

# 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 **Wednesday 5<sup>th</sup> May 2021 at 7.30pm**

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

**In attendance:** Helen Frayer (HF) Parish Clerk, Rachael Mold (RM) Bookings Clerk

## **15. WELCOME AND ELECTION OF CHAIR**

The Clerk welcomed all to the meeting. JS had indicated his willingness to be Chair again for the coming year. AG proposed him. There being no other nominations for the position, NK seconded, JP abstained, all other councillors voted in agreement. As the meeting is being held virtually, the Clerk asked the Council's agreement for the Acceptance of Office forms to be emailed after the meeting, signed and returned to her. All agreed. JS then took over the meeting.

## **16. APOLOGIES FOR ABSENCE:**

Apologies received from John Hipperson, Richard Elliot and Margaret Dewsbury.

## **17. DECLARATION OF INTERESTS:**

17.1 Annual review of individual Declarations of Interest. NK declared now renting an allotment. No other changes.

17.1 Declarations of Interest for this agenda: JS item 12.1, NK item 4.5 and 13.4

## **18. ELECTION OF OFFICERS:**

18.1 Vice Chair – JS proposed NK, JP seconded, all agreed. Acceptance of Office form to be forwarded as above.

18.2 Highways Officer – NK proposed JP, LD seconded, all agreed

18.3 Playing Field and Play Area Inspector – JS proposed NK, RG seconded all agreed. Frequency of inspections has been confirmed as weekly, with annual RoSPA inspection.

Training course to be found for NK

18.4 Allotments Supervisor – This is a new role and JS stated would more appropriately be named Allotments Inspector. Role is to do monthly inspections for the risk assessment to ensure we comply with our duty of care, with monthly plot inspections between Mar – Nov with one visit in winter to ensure compliance with tenancy agreement. JS proposed RG, LD seconded, all agreed. JS thanked NK for his help with setting up the new plots.

**19. REVIEW AND APPROVE RISK ASSESSMENTS:**

Financial, Covid, Village Hall, Playing Field/Play Area and Allotments. The Risk Assessments have all been renewed and circulated to councillors prior to meeting. RG proposed approving all the risk assessments, NK seconded, all agreed.

**20. PUBLIC FORUM:** A resident queried the Covid restart grant noted on the agenda and also why the bus shelter was back on the agenda. These points will be covered during the meeting. He also asked why item 13.5 was on the agenda but not in correspondence. HF replied that it had been a telephone request, not written. He also reported a block of concrete had been placed on the wheelie bin, which could be considered a risk. Council did not place it there and it will be removed.

**21. APPROVAL OF MINUTES OF MEETING HELD ON MONDAY 12<sup>TH</sup> APRIL:**

JP requested that on item 9.5, his proposal be amended to show the main reason for the deferral to be 'to wait until the nomination process is open'. LD seconded this amendment. **All then agreed these minutes as correct.**

**UPDATE FROM CLERK ON ACTIONS FROM PREVIOUS MEETING:**

**22.** HF reported that she had contacted Garvestone PC re the campaign to upgrade the B1135 and they were now awaiting further responses from other councils. She had also applied for hedging under the 1 million trees initiative and had received favourable response but details not yet available

**23. CORRESPONDENCE: (all previously circulated to councillors)**

- 23.1** Norfolk Strategic Flooding Alliance – update re meeting – noted
- 23.2** Swainsthorpe Parish – re judicial review against NCC re planning – noted
- 23.3** NorfolkALC – Invitation to annual meeting – noted

**24. FINANCE**

**24.1 ACCOUNTS FOR PAYMENT**

Salaries	Clerk & Booking Clerk	417.67
HMRC	Month 1	72.20
Clerk's expenses	Zoom fee	14.39
Jeremy Neave	Replacement extractor fan	590.40
Jarrolds	Balance of floor covering	199.00
A Stone (Jarrolds)	Floor covering fitting	305.00
Dream Team Cleaning	Hall cleaning	216.00
SNC	Repayment of Covid Restart Grant	8,000.00
	<b>TOTAL</b>	<b>£9,813.66</b>

HF reported one late invoice for TTRS for £280.08, which included a £100 deduction for failing to scarify/split the playing field. This was due to machinery breakdown and covid related staff shortages. HF also explained the Covid Restart Grant. This had been received, and is included in the receipts in report below, however a few days after receipt, SNC had notified that it had been paid in error and parish councils were not eligible, it was only

payable to businesses and therefore needs to be repaid. HF also reported that the half year precept had been received in full (not shown on these accounts as received after agenda published). Under the terms of the loan, the first loan payment should have been automatically deducted from precept, but this didn't happen, therefore this first payment of £2,100 needs to be repaid. JP asked why there was still £15,000 in the Premium account now that the footpath had been paid. HF explained there had been sufficient in the current account at that time to pay it so the money was left in the savings account.

