

# WICKLEWOOD PARISH COUNCIL

**Minutes of the Annual Parish Council meeting** held in Wicklewood Village Hall on Monday 15<sup>th</sup> May, 2023

**Present:** John Seville (JS) Chair, Richard Goodings (RG), John Hipperson (JH), Stephen Brown (SB)

**In attendance:** Helen Frayer (HF) Parish Clerk, Richard Elliot (RE) part meeting, Tina Phillips (TP) Booking Clerk

- 13. ELECTION OF CHAIR: RG nominated John Seville.** There were no other nominations. **JH seconded, all agreed**
  
- 14. WELCOME AND APOLOGIES FOR ABSENCE:**  
The Chair welcomed all to the meeting. Apologies received from Nick Kemp, Hilary Matthews and Margaret Dewsbury
  
- 15. CO-OPTION OF NEW COUNCILLOR:** Danny Clarke had put his name forward for nomination. **Proposed by SB, seconded JH, all agreed.** After signing the declaration DC took his place on the council
  
- 16. DECLARATION OF INTERESTS:**
  - 16.1** Annual review of individual Declarations of Interest – no changes
  - 16.2** Declarations of interest in items on this agenda - None
  
- 17. ELECTION OF OFFICERS:**
  - 17.1** Vice Chair – NK had expressed his willingness to continue. **Proposed by RG, seconded SB, all agreed**
  - 17.2** Playing Field Inspector – This item deferred to later in the meeting
  - 17.3** Allotments Supervisor – RG said he was willing to continue, **DC proposed, seconded JH, all agreed**
  
- 18. PUBLIC FORUM:** Nothing raised
  
- 19. APPROVAL OF MINUTES OF MEETING HELD ON MONDAY 3<sup>rd</sup> APRIL.** **RG proposed to accept the Minutes as correct, seconded by SB all agreed**
  
- 20. TO RECEIVE UPDATE FROM CLERK ON ACTIONS SINCE PREVIOUS MEETING:**
  - 20.1** HF reported that she had send a sympathy card on behalf of the parish council to the family of the late Sheila Neave who had previously been parish clerk
  - 20.2** HF reported that a response had been received from Planning re the fence on Green Lane. They stand by their previous decision that the fence is permitted development and they cannot enforce the owner to re-instate the ditch or hedge.

- 20.3** Re the request to have a meeting with the Highways Engineer, landowner and JS re the hedge on High Oaks Rd, the contact details have been sent, nothing further heard
- 20.4** Three quotes had been received to empty the septic tank and car park gullies. Our usual contractor, C G Duffield, was by far the cheapest quote. The work has now been completed
- 20.5** The agreed company has now replaced the inverter for the solar panels, so they are now operational again. HF reported that she had compared the recent electric bill with the same period last year and not having the solar panels in use for that period had increased the costs by approx. 50p per day.
- 20.6** HF reported that one of the allotment plots had been given up, however a few days later she had been contacted by someone wanting a plot, so that has now been let again.

**21. CORRESPONDENCE:**

- 21.1** Local resident re overgrown hedge junction High St and Low St – circulated and on agenda
- 21.2** Anglian Water re update on generator at pumping station and discharge figures – circulated and on agenda

**22. FINANCE**

**22.1 ACCOUNTS FOR PAYMENT**

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
	<b>TOTAL</b>	<b>£4,232.75</b>

**Resolved: That all accounts as presented be paid. Proposed SB, seconded DC, all agreed**

**22.2 MONTHLY RECEIPTS AND PAYMENTS REPORT**

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

- 22.3** The final budget updated with actual end of year figures had been circulated. SB asked why the figure for playing field maintenance was so much higher than previously. HF explained that this was allowing for the repairs/replacements to the safety matting which had been approved last year but invoiced this year
- 22.4** HF requested that now she has completed 5 years service, she receive the long service holiday increase of 3 days, pro rata. This combined with the additional days leave granted in the last pay settlement would increase her holiday allowance by 30 mins per month. **SB proposed accepting, JH seconded, all agreed**

**23. HIGHWAYS:**

- 23.1** To receive notifications of highways faults – JS reported that the hedge at High Oaks waterworks is impeding on the road and needs cutting. **To write to Anglian Water**
- 23.2** HF updated re the recent requests that had been submitted to the Highways Rangers. No action had been taken on any of the requests. JS requested that we **write to Adam Mayo requesting a meeting to discuss the issues.**
- 23.3** A complaint had been received about the hedge at the junction of Low Street and High Street. This hedge belongs to Kimberley House. JS confirmed that it is blocking sight of traffic coming from Kimberley direction. **Agreed to write to householder**

