

WICKLEWOOD PARISH COUNCIL

Minutes of the Parish Council meeting held in Wicklewood Village Hall on Monday 6th September 2021

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

In attendance: Helen Frayer (HF) Parish Clerk, Margaret Dewsbury (MD), Richard Elliott (RE), Rachael Mold (RM)

- 64. WELCOME AND APOLOGIES FOR ABSENCE:** JS welcomed all to the meeting and announced the sad news of the death of Cllr Alan Goodings. Alan had given over 50 years' service to the council and community and the council's condolences were given to Richard and the family. Apologies received from John Hipperson
- 65. DECLARATION OF INTERESTS:** None
- 66. PUBLIC FORUM:**
- 66.1** Resident asked for update re footpath. Brief update given, main update in Highways report.
- 66.2** MD reported the Parish Partnership Scheme was open for bids again. A Road Safety Community Fund has £1m over 4 years for councils to put forward request for signage, speed limit reviews etc. There will be batches of funding in geographical areas. South Norfolk will be in the third year. Flooding – the 16 worst affected areas have been identified for initial work. The Fire Service will train parish councils on what to look for and how to deal if Fire are not available. Pilot training will take place in Watton and Saham Toney.
- 66.3** RE reported his members ward grant is available and would like to find a local good cause. Approx £200-300 grants. Deadline end of year. For small local associations or community groups there is the Go For It grant available.
- 67. APPROVAL OF MINUTES OF MEETING HELD ON MONDAY 5th JULY:**
RG proposed to accept the Minutes as correct, seconded by LD, all agreed
- 68. TO RECEIVE UPDATE FROM CLERK ON ACTIONS SINCE PREVIOUS MEETING:** HF reported the wheelie bin stickers had been re-advertised and now nearly all gone. The street furniture licence application had been submitted for the bus shelter, no response yet.

69. CORRESPONDENCE (all previously circulated to councillors)

- 69.1 NCC- New Rangers partnership for parishes of the Highways South area – circulated
- 69.2 CPRE – Their response to Village Clusters consultation – circulated
- 69.3 Wicklewood Pools Charity – Re updates to name and criteria – circulated/on agenda
- 69.4 SNC – Re new street names and other planning information – circulated
- 69.5 Norfolk ALC – Share certificate and info about the new organisation – circulated
- 69.7 NCC – Notification of Greater Norwich Local Plan submission – circulated
- 69.8 Flood and Water Management team – Draft Flood Investigation Report for South Norfolk 2020/21 – circulated
- 69.9 Garvestone, Reymerston & Thuxton PCs – B1135 Action Group – circulated
- 69.10 Norfolk ALC – Digging up Norfolk – circulated and on agenda
- 69.11 SNC – Re Litter Pick – circulated and on agenda
- 69.12 Norfolk ALC – Re commemorative gift to council – circulated and on agenda
- 69.13 Local resident – re objection to Planning application 2021/1622 – circulated/on agenda
- 69.14 NCC – Transport for Norwich consultation – circulated
- 69.15 Anglian Water – re route planning in area - circulated

70. FINANCE

70.1 ACCOUNTS FOR PAYMENT

Paid in August when Council didn't meet

Salaries	Clerk & Booking Clerk	417.67
HMRC	Month	72.20
Clerk expenses	Mileage	8.10
Dream Team Cleaning	Cleaning village hall	288.00
RoSPA	Annual inspection of play area	103.20
London Hearts	Defibrillator, cabinet and delivery charge	1,211.00
E Fire	Extinguisher service	82.20
	TOTAL	£2,182.37

For payment this month

Salaries	Clerk & Booking Clerk	417.67
HMRC	Month	72.20
Clerk expenses	Stamps + Toner	69.64
Dream Team Cleaning	Cleaning village hall	360.00
Tim Carver	Verge cutting - July	120.00
G S Mann	Plumbing repair work	48.00
Wave	Water rates (DD)	97.85
Tim Carver	Verge cutting – August	120.00
TTSR	Grass cutting playingfield	380.08
	TOTAL	£1,685.44

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

70.2 MONTHLY RECEIPTS AND PAYMENTS REPORT

	Current	Premium	Total
Balance b/f	15,051.17	19,109.49	34,160.66
Total receipts to 28.08.21	4,355.59	0.00	4,355.59
	19,406.76	19,109.49	38,516.25
Total payments to 28.08.21	3,575.04	0.00	3,575.04
	15,831.72	19,109.49	34,941.21
Inter Account Transfers	-3,725.25	+3,725.25	0
Closing Balance	12,106.47	22,834.74	34,941.21

