

WICKLEWOOD PARISH COUNCIL

Minutes of the Parish Council meeting held in Wicklewood Village Hall on Monday 5th June, 2023

Present: John Seville (JS) Chair, Nick Kemp (NK) Vice Chair, Richard Goodings (RG), John Hipperson (JH), Stephen Brown (SB), Hilary Matthews (HM), Danny Clarke (DC)

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

31. WELCOME AND APOLOGIES FOR ABSENCE:

The Chair welcomed all to the meeting. Apologies received from Richard Elliott

32. DECLARATION OF INTERESTS: None

33. PUBLIC FORUM:

- 33.1 Resident said the landlady of the Cherry Tree had donated £200 from takings at the Coronation event to the playing area improvement fund. He said the event had been very good and requested that the parish council consider her to run the bar at the village hall. JS reported that when the Cherry Tree had previously held the licence there had been issues and when it was last renewed, they declined to apply.
- 33.2 Resident requested that some of the councillors form a group to raise funds for charity and run events and raise the profile of Wicklewood. NK reported that when organising the Coronation event it had been a lot of work, but had received very little support from the village so he would not be prepared to do a future event.
- 33.3 Resident reported that the communal allotment had received a letter from RG re tree saplings on the plot. The oak has been removed, other tree species mentioned not found. They have an apple tree in the site. She reported that the site is well enjoyed by local residents and the school had arranged a visit where the children helped on the plot and since, one boy had started caring for a small plot himself.
- 33.4 Resident asked what actions are planned to enhance the play area. JS reported that the parish council had agreed to commit future CIL money. Some money had been received from Jubilee and Coronation events that is ring-fenced. HF reported that the chair of the PTA had offered to take fundraising forward in a private capacity along with a previous councillor. There is funding available that can be applied for by a community group but the parish council is not eligible to apply. Request that this group be invited to attend parish council meeting.
- 33.5 MD had previously circulated her report which she read (attached to minutes). SB asked about the Active Transport Plan as he couldn't see any link between Wicklewood and Wymondham and asked if consideration could be given to cycle provision on this route. MD said if it were requested it could be considered. DC asked the survey had been publicised. MD was not sure how it had been publicised. NK agreed to post link on local social media.

34. APPROVAL OF MINUTES OF MEETING HELD ON MONDAY 15th MAY. SB proposed to accept the Minutes as correct, seconded by JH all agreed

35. TO RECEIVE UPDATE FROM CLERK ON ACTIONS SINCE PREVIOUS MEETING:

- 35.1** HF reported she had contacted Anglian Water re the overgrown hedge at High Oaks waterworks. They have agreed to cut it.
- 35.2** A meeting has been arranged with Adam Mayo the Highways Engineer to look at the various issues in the village and also the High Oaks Road hedge. Meeting arranged for 13th June
- 35.3** The householder at Kimberley House had been written to re the hedge. It has now been cut.
- 35.4** Faulty security light has had bulb replaced. Thanks to RG for this work.
- 35.5** Plumber has done a temporary fix on the tap and is obtaining the parts. He has not responded to the request re the guttering. HF to follow up
- 35.6** HF reported she had written again to CEO of Anglian Water. His latest response had been circulated to councillors (received after agenda was posted).
- 35.7** HF reported she has written to police at Wymondham re hire of the hall.

36. FINANCE

36.1 ACCOUNTS FOR PAYMENT including late invoices

Salaries	Clerk & Booking Clerk	562.92
HMRC	Month 2	101.80
Clerk expenses	Mileage, stamps	14.10
Dream Team Cleaning	Cleaning village hall	421.82
EDF	Electricity -includes the £150 alternative fuel payment - DD	123.88
Wave	Water rates - DD	29.54
PWLB	Loan repayment - DD	678.36
Maran	Cleaning bus shelter	20.00
Various	Hall hire deposits returned	200.00
Tim Carver	Verge cutting	120.00
Richard Goodings	Bulb for security light	5.23
	TOTAL	£2,277.65

