

# WICKLEWOOD PARISH COUNCIL

**Minutes of the Parish Council meeting** held in Wicklewood Village Hall on Monday 7<sup>th</sup> June 2021

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

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

- 31. WELCOME AND APOLOGIES FOR ABSENCE:** JS welcomed all to the meeting, no apologies
- 32. DECLARATION OF INTERESTS:** NK for item 12.7
- 33. ROLE AND RESPONSIBILITIES OF CLERK:** Following comments made by members of the public after the previous meeting regarding the input of the clerk, JS felt it would be helpful to clarify the role. He read from the Governance Toolkit for Parish Councils: The Clerk is required to give clear guidance to Councillors, including the Chair, before decisions are reached, even when that guidance may be unpalatable. The Clerk is an independent person and has a key role in advising the Council.
- 34. PUBLIC FORUM:**
  - 34.1** A resident disputed comments made the previous meeting that the community plot had been setup without permission. She showed a plan of the proposed layout that had been distributed to councillors when the plot was first taken. She spoke about how beneficial it was for the local community to have somewhere to go and have a sit and a chat and praised the hard work of Leena setting it up and keeping it going. Regarding the previous comment about making the end of the plot a new single plot, she said this end was needed for compost and wildflowers.
  - 34.2** MD reported that NCC were now meeting at the showground, which was the only venue large enough for the covid spacing. It had been agreed to continue with the Norwich Western Link. Following on with the Love Norfolk, Hate Litter campaign, recycling centres will now accept up to 3 bags of collected litter. To increase composting and reduce landfill, NCC are now selling composters online. The Adult learning department had been entered for a national award and had won the Adult and Community Learning provider of the Year.

**34.3** RE reported that the consultation for the South Norfolk Village Clusters Housing Allocations Plan has been opened and will close for comments on 2<sup>nd</sup> August. Two new posts have been approved: Environmental Officer to tackle fly-tipping and increasing the hours of the Water Management Officer to help tackle flooding

**35 APPROVAL OF MINUTES OF MEETING HELD ON MONDAY 5<sup>th</sup> MAY:**

**RG proposed to accept the Minutes as correct, seconded by LD, all agreed**

**36 RATIFICATION OF ACTIONS CARRIED OUT BY CLERK DURING PERIOD WHEN COUNCIL DID NOT MEET:**

HF explained that after the first lockdown, prior to council meetings being permitted to be held by Zoom, there was a period when the council was not allowed to meet. The guidance received said to log all actions taken during this period for formal ratification when the council were next able to meet in person. The log had been distributed prior to the meeting. **NK proposed accepting all these actions as appropriate and correct, RG seconded, all agreed.**

**37 TO RECEIVE UPDATE FROM CLERK ON ACTIONS SINCE PREVIOUS MEETING:**

HF reported all actions completed. Those ongoing were on agenda.

**38 CORRESPONDENCE: (all previously circulated to councillors)**

**38.1** Norfolk Local Access Forum – Notification of vacancies - noted

**38.2** George Freeman – Mid Norfolk Flood Partnership - noted

**38.3** Local resident – Complaint re condition of Wood Lane – on agenda

**38.4** Norfolk County Council – update re 1 Million Trees - noted

**39 FINANCE**

**39.1 ACCOUNTS FOR PAYMENT**

Salaries	Clerk & Booking Clerk	417.67
HMRC	Month 2	72.20
Clerk expenses	Dog signs for allotments, key cutting, wheelie bin stickers, stamps	344.86
Dream Team Cleaning	Cleaning village hall	324.00
Janice Plunket	Internal audit costs	227.50
Norfolk Playing Fields	Annual subscription	20.00
EFire	Fire alarm and emergency lighting service	108.00
Wave	Water rates – Direct debit	11.27
AF Affinity	Electricity – Direct debit	58.73
Tim Carver	Verge cutting	120.00
	<b>TOTAL</b>	<b>£1,704.23</b>

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

### 39.2 MONTHLY RECEIPTS AND PAYMENTS REPORT

	Current	Premium	Total
Balance b/f	<b>23,750.57</b>	<b>15,001.52</b>	<b>38,752.09</b>
Total receipts to 30.5.21	9,228.22	0.00	9,228.22
	<b>32,978.79</b>	<b>15,001.52</b>	<b>47,980.31</b>
Total payments to 30.5.21	13,060.70	0.00	13,060.70
	<b>19,918.09</b>	<b>15,001.52</b>	<b>34,919.61</b>
Inter Account Transfers	-2,937.68	+2,937.68	0.00
<b>Closing Balance</b>	<b>16,980.41</b>	<b>17,939.20</b>	<b>34,919.61</b>

Money received includes half year precept, JRS and delegated grass cutting payment. HF reported, that to avoid confusion about available funds, the Premium account now held the annual budget reserves, plus the hall income for the year as previously agreed to save hall income for inclusion in following year budget. She explained that in future she would move all hall income as received, into the Premium account. HF warned that the balance of the current account was not necessarily available for spending as most of it was already committed to the ongoing running costs until the second part of the precept was received in September. She directed the councillors to consult the agreed budget to see available funds.

