefore a provisional sum for this had been included in the quote. Total £18,049 plus VAT. **NK proposed to accept the quote given by EFL, JP seconded, all agreed.** Until the roof is done, the full damage to the ceilings is unknown. One company had given a quote to redo the ceilings. JS asked the council to agree that this quote could be used as a baseline on which to base the loan application to the Public Works Loan Board. Further quotes can then be obtained at a later date **NK proposed to accept this option, RG seconded, all agreed.** RE said he would enquire re possible grants.

- 382. To consider/agree reopening village hall:**

Government guidelines now allow village halls to reopen. HF had completed a risk assessment which had been circulated to councillors prior to the meeting. At the moment, the only hirer who wishes to recommence activities is Donna. She has produced a detailed risk assessment which had been circulated. At present she is proposing reduced use from normal, just holding lessons with one couple at a time, therefore there will only be people from two households present at any time. Full classes will not restart yet. The Cinema Club hope to restart in the autumn but the children's groups wont restart until the schools are fully back, if then. The cleaners have attended and had a thorough clean, JS has installed a hand sanitiser by the

entrance door in the lobby and the cleaners have been instructed on refilling it. **JP proposed that the risk assessment be accepted and the hall be reopened, RG seconded, all agreed**

383. To consider recommendations from RoSPA playing field inspection: There were no serious issues identified. All of the defects were very low risk, most of them were regarding worn grass under the equipment, however although the grass is worn there is the rubber mesh below. Three of the items had been identified last year as well, but it was not possible to rectify them and they were considered very low risk. One item to address was filing the edge off protruding bolts on the pedestrian gate. NK will deal with this.

384. To consider re-opening play area: Government guidelines now allow playgrounds to reopen. HF had made suggestions for a risk assessment, these were agreed. JS had sourced appropriate posters which had been put up. **JP proposed that the play area be re-opened, NK seconded, all agreed.** HF thanked Alan Coombe for his work in keeping the area cleared of litter while the cleaners hadn't been working. Now that the hall was re-opened, the cleaners would empty the bins again on a Monday when they were here. Alan agreed to continue to monitor and clear as needed. It had been noted during the week that the toilet block on the field was insecure. RG had fitted a new padlock. To contact the Cricket Club to see if they left it unlocked and clarify what the situation is as it doesn't appear that they ever formally handed the toilet block back to the parish council when they stopped using the field.

385. SHARED FACILITIES WITH BOWLS CLUB

There does not appear to be any formal agreement with the Bowls Club re responsibilities for shared facilities. At present they pay for the electricity and water they use. Considered it would be appropriate to have a meeting to agree formally agree future responsibilities. For JS and HF to meet with two members of the Bowls Club. RG will arrange.

386. PARISH WEBSITE

HF updated the situation which had been reported to the council on a previous occasion, of the need for the parish website to be accessible by September 2020. This requires documents to be in a format compatible with screen readers for people with sight issues, and the website itself to be compatible with screen readers and mobile phones, tablets. HF had recently had training on this work and had now amended all the documents placed on the website during 2020 so that they meet these criteria. The regulations state that reasonable adjustments must be made with various exemptions, mainly for older material. The council is required to assess whether fully complying with the accessibility requirements would be a disproportionate burden considering the council's size and resources and the nature of council activities and the cost of such changes which could be considerable. The

other option is a basic check. As Wicklewood does not currently provide any specialised disability services, and the website is a very basic one that just stores agenda, minutes and other documents, it would seem that there is not the same demand on it as for bigger councils. **NK proposed that full changes would be a disproportionate burden, JP seconded, all agreed.** HF updated that she had, together with Norfolk ALC IT person carried out a basic check and the website now met the minimum criteria. The Accessibility Statement had already been circulated. This sets out the requirements and that documents from 2020 onwards will be in an accessible format. Anyone wanting older documents could request these individually. **NK proposed to accept the accessibility statement, JP seconded, all agreed.** The statement will be posted on the website.

387. ANY OTHER BUSINESS: HF reported that she was attending, virtually, the Clerk's AGM and training day later in the month

388. DATE OF FUTURE MEETINGS

The next meeting will be 3rd August via Zoom unless Government guidance allows it to be held in person. Items for the agenda to be sent to the clerk by 26th July.