**Resolved: That all accounts as presented be paid. Proposed RG, seconded AG, all agreed**

## 24.2 MONTHLY RECEIPTS AND PAYMENTS REPORT

	Current	Premium	Total
Balance b/f	13,183.34	15,001.52	28,184.86
Total receipts to 23.4.21	12,232.76	0.00	12,232.76
	<b>25,416.10</b>	<b>15,001.52</b>	<b>40,417.62</b>
Total payments to 23.4.21	1,665.53	0.00	1,665.53
	<b>23,750.57</b>	<b>15,001.52</b>	<b>38,752.09</b>
Inter Account Transfers	0.00	0.00	0.00
<b>Closing Balance</b>	<b>23,750.57</b>	<b>15,001.52</b>	<b>38,752.09</b>

Money received includes Covid restart grant (to repay as mentioned above), JRS payment and annual VAT reclaim

**24.3** To agree quote from Brian Clark for 5% increase in cost to cut verges and hedges. This is the first increase for several years. **RG proposed accepting, NK seconded, all agreed.**

**24.4** RG suggested the Clerk invoice for additional hours spent responding to queries from JP. HF said this was not necessary. JP wanted it recorded that the emails were in response to discussions about bringing items back to the agenda

## 25. HIGHWAYS

**25.1 Report from Highways Officer:** JP reported that there was no SAM data this time as the sign hasn't been in place long enough. It is currently on Hackford Road. He has reported a large quantity of potholes to Highways. Many of them they were already aware of, many of them they have reported back, are not bad enough to deal but they will monitor. They will repair the one on High Oak Lane. LD reported they had just repaired Low Street. JP reported that a resident had raised concerns about the diversion from closing the rail crossing at Kimberley for 7 days, so he proposes to place the SAM sign the other end of Hackford Road to catch people cutting through, although it is not part of the official diversion.

**25.2 To consider purchase of speeding signs for wheelie bins:** No further update has been received from RE about these so JP requested the purchase of 250 stickers for £199.99 which would enable 60 houses to have 4 each (both sides of each bin). LD said she had received several requests. Could do a soft promotion on local social media for people who live in through roads where speeding is an issue to request them. **Proposed JP, Seconded LD, 3 other councillors agreed, 1 against.** HF will check with RE again before ordering.

## 26. PLANNING

**26.1 Application:** 2021/0859 – Land east of High Street – Change of use from agricultural land to do exercise field. In response to queries, JS confirmed it will be run as a business and Amanda Rix and Windmill Trust have been consulted and have no objections. **RG proposed to support the application, AG seconded, all agreed**

**26.2** To receive update on Woodview Farm, Church Lane – Planning Compliance have confirmed that the site owner has given details of every unit on the site, these have been checked against the relevant use class order and confirms the uses fall within the planning permission. The owner has been reminded on working hours. There are no restrictions on size of vehicles. No further action will be taken

## 27. VILLAGE HALL, PLAYING FIELDS AND ALLOTMENTS

**27.1 Report from Booking Clerk:** RM reported that enquiries are starting to come in. The hall is being used for the election tomorrow.

**27.2 Hall Maintenance:** The stage carpet and bar flooring has been laid, however there are concerns about ripples, particularly in the bar. HF reported that she has mentioned this to Jarrolds and they have said that if it doesn't settle down they will send the fitter back. John Roy will return for final touch ups.

**27.3 Playing Field Inspection:** NK reported all ok. Grass cutters have been again and grass is looking good. All the new trees appeared to be sprouting. The football goals are being well used, the net pegs needed replacing again. All equipment is fine.

**27.5 Report from allotments and to consider future of community plot:** HF reported that all of the new plots were taken and there was now a waiting list. These were all by local people, there had been no need to offer them to the Wymondham waiting list. HF asked the councillors to consider the future of the community plot, and outlined the position. There has been, over the past 3 years, very little community involvement and it has been generally left to one person to maintain in addition to her two personal plots and it appears to be more than she can cope with and there have been complaints and concerns raised about it. The end third doesn't appear to be cultivated at all and there is a broken down greenhouse that keeps collapsing as well as a polytunnel. There has been some recent assistance given to clear the plot. HF suggested, that in view of the fact that there is a waiting list, would it be better if the end third were given up to be a new plot, retaining two plots to continue as the community plot with the derelict structures to be removed. JS stated that although the tenant calls it a community plot, it is not officially such and wanted it recorded that it is not for the parish council to coordinate the activities of the allotment holders. They can speak to the new Allotment Inspector but any specific issues they have with their plots should be directed to the Clerk. They do have a tenancy agreement that requires them to maintain their plots in good order. LD asked if the plot holder had been offered support. NK and others have been helping clear it. LD said she would be in favour of not renewing lease unless community were prepared to be involved. JP suggested we