**24. PLANNING:**

- 24.1 Decisions:** 2023/0278 65 High St. Single storey front extension – Approval
- 24.2** 2023/0192 10 Hillside Crescent. Single storey extensions to both ends – Approval
- 24.3** 2023/0466 Bucks Lane Barn, Bucks Lane. Extensions to main unit and detached outbuilding

**25. VILLAGE HALL, PLAYING FIELDS AND ALLOTMENTS**

- 25.1 Report from Booking Clerk:** TP reported that all was quiet. She had received some queries for weddings. There has been another occasion when dirty glasses from the Cinema Club had been found in the kitchen. The cleaners reported that although they had previously washed them up as a good will gesture, they did not have sufficient time to continue doing this. **TP will write to the Cinema Club and tell them they need to do their own washing up and leave everything clean and tidy.** TP said that one of the regular users had queried how frequently the fire alarms were being tested and had offered to take on this task. TP confirms she tests them monthly in line with the agreed risk assessment. It was considered that safety checks like this need to be done by staff. **TP will thank them for their kind offer**
- 25.2 Consider how to advertise the village hall:** TP reported that the only vacant availability for bookings was Monday and Thursday mornings. **Will promote on social media and contact the police at Wymondham in case it can be of use to them**

RE arrived at meeting

**25.3 Maintenance items in hall:**

- TP reported that the security light by the front door was flashing – to be investigated
- The dripping tap had worsened. **HF to contact plumber**

- Donna had reported that in heavy rain, the gutter was overflowing and water was coming in the kitchen window. JS had checked and clipped the gutter back but reported that the joints are loose and need treating with mastic. **To ask plumber if he can attend to this whilst repairing the tap**
- One of the folding tables was found broken. No one has claimed responsibility. RG had looked and didn't consider it repairable. It was agreed that we had sufficient tables and would not replace
- It had been noticed that some of the tables had some paint marks on them. TP to contact Rainbows/Brownies/Guides and ask them to consider covering the tables when using paint and to ensure they clean them thoroughly

**25.4 Playing Field Inspection:** JS reported he had inspected and found no issues. The last area of safety matting to be replaced is still outstanding. The contractors have been in contact to say they hope to be able to do during June

**25.5 Report from allotments inspection:** RG reported he had inspected on 19th. All satisfactory. One of the tenants had reported to him that his shed had been broken into and mower and rotovator stolen. HF reported that she had been to look at the community plot which is looking good, however she had noticed that there was a clump of tree saplings growing in the plot, including oak, beech and hawthorn. These need removing before they get bigger and cause problems. **RG will speak to the plot holders**

**25.6 Playing Field Risk Assessment:** RS reported that although previously, the risk assessment stated the area should be inspected weekly, he had discovered that SNC only inspected their play areas monthly. Their professional inspector had been contacted and advised that he considered Wicklewood only needed inspecting quarterly as we do not have any high level equipment. It was agreed that monthly would be sufficient and JS had revised the risk assessment to this effect. **SB proposed accepting the revised risk assessment, JH seconded, all agreed**

**25.7 To appoint playing field and play area inspector:** The SNC inspector had quoted £110 per inspection. None of the councillors present volunteered for the role. HF reported that she had spoken to NK and he was willing to resume the role. **RG proposed NK be the inspector, JH seconded, all agreed**

**26.** The meeting was then adjourned and RE invited to give his report: RE reported that the Council offices have now moved to the Broadland Business Park and it will open at the end of the month. This has reduced the cost of maintain two buildings. There is ample parking and on a bus route. The AGM for the new district council will be on 24<sup>th</sup> May.

**27. TRAINING:** There was a Councillor Induction course available on 26<sup>th</sup> May, also Planning training which HM and DC should do. **SB proposed, RG seconded. HF will circulate details**

**28. CONSIDER PROPOSAL FOR RESPONSES TO CORRESPONDENCE:** JS referred to the email from Anglian Water re the issues at the pumping station. The promised generator has not yet been installed, now due September. The CEO seemed proud that there had only been one overflow in the past year which was due to UKPN power failure. JS said that the

overflow was due to their failure to get a tanker there in time to prevent the overflow and there should be sufficient capacity in the containment tank to manage this. He is concerned about the capacity of the containment tank in view of the additional sewage that would be coming from the new connection to Morley. **JS proposed writing to the CEO again with these concerns. DC seconded, all agreed**

**29. ANY OTHER BUSINESS:** None

**30. DATE OF FUTURE MEETING:** The next meeting will be the 7.45 on Monday 5<sup>th</sup> June 2023.  
Agenda items to Clerk by 26<sup>th</sup> May