70.3 To consider changing to online banking, change of signatories and booking clerk to be given view only access: HF reported that many companies now prefer to be paid direct rather than by cheque and a change to online banking would reduce postage costs. It would require the clerk to be a signatory but all payments would continue to be approved at the meetings, and the second signatory would continue to see all invoices prior to payment. To add RG on as third signatory and remove JH who does not use internet. Request for booking clerk to have view only access as many hirers are making direct payments and requesting confirmation that their payment has been received. **LD proposed all of these suggestions, NK seconded, all agreed**

70.4 To consider giving delegated authority to clerk for approving minor payments between meetings: At present, standing orders allow the clerk to spend up to £250 without prior council approval for emergencies. It would be helpful to extend this to any minor expenditure. **LD proposed accepting this up to maximum of £250, NK seconded, all agreed**

70.5 To agree Booking Clerk resuming normal hours and coming off part time furlough: Now that bookings are getting going again there is more demand of her time. **JP proposed, NK seconded, all agreed, as from 1st September**

71. HIGHWAYS

71.1 Report from Highways Officer: JP reported that he had chased Adam Mayo, Highways officer, re the outstanding issues: The new village hall/bowls club sign - In hand, they are awaiting design/quote and confirmation of authorisation to work under overhead power lines. Once authorised, it will await installation by Norse; Wood Lane flooding - awaiting responses to enquires re land drains ownership etc; Fingerpost that had been knocked down and removed - This is with Norse who are experiencing resource pressures; The embankment issues in Church Lane - has been escalated with NPLaw to draft a formal letter to residents. Will await further update; Footpath - there are problems with identifying ownership of the shallow buried cables. Both UKPN and BT deny it being theirs. Unable to progress further until this can be resolved. The barriers that had been knocked down have been replaced. JS asked MD to look into whether the proper procedures according to HSG47 had been followed during the initial planning process as it would appear that they had not, or the cables issue would have been identified before starting work. This is a H&S issue and lessons need to be learnt to avoid similar issues elsewhere. MD will check this.

The SAM2 data had been circulated. Last location was High Street. Average speed 25.43 mph, max 45 mph. 85% percentile within limit.

71.2 JS reported that he had had been approached by a local resident about the large number of Mick George tipper lorries that are going through the village and appear to be speeding. This is a C road, HGV Access, not a main distributor road and these lorries should use the main B1135 road via Kimberley rather than cutting through the village. JS asked MD to investigate this. MD said that speeding is a priority issue for the new PCC. **JP proposed that the police be request to attend with a speed camera and also to write to Mick George head office to request that their drivers slow down and preferable stick to main route. NK seconded, all agreed.** SAM speeding sign to be put on Wymondham Road

72. PLANNING

72.1 2021/1622 – Land north west of Wicklewood Rise – This has already been refused prior to meeting

72.2 Decisions on agenda noted

72.3 Concerns on Green Lane – Land has been cleared, ditches filled in and a large fence and gates installed. Has been reported to planning enforcement who have stated that planning permission is not required as it is set far enough back from the highway. JS said, is there a precedent for this, as there have been other cases where a fence is set back but needed planning permission and could this be reconsidered. JS proposed requesting a second opinion, JP seconded, all agreed. The owner of the land is not known. There is no owner recorded with the land registry.

73. VILLAGE HALL, PLAYING FIELDS AND ALLOTMENTS

73.1 Booking Clerk's report: RM reported that nearly all the regular users either have or are about to restart sessions. Haven't had response from Hoppers. Has turned down 2 bookings, one for a teenage party and one who wanted inflatables in the hall. Most people are now paying direct online. The cancelled bookings from last year, some have re-booked, some cancelled.

73.2 To consider damage deposit policy: RM said she had previously waived the damage deposit where it was an old booking and the cheque had expired and one of the new users, NCT, said they were not able to make a payment like this and had their own insurance which would cover. HF reported that many halls were using a standard agreement whereby the damage deposit was the same as the insurance excess, and if damage were caused, then if the amount to repair was less than the deposit, the deposit was used, if it were more, then a claim be made on the insurance and the deposit be kept to cover the excess. **HF to draw up a draft agreement to bring to next meeting.** Our excess is £100 (current damage deposit is £50). Long term regulars have not signed any agreement. A recent hirer had caused scratches on floor which appear to be from dragging chairs across. **HF to put sign on chair store door saying chair trolley must be used. Damage deposit from this booking to be kept. Scratches to be repaired.**

73.3 Hall maintenance items: One of the floodlights on the front of the hall is not working. **NK proposed to ask the electrician to deal when he comes to do defibrillator, JP seconded, all agreed.**

73.4 Update re defibrillator: HF reported that the defibrillator had arrived and was awaiting the electrician to install. It will then be registered with the Ambulance service with the code for its use. Will put the information about it in The Net. JP had confirmed with the school that theirs was also registered with Ambulance.