write setting out the expectations. JS proposed that we write to tenant to say we are not happy with the condition of the plot and the Inspector will inspect and discuss with her, and the council will then decide on the future of the plot. RG said that before we write he will go and inspect and speak to the tenant first. All agreed, will report back at next meeting.

**27.6 To erect signs to keep dogs off large plot by village hall:** HF reported the concerns raised by the tenant of that field, that he has put down to grass for a hay crop. It is being contaminated by dog mess as people appear to think it is just a grassy area and allow their dogs to run on it. This is harming the livestock and affecting his livelihood. JS said there was a lot of dog mess along the allotment track and it had previously been agreed to place signs. **JS proposed giving a budget of £100 for signage. AG seconded, all agreed.** To also be put on local social media and allow the use of the hall bin for poo bag

**27.7 To consider setting up a community orchard with wild flower underplanting:** NK reported that trees have to be at least 4 m apart and he proposed 6m apart. This would allow 24 trees in the space. They need to be medium size trees and he is getting guidance on suitable rootstock. Residents would purchase a tree and maintain it. The law does permit allotment land to be used in this manner. Many allotment holders have expressed an interest. **NK proposed to form a community orchard, JS seconded all agreed. Brian Clarke has quoted £155 to harrow, seed with wild flower mix and roll surface. NK proposed accepting quote, LD seconded, all agreed.** To budget next year for the maintenance cutting.

**28. TO AGREE PREPARATION FOR APPLICATION FOR PPS GRANT FOR BUS SHELTER:**

**28.1** HF reported that this had been put on the agenda after she received written requests from 3 councillors requesting it be returned to the agenda after she had highlighted concerns with the timescales involved if the decision was deferred to July. This is permitted under the Standing Orders. JP stated that he considered that bringing this item back undermined the voting process and therefore, although he supported the bus shelter, he would abstain on voting on this point. LD agreed and stated she would also abstain from voting. **RG proposed that preparation for the application begin, NK seconded, 2 other councillors agreed, JP and LD abstained.**

**28.2** Highways have verbally agreed on a cantilever shelter but if we want one with sides, this will require approx. 6 x 2m of land belonging to the Cherry Tree pub. This would either need to be dedicated to the parish council or be on a peppercorn lease. This would incur legal costs to draw up the agreement and would need the owner to agree. **JS proposed that a cantilever shelter purely on the existing footpath be built, NK seconded, two others agreed, JP and LD abstained.**

**28.3** 3 quotes to be sought. There is a list of approved contractors. Suggested Westcotec and another local company in Kings Lynn plus one other. Will need quotes to supply, install and draw plans for the planning permission. **HF to get quotes.**

**28.4** To get evidence of local support which is required for the PPS bid. HF suggested that rather than the previous door to door which had been very time consuming that an article

be placed in The Net magazine, and local social media, which should reach the majority of the residents, inviting them to state whether they support the project and what other projects they think the parish council should bid for. All agreed with this approach. **HF to submit articles.** It was also suggested the bus company be asked for numbers using the service. **HF to contact bus company.** LD suggested that if there wasn't demand for a bus shelter, then a footpath from the windmill to Low Street would benefit children getting the school bus.

**29 ANY OTHER BUSINESS:**

**29.1** AG asked if the council still wanted him to liaise with Brian Clarke about when to cut the verges. Agreed. AG then left the meeting

**29.2** HF reported that sadly the husband of our Internal Auditor had recently died. The council is grateful that she has agreed to continue with the audit and expressed their condolences.

- 30. DATE OF FUTURE MEETING:** The next meeting will have to be in person now that the legal permission to hold virtual meetings has ended. The official guidelines are somewhat blurred but it would appear that as a business meeting it is permitted to meet in person and the public are allowed up to the reduced covid capacity of the building which would be 33 people. As it is extremely unlikely that more than 33 people would wish to attend, it was agreed to go ahead with the meeting in person on 7<sup>th</sup> June at the usual time of 7.45. Government guidance indicates that councils should consider live streaming meetings to enable the public to continue to attend remotely. With no broadband and poor mobile reception in the hall this is not currently an option but would be re-considered if a low cost option became available.