

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 7th December 2020** at 7.30pm

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

In attendance: Margaret Dewsbury (MD), Richard Elliot (RE), Helen Frayer (HF)
Parish Clerk

496. WELCOME AND APOLOGIES FOR ABSENCE:

Apologies received from John Hipperson. Alan Goodings tried to join by phone but was unable to log on. The Chair welcomed all to the meeting.

497. DECLARATION OF INTERESTS: None

498. PUBLIC FORUM: Alan Coombs mentioned the sad news of the recent death of Vera Jermyn, a long time resident of the village. He also wished everyone seasons' greetings.

499. REPORTS FROM THE COUNTY AND DISTRICT COUNCILLORS: Written reports have been submitted from both councillors which have been circulated

500. MINUTES OF MEETING HELD ON MONDAY 2nd NOVEMBER:

Resolved: To agree these minutes as correct. **Proposed NK, seconded LD all agreed**

UPDATE FROM CLERK ON ACTIONS FROM PREVIOUS MEETING:

501. HF reported that all actions from previous meeting had been completed. The allotments leases had been amended to allow sheds and had been sent to the plot holders. The work on the oak tree will take place on 30th December. Notice has been given to our electricity provider not to auto renew, so a new provider will need to be in place by end of September.

CORRESPONDENCE: (all previously circulated to councillors)

502. Notification has been received from NCC re Deposits made under Section 31 (6) of the Highways Act. A local landowner has declared that his land is not to become a public right of way.

503. SNC is holding some general planning training. JP wishes to attend, will book on

504. Npower have notified that the FIT account is being transferred to EON
505. A parishioner has written to ask if some of the verges can be left uncut for wildflowers and also asked for an update re footpaths. JS said some verges in Morley have been left in collaboration with Norfolk Wildlife Trust. We are under contract to cut the verges and are paid to do so, so do not have the power to make this decision. Councillors felt that visibility and safety were higher priorities. JS said he couldn't think of any particular roads in the parish that are currently cut that could safely be left uncut. MD reported that Martin Wilby who has the portfolio for highways has reported that he will be looking next year for appropriate areas of the county to be left uncut. These areas will be at the discretion of the local Highways engineers. Re the footpaths, the decision had already been made to not progress this, as if asked to make the current informal arrangements formal, would likely result in permission being refused. The formal matter at 502 above may be as a result of the previous discussion. **HF will update the resident**

FINANCE:

506. ACCOUNTS FOR PAYMENT

Salaries	Clerk & Booking Clerk	333.94
HMRC	Month 8	54.40
Dream Team	Cleaning village hall	138.00
Clerk's expenses	Zoom fee, replacement mouse, Hoover bags, cover for fire alarm	53.37
TTSR	Grounds maintenance	369.00
E Fire	Regular maintenance and callout for fault – exact amount tbc, awaiting credit note	282.00
John Roy	Interim payment for ongoing decorating of hall	985.00
Alan Humphrey	Ceiling plastering	1,884.50
Wave	Water rates Mar-Nov Direct Debit payment	268.53
AF Affinity	Electricity Aug – Nov Direct Debit payment	110.00
PWLB	Loan repayment Direct Debit payment	678.86
	TOTAL	£5,157.10

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

507. MONTHLY RECEIPTS AND PAYMENTS REPORT

	Current	Premium	Total
Balance b/f	25,551.17	15,000.80	40,551.97
Total receipts to 26.10.20	3,738.45	0.00	3,738.45
	29,289.62	15,000.80	44,290.42
Total payments to 26.10.20	1,901.26	0.00	1,901.26
	27,388.36	15,000.80	42,389.16
Inter Account Transfers	0.00	0.00	0.00
Closing Balance	27,388.36	15,000.80	42,389.16

Receipts this month include a local covid restrictions support grant from SNC of £1,334 to cover the November lockdown period