73.5 Report from playing field inspection: LD reported that she has done the training course. Has repaired the nets and replaced table tennis bats and balls. There is one outstanding issue from inspection, the bolt on the boat. RG will deal. There is a lot of litter, mainly plastic bottles, suggested a recycling bin for the playing field.

HF to get quotes for consideration. Brian Clarke to be reminded to cut hedges around field and overflow carpark, being careful not to cut down the new trees.

73.6 Report from allotment inspection: RG reported that he inspected in July. Tim had cut footpaths and verges, all plots were tidy with no safety concerns. Some hedge cuttings had been left on path but since cleared. Brian has cut the crop of hay. To remind plot holders that now that Tim is no longer on the site that they will need to keep their surrounds tidy as he won't be cutting them. JH will rotavate the vacant plots and HF has already reallocated one, and the second has someone to look at it. JS agreed that he will liaise with Brian Clarke in future re cutting verges.

73.7 Community Orchard: JS reported that Brian has cut the wildflower area and it won't need cutting again until July. Will need to make future arrangements. **Get quotes from Brian and Tim to include the perimeter of allotment site.** HF reported that 23 spaces had been reserved and several had asked for two trees so she will pull names from a hat to allocate the remaining two spaces.

73.8 Permissive Footpath: HF contacted the County Footpath Officer who has confirmed that we can put gates/barriers if we wish and there is no requirement for them to be disabled accessible although that would be preferred. Councillors agreed that we would not put up any gates at present. JS reported that it appears that Mr Long is retaining the field margin on his field for another year and he does not appear to be stopping people from using this as a walk, so suggested that in the agreement with Brian Clark, it be for just two sides at present with the back-up of having all four sides as footpath in future. Quote for £160 plus VAT from M Gamble for the negotiations with Brian Clark and drawing up new agreement.

NK proposed accepting quote, LD seconded, all agreed

74. RESPONSES TO CORRESPONDENCE

74.1 To consider taking part in Big Litter Pick – Due to the various risk assessments, insurance etc requirements, it was agreed not to take part. There are litter pick sticks available from NK for the public to use if they wish to do their own litter picks

74.2 To consider response to Norfolk ALC email re Digging Up Norfolk – Request to support the request to delay the decisions to enable the development of an Offshore Transmission Network. **NK proposed supporting this request, JP seconded, all agreed.**

74.3 To consider response to Norfolk ALC email re commemorative gift to Council – There is a proposal to award a commemorative plaque to all communities in recognition of the response they gave to the Covid crisis. Not known who is funding this. Council agreed that they did not feel they wish to accept this, the pandemic is not over yet and the money could be put to better use and not wasted on commemorative plaques

74.4 To consider request from the Wicklewood Support Fund (Poors Charity) for suggestions for a new trustee. **JS proposed putting NK forward for this, JP seconded, all agreed**

75. TO AGREE APPROPRIATE INTER-MEETING COMMUNICATION BETWEEN COUNCILLORS:

There have been several occasions when JP has raised issues, concerns etc after the meeting, and cc'd all the other councillors. HF pointed out that things should be discussed at the meetings, not via email exchange and also that this excluded those councillors who weren't on email. **Suggested in future, that any questions be directed just to the relevant person and if the response was felt to warrant further discussion, then it to be put on the agenda for proper discussion. All agreed.**

76. ANY OTHER BUSINESS:

76.1 HF suggested that the 50 year award plaque for Alan Goodings, that hadn't yet been engraved due to the engraving business closing for Covid, instead of having the date of the parish meeting, when it had originally intended to be installed, had instead Alan's dates of birth and death. **All agreed** this would be fitting and RG asked that the wording be sent to him in advance for approval by the family.

76.2 NK reported that Mr Longs, when cutting the borders of his field had cut across the boundary and had cut down the new trees that the council had planted. To write to him and let him know that hedge planting will take place and to be careful in future.

77. DATE OF FUTURE MEETING: The next meeting will be at 7.45pm, 4th October. Agenda items to clerk by 28th September.