#### 40. ANNUAL GOVERNANCE STATEMENT:

The Annual Governance Statement 2020/21 had previously been circulated to councillors and was read out to the meeting. **RG proposed to approve, seconded JP, all agreed**

#### 41. THE ACCOUNTING STATEMENT 2020/21:

The Accounting Statement had previously been circulated to councillors. **NK proposed their approval, Seconded LD, all agreed.** The council asked for their thanks to be given to the internal auditor, Mrs Janice Plunkett for her very thorough report.

#### 42. HIGHWAYS

**42.1 Report from Highways Officer:** JP had circulated the SAM data. It had last been on Hackford Rd, close to the proposed new development. In the 9 day period there had been over 9,000 vehicles. The 85% percentile figure was 29.4mph. Maximum speed recorded was 40mph. Peak times were a school start and end. Most of the speeding was occurring at the weekend. Will put sign back in same place for a further period.

**42.2 Wheelie Bin stickers update:** Stickers have been ordered, not yet received. Due to limited number available, need to target locations. To be promoted on Wicklefolk and NextDoor for residents of High St, Low Rd, Hackford Rd and Wymondham Rd whose bins are visible from the road (without obstructing the footpath or road) to contact clerk to request stickers. **JP proposed this approach, AG seconded, all agreed.**

**42.3 To consider response to complaints about the condition of Wood Lane:** JP proposed that he contact the new Highways Officer and arrange to meet to discuss this issue, and will also discuss the ongoing problems with Chapel Bell bridge. All agreed. JH would like to attend this meeting also.

### 43. PLANNING

- 43.1 Application:** 2021/1025 – No comments, has already received approval
- 43.2** 2021/1076 – Land north east of Hackford Rd, proposal: erection of 9 dwellings. The council had previously received a presentation from the developer. Councillors commented that it does not appear that any of the concerns raised by residents or the council have been addressed regarding the impact on the drainage affecting existing properties septic tanks and entrance to the development near a blind bend. Highways do not appear to have responded to the application as yet. LD commented that the school was already at capacity. JP said he supported the application as he felt it was a good mix of sizes and nicely designed with only 2 on the road frontage so the extra buildings will not be very visible. The drainage report says it will connect to the main sewers. **JS summarised comments and objected to the application as it is overdevelopment and out of character of the area. The exit of the site with the additional vehicles near a blind bend would be a danger and the risk of the drainage affecting neighbouring properties. NK seconded the objection, the remaining 4 councillors agreed the objection.**

### 44. VILLAGE HALL, PLAYING FIELDS AND ALLOTMENTS

- 44.1 Report from Booking Clerk.** HF reported that Donna's dancing class use had dropped back to her normal amount as the other halls she uses have now re-opened. Guides are planning to return.
- 44.2 Hall Maintenance:** Nothing raised
- 44.3 Playing Field Inspection:** NK reported all ok. The new trees are getting swamped by weeds and grass. The pins from the football nets are now all missing. **NK proposed purchasing another 20, LD seconded, all agreed.**
- 44.4 To appoint playing field inspector:** NK has resigned the post as unable to commit to weekly inspections. LD offered to take on the role. She is able to attend the training course already booked for NK. **NK proposed, RG seconded, all agreed.**
- 44.5 To consider re-joining CAN:** The training course, supplied by CAN is £40 for members, £60 for non-members. Annual membership is £20. Therefore if we re-joined CAN effectively this year would be free. JH proposed re-joining, JP seconded, all agreed
- 44.6 Report from allotments inspection:** RG reported that he has carried out plot inspections. There are no H&S concerns. He said that the community plot was being tended and another area had been cleared. All plots were being maintained. JS reported that he had supervised Brian Clarke digging a cut through at the end of the allotments to better enable crossing the road there. The soil dug out had been spread across the vacant area at the end and this had now been prepared and sown with wild flower seeds ready for the community orchard.
- 44.7 Update re community orchard:** 4 requests received so far. Some were requesting 2 trees. Agreed to limit initially to one per person until it was known what the demand would be. Plan is for people to buy a tree and maintain it. Space for 24 trees. NK had researched suitable rootstock. Agreed to limit to rootstock suitable for 10 ft

trees. When bought in bulk the costs will be less, so agreed that a link to the supplier website would be put on village website, people invited to apply for a tree, requesting which one they wanted and then a bulk order would be placed.

**44.8 To consider Bowls Club proposal for placing a directional sign on Highways play area signs.** MD had said she could pay for these from her budget if Highways approve placing them there. The existing play area sign to the north could be too low down to walk under but this sign may need to be moved anyway when the pavement is laid. **JP will address this with the Highways officer when he meets him for items above (42.3).**

**45. PROPOSED BUS SHELTER:**

**45.1** Responses to the survey had been circulated. 9 in favour, 2 against. Councillors were happy this indicated support. **JH proposed going ahead with the PPS bid, RG seconded, JP abstained, all others agreed.**

**45.2** Insufficient quotes had been received to consider yet. Further quotes to be sought. The one full quote that had been received had warned that metal prices were so volatile at the moment the price was only valid for 30 days. Will need to be updated before bid submitted and there is the risk that it could change during the 3 months before the results of the bid are known.

**46. ANY OTHER BUSINESS:**

Work on the new footpath will begin on 21<sup>st</sup> June.

**47. DATE OF FUTURE MEETING:** The next meeting will be 5<sup>th</sup> July 2021. Items for the agenda to be sent to clerk by 25<sup>th</sup> June 2021.