- 508. To approve increasing Clerk's working hours in line with recommended minimum:** HF reported that, as had been mentioned by JS at previous meetings, she had been working additional hours on a regular basis without pay. A recent article in the Clerks and Councillors magazine on clerks' pay (circulated) had stated various minimum hours according to the size and responsibilities of the council. Current working hours are 23 per month but this article stated for the equivalent role, the hours should be 30.5 per month. **NK proposed to increase hours to 30.5, seconded JP, all agreed.**
- 509. Consider second draft of budget for 2021/22:** JS and HF had worked on a revised budget, taking no anticipated hall hire fees into account but based purely on what has already been received. Thanks to the covid grants, there is an anticipated surplus at the end of this year. Using this surplus, keeping some in reserves, it should be possible to maintain the precept at £11,000 again this year. HF warned that to achieve this, budgeted expenditure for next year had been kept as low as possible so it would be important to remember next year not to authorise expenditure that hadn't already been anticipated and budgeted for. A decision was needed on whether any new capital expenditure would be needed this year. NK said he didn't feel it would be appropriate to increase the precept this year for new projects. JD said she felt the council needed to look at potential additional income streams, possibly using the outdoor space. She suggested a paid dog park, like Centrepaws. She is getting costs and will bring them to a future meeting but this would be for the future, not this budget. It would require a securely fenced area and a booking website. **The Budget will need formal approval at January meeting.**

HIGHWAYS

- 510. Report from Highways Officer:** JP had circulated data from the SAM2 box which has been on the High Street. The average speed of 85% of vehicles was 30.9 mph. The highest had been recorded at 55 mph at 5pm. The majority of traffic is in the 8-9 am and 3-4 pm periods. The sign will next be moved to lower Church Lane. JP also reported that the finger post sign near the village sign had been knocked over. **HF to report to Highways.**
- 511.** JH had contacted JS to raise the issue of the continual flooding on the B1135 just before the bridge. JH states that the landowner opposite has filled the ditch in. One side of the road constantly floods, causing traffic to go onto the other side of the road. JP said that area had recently been re-surfaced. JS reported that the gullies on the High Street are full of silt that has washed down the road. MD asked that details be sent to her and she will raise this with the Highways Engineer. **JS to liaise with MD**

PLANNING

- 512.** 2020/2288 – Notification for prior approval for demolition of building and erection of dwelling house, Workshop Crownthorpe Road. No views or comments

VILLAGE HALL AND PLAYING FIELDS

- 513. Report from Booking Clerk:** HF reported that the booking clerk is still furloughed. The Saturday yoga and line dancing classes have decided they will not use the hall

in December but Donna intends to continue. The guidelines for Tier 2 use, allow leisure centres and dance studios to re-open, however the guidelines state “Organised indoor sport, physical activity and exercise classes will only be permitted if it is possible for people to avoid mixing with people they do not live with.” At present Donna is limiting her sessions to a maximum of 3 couples as there is plenty of room for them to keep their distance, however she would like to hold classes for up to 6 couples. **NK proposed to keep it at 3 couples but review in January or when guidelines change. LD seconded, all agreed.** Guides and Brownies have said they will not return before Easter.

514. Review of hall hire fees: JS had previously circulated a paper with different costing scenarios and comparisons with nearby halls. At the moment there is a two tier costing system with day rates lower than evening rates, although actually the hall costs more to run in the daytime as the electricity tariff is much higher in the working day. HF pointed out that virtually all the daytime use is commercial so the increase will have minimal impact on local residents’ use. JS recommended removing this two tier system over a two year period. His recommendation is to increase the day time rate for the coming year by £1.50 to £7.50 and the following year by another £1 to £8.50. He also proposed to increase the evening and weekend rate by 50p to £8.50 for this coming year. This will result in a single price of £8.50 by 2022. Also an increase of 50p an hour for the non resident rate to £10.50 at all times and a £10 increase per session for an all day or all evening session. The hall has had a lot of work done this year to improve it, and will soon be fully re-decorated, with new roof and new lighting. These revised costs will still be cheaper than the surrounding halls. **JP proposed to accept the recommendations, RG seconded, all agreed. Will be applicable as from 1st April. All hirers to be notified.**

