

WICKLEWOOD PARISH COUNCIL

Minutes of the Annual Parish Council meeting held in Wicklewood Village Hall on Monday 4th July, 2022

Present: John Seville (JS) Chair, Louise Downton (LD), Richard Goodings (RG), John Hipperson (JH), Stephen Brown (SB), Nick Kemp (NK)

In attendance: Helen Frayer (HF) Parish Clerk, Margaret Dewsbury (MD) County Councillor

45. WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed all to the meeting. Apologies received from Joel Pailes and Richard Elliot

46. DECLARATION OF INTERESTS: None declared

47. PUBLIC FORUM:

- A local resident referred to the point made at the previous meeting that allotment holders were responsible for maintaining the tracks beside their own plots and asked it that could be reconsidered for the three end plots beside the orchard as they had track on both sides of their plots. Could the wider track by the orchard be maintained by the council. NK thanked Richard Beales for cutting work he had done
- MD reported that the Parish Partnership Scheme funding has been agreed. Deadline in December. Also the Infrastructure Fund for Community Groups, £1m of funding available

48. APPROVAL OF MINUTES OF MEETING HELD ON MONDAY 13th JUNE 2022: SB proposed to accept the Minutes as correct, seconded by NK, all agreed

49. TO RECEIVE UPDATE FROM CLERK ON ACTIONS SINCE PREVIOUS MEETING: HF reported that all actions had been completed. Following the further correspondence with Anglian Water they had confirmed that the generator will be on site by the end of this financial year and they were confident that the mitigations measures now in place would minimise the risk of future incidents but couldn't totally eliminate the possibility.

50. CORRESPONDENCE:

- 50.1** Planet Aid UK – request to place clothes bank at the village hall – on agenda
- 50.2** Oulton Parish Council – Update re OTN movement – noted
- 50.3** Norfolk ALC – Information re Norfolk Household Support Fund – on agenda
- 50.4** Norfolk CC – Million Trees for Norfolk – on agenda

51. FINANCE

51.1 ACCOUNTS FOR PAYMENT including late invoices not on agenda

Salaries	Clerk & Booking Clerk	458.42
HMRC	Month 3	78.60
Clerk expenses	Mileage, laminator pouches, table tennis bats and balls, magnetic noticeboard and magnets	106.02
Dream Team Cleaning	Cleaning village hall	324.00
J Plunket	Internal Audit	227.50
AF Affinity	Heating oil - DD	443.26
Various	Refunds of deposits	200.00
Playsafety Ltd (RoSPA)	Annual play area inspection	105.00
John Roy	Making good the decoration in kitchen	65.00
TTSR	Grounds maintenance	391.48
	TOTAL	£2,399.28

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

52.2 MONTHLY RECEIPTS AND PAYMENTS REPORT

	Current	Premium	Total
Balance b/f	28,956.39	13,788.87	42,745.26
Total receipts to 29.5.22	4,232.53	1.47	4,234.00
	33,188.92	13,790.34	46,979.26
Total payments to 29.5.22	8,820.72	0.00	8,820.72
	24,368.20	13,790.34	38,158.54
Inter Account Transfers	0.00	0.00	0.00
Closing Balance	24,368.20	13,790.34	38,158.54

53. HIGHWAYS: JS reported a meeting with Adam Mayo the Highways Engineer where they went round the outstanding previously reported issues:

- Wicklewood Rd over the bridge, he will get the debris from the silt removed from the road
- The grups near the pumping station where the road floods. He will get them cleaned out and clear the pipe
- The Green where it floods, looked at drainage channels and he will get that sorted
- Top Road, will rod the iron works and kerbs
- High Oak Lane where farmer has planted a hedge that impacts on the passing area. They will negotiate with farmer and consult their boundaries team
- Green/Wood Lane junction – The Give Way sign is leaning. Various points on Wood Lane where it floods, will get a grup done
- The Village Hall sign on the High Street, badly positioned, will get it moved
- Church Lane, the legal team are still considering. Suggest put on agenda for September to remind them that it is now the season to get this hedge cut.

54. VILLAGE HALL, PLAYING FIELDS AND ALLOTMENTS

54.1 Report from Booking Clerk: JS reported that RM has resigned as Booking Clerk and thanked her for all her good work. RM reported that the website issue seems to be continuing (HF said it had been dealt with but the issue seems to have returned). Bookings have been down, possibly due to these problems but last few days had 3 queries. Could consider promoting the hall on social media.

54.2 Following concerns re increasing costs, the cleaning and oil costs have increased considerably, JS had circulated a spreadsheet showing hall costs and comparing our hire fees against comparable local halls. **JS proposed a 50p increase in the hourly rate with a £10 increase in the function rate. JH seconded, all agreed.** Will be reviewed again at budget time

54.3. Hall Maintenance: No issues

54.4 Playing Field Inspection: LD reported that the annual report by RoSPA had recently taken place, several minor issues raised, mostly considered low risk with a few as medium. Many of the items have been like this for years, it appears the standards have changed and some equipment no longer meets current spec. Suggested holding a working day to deal with most of these small points. Will draw up a list of items and arrange a date. The Cleaners report that they are continuing to find dog mess in the bins and have requested we put a No Dog Mess sign. Agreed

54.5 Report from allotments inspection: RG reported he had inspected on 24.6.22, no concerns.

54.5 To consider quote for cleaning of bus shelter: A quote has been received for £30. Councillors considered this rather expensive. JH said he would ask his window cleaner to quote

55. ARRANGEMENTS FOR RECRUITING A NEW BOOKING CLERK

The vacancy has been advertised on local social media and 5 applications have been received. HF asked if the closing date could be brought forward so that the process can continue, agreed. One of the applications is from a family member of JS so he will not take part in the recruitment process. NK and LD will carry out the interviews. Date to be arranged after the meeting. Aim to have in post by beginning of August.

56. RESPONSES TO CORRESPONDENCE:

56.1 To consider request from Planet Aid UK to place clothes bank at the village hall. Declined as we already have one and receive a small income from it

56.2 To consider actions re the Norfolk Household Support Fund. HF had circulated this, unfortunately there is a short deadline. It is to give financial support, £50, to elderly residents who are struggling with the cost of living increase. **LD will put on social media and HF notify Poors Charity**

56.3 To consider whether to apply for the Million Trees for Norfolk – They are offering hedging as well as trees which would be useful for filling in the gaps around the permissive path, however still have to pay 50% of costs and this has not been budgeted for.

57. **ANY OTHER BUSINESS:** JH reported that there had been an attempted theft of oil from his farm. NK said there had been a couple of burglaries in the village. Need to be vigilant
58. **DATE OF FUTURE MEETING:** The next meeting will be at 7.45 on Monday 5th September. Agenda items to Clerk by 26th August.