

You are summoned to the Annual Parish Council meeting of Wicklewood Parish Council which will be held at Wicklewood Village Hall on **Monday 15th May 2023** at **7.45pm**

Helen Frayer
Parish Clerk
9th May 2023

A G E N D A

1. ELECTION OF CHAIR

2. WELCOME AND APOLOGIES FOR ABSENCE

3. CO-OPTION OF NEW COUNCILLOR

4. DECLARATIONS OF INTEREST

4.1 Annual review of individual Declarations of Interest

4.2 Declarations of interest in items on this agenda

5. ELECTION OF OFFICERS

5.1 Vice Chair

5.2 Playing Field and Play Area Inspector - this appointment has been moved to after the agenda item for amending the risk assessment for the play area

5.3 Allotments Supervisor

6. PUBLIC FORUM (3 min max per person, max 15 mins total)

6.1 Reports from County and District Councillors

7. APPROVAL OF THE MINUTES OF THE MEETING HELD ON MONDAY 3rd APRIL

8. TO RECEIVE UPDATE FROM CLERK ON ACTIONS SINCE PREVIOUS MEETING

9. CORRESPONDENCE

9.1 Local resident re overgrown hedge junction High St and Low St – circulated and on agenda

9.2 Anglian Water re update on generator at pumping station and discharge figures – circulated and on agenda

10. FINANCE

10.1 Monthly payment reports

Salaries	Clerk & Booking Clerk	557.14
HMRC	Month 1	100.20
Clerk expenses	Mileage, card, stamp, paper, folder	30.04
Booking Clerk expenses	Stationery and batteries for defibrillator	11.33
Dream Team Cleaning	Cleaning village hall	324.00
AF Affinity - DD	Heating Oil	362.25
Norfolk ALC	Subscription and website fee	318.32
Lorraine Trueman	Internal audit	50.00
Zurich	Annual Insurance renewal	1,540.94
C G Duffield	Empty septic tank and gullies	160.00
TTSR	Cutting playing field	434.53
Various	Hall hire deposits returned	344.00
	TOTAL	£4,232.75

10.2 Monthly Receipts and Payments Report

	Current	Premium	Total
Balance b/f	5,985.51	38,607.12	44,592.63
Total receipts to 2.5.22	12,646.77	0.00	12,646.77
	18,632.28	38,607.12	57,239.40
Total payments to 2.5.22	4,380.12	0.00	4,380.12
	14,252.16	38,607.12	52,859.28
Inter Account Transfers	0.00	0.00	0.00
Closing Balance	14,252.16	38,607.12	52,859.28

10.3 To receive final Budget with end of year figures

10.4 To agree additional 3 days annual leave (pro rata) for clerk after 5 years service

11. HIGHWAYS

11.1 To receive notifications of highways faults to be reported

11.2 To receive updates from Highways re recent reports

11.3 To consider response to complaint re hedge junction Low Street and High Street

12. PLANNING

12.1 **Decisions:** 2023/0278 65 High St. Single storey front extension – Approval with conditions

12.2 2023/0192 10 Hillside Crescent. Single storey extensions to both ends – Approval with conditions

12.3 2023/0466 Bucks Lane Barn, Bucks Lane. Extensions to main unit and detached outbuilding – Approval with conditions

13. VILLAGE HALL, PLAYING FIELDS, ALLOTMENTS

13.1 Booking clerk's report

13.2 Consider how to advertise the village hall

13.3 Hall maintenance items

13.4 Report from playing field inspection

13.5 Report from allotment inspection

13.6 To consider revising playing field risk assessment in regards to reducing inspection frequency in line with SNC

13.7 To appoint playing field and play area inspector. If no volunteer for role, to approve appointing external inspector

14. TRAINING

14.1 To agree Councillor induction training for co-opted councillor

14.2 To agree Planning training for councillors who have not yet attended

15. CONSIDER PROPOSAL FOR RESPONSES TO CORRESPONDENCE

15.1 Consider further response to Anglian Water

16. ANY OTHER BUSINESS

17. **DATE OF FUTURE MEETING:** The next meeting will be at 7.45 on **13th June**. Agenda items to Clerk by 31st May.