515. Hall Maintenance: The fire alarm has had several false activations for no known reason lately which has caused costs in calling out the alarm company. Tests have been carried out and no definitive problem found. JS reported that the red box call points in the toilets are quite corroded at the back, probably caused by the leaking roof. He suggested replacing all of the call points in the hall. The cheapest option would be to purchase the boxes ourselves and ask our regular electrician if he can fit them. If, after these were done, the problem remained, then the only option would be to replace the alarm panel. The cheapest option is to start with the call boxes. **RG proposed replacing all the points, JP seconded, all agreed.**

JS reported that he has been doing some work at the hall, he has repaired the stage, which would now be re-carpeted on 6th January and replaced 4 damaged ceiling tiles in the main hall. Some damp had been found on the end wall and JS had treated the outside of the wall and contacted the flat roof people to check if it might be connected with that. It is not severe and seems to have been there for some time. JS had also asked the decorator to quote to varnish the front of the stage and paint the kitchen, which hadn’t been included in the original quote. The varnishing would cost £25 and the kitchen £30. The decorator had found that the door between the hall and the committee room had been damaged and would no longer close properly. **RG proposed having this work carried out, NK seconded, all agreed.**

516. Update re Government Decarbonisation Grant Scheme: JS reported that it now appeared we would not qualify. The GSHP engineer had done a lot of work on this

bid, but was unable to make the required savings in order to qualify. The scheme appears to be aimed at larger installations.

- 517. Playing Field Inspection:** NK reported that all the equipment is fine. The table tennis bats have been vandalised and he has replaced. Brian has now cut the hedge.
- 518. To consider signage on allotments re dog mess:** A request had been received from an allotment holder. RE said that he had made arrangements with the Community Protection team to get in touch and do a site survey to arrange where the best places to put signs would be. JP said it would be better to install a dog bin. This would however incur a cost, both to buy and the ongoing emptying charges. JD suggested that we could get signs where local residents who kept their bins out the front, and were willing, could invite people to put their dog bags in their bins. We could invite people to use the hall black wheelie bin for this. Some people already did. **To be promoted on local social media to use the hall bin.**
- 519. To agree actions re tree planting:** The trees are currently 'heeled in' in soil to keep them fresh. The chisel ploughing has not yet been done, awaiting drier weather to avoid damage to the field. The area has been marked out, allowing space for the grass cutting in between the rows. The trees at the end of the allotment and on the leased field will need to have holes dug by hand. When the chisel ploughing has been done, an appeal will be put on social media for volunteers to help plant. MD reported that NCC has pledged that they will plant 1,000,000 next year. Will be allocated to areas that want them.
- 520. To approve adding hedge cutting on field and verge to allotment to Mr Clarke's cutting contract for future years:** Rather than separately requesting these items each year it would be better to include them in the general contract. **NK proposed, RG seconded, all agreed.**

ANY OTHER BUSINESS:

- 521.** AG had sent a message asking for plans to be made for a celebration for the Queen's Jubilee in 2022. Will add this to agenda later next year.
- 522.** JP would like the council to consider installing an electric charging point at the village hall. He will bring information to the January meeting for discussion.
- 523.** JS reported that AG has now served the parish council for over 50 years and would like to do something to acknowledge this. A previous councillor had a plaque in the committee room. For the January agenda.
- 524.** HF reported the hall had been booked for elections on 6th May 2021.

525. DATE OF FUTURE MEETING

The next meeting will be 4th January via Zoom. Items for the agenda to be sent to the clerk by 24th December. Dates for meetings through 2021 had been circulated and will be on website.