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

36.2 MONTHLY RECEIPTS AND PAYMENTS REPORT

	Current	Premium	Total
Balance b/f	14,252.16	38,607.12	52,859.28
Total receipts to 26.5.22	1,713.00	0.00	1,713.00
	15,965.16	38,607.12	54,572.28
Total payments to 26.5.22	4,578.28	0.00	4,578.28
	11,386.88	38,607.12	49,994.00
Inter Account Transfers	-5,000	+5,000	0.00
Closing Balance	6,386.88	43,607.12	49,994.00

36.3 ANNUAL GOVERNANCE STATEMENT: The Annual Governance Statement 2022/23 and the Accounting Statement had previously been circulated to councillors and were read out to the meeting. **NK proposed to approve as correct, seconded HM all agreed.**

36.4 TO CONSIDER & AGREE ACTIONS FROM INTERNAL AUDITOR RECOMMENDATIONS:

- Risk Assessments – It was noted that most of the risk assessments are due to be reviewed. There is no general risk assessment although there are specific ones in place. **Review of risk assessments to be on future agenda.**
- Clerk as signatory on account/no internal control officer – Barclays only allow two signatories to authorise. Council wish clerk to continue setting up the payments, as agreed at each meeting, with a councillor being the second signature. As an additional safeguard, DC offered to be the internal control officer. **These actions proposed by NK, seconded JS, all agreed.** HM asked if bank statements could be circulated to councilors quarterly – agreed
- List of allotment holders/list of hall hirers to be circulated – it was considered that this was potentially a GDPR issue. **Councillors agreed that they did not wish to receive this information.** Clerk always reports at the meetings any allotment vacancies. Hall hire fees received are included in the end of year financial update and also the budget.
- Asset Register / Insurance cover – The current asset register is in two parts. One is all the freehold property – village hall and land – valued in 2016. Clerk has previously been advised that there is no requirement to update this figure for the AGAR asset register. All additional assets, bus shelter, SAM sign etc, are recorded on a separate sheet with date of acquisition and the full purchase price. **Council are satisfied with this recording.** Insurance for the village hall was increased to £1million in June 2022 after re-valuing the re-build costs as agreed at the Feb 22 meeting. Additional items are insured for the purchase costs. **Clerk to contact insurance company about how to ensure these have sufficient insurance cover.**
- Accessibility Statement and Information Audit – **to be on future agenda.**
- Loan Reconciliation – **Clerk to draw up separate spreadsheet.**
- Planning Policy to give clerk delegated powers – At the meeting in January 2019 Minute 595 the Clerk was given delegated powers. – **Will update the current planning policy and bring to future meeting for approval.**

37. HIGHWAYS: JH asked if we could ask for an update on the Church Lane situation. **HF to contact Adam Mayo**

38. PLANNING:

38.1 Application: 2022/1627 Whitehall Farm – Amended retrospective application for combined heat and power units, digestate lagoon and asphalt pad: JS reported that several residents had expressed concerns about the noise, especially at night, light pollution and heavy vehicles and he had circulated a document setting out latest sound levels as per the amended noise report on the application. After discussion **SB proposed the council responds to the application with the information in JS's report and request measures be put in place to reduce the noise to 30 DbA which is normal for a quiet rural village and also highlight the issues with the light pollution and additional heavy vehicles.** HM seconded, all agreed

39. VILLAGE HALL, PLAYING FIELDS AND ALLOTMENTS

39.1 Report from Booking Clerk: TP reported that she has contacted the Cinema Club re the dirty glasses and also Guides/Brownies re paint on tables. She has had the first commercial booking – an old time film show. NK reported that Julie had tuned the piano for this. TP reported that she has promoted the hire of hall in various local social media with some interest but no firm bookings

39.2 Maintenance items in hall: Nothing new reported

39.3 Playing Field Inspection: NK reported he had inspected and no concerns. The grass is due a cut and still awaiting the last bit of safety matting under the roundabout. Some of the trees at the end have died if anyone has any spare trees, and deer have been at them. He has replaced the table tennis bats and now has no spares **HF to order more**. JS said he didn't think the scarifying/slitting had been done and weedkilling along drive needed doing. **HF to contact company**

39.4 To consider replacing the baby swing seats: NK reported that they were very discoloured and hadn't cleaned up, although they were not considered unsafe. Will await the RoSPA inspection which is taking place this month and will get prices for replacement if necessary

39.5 Report from allotments inspection: RG reported he had inspected on 23rd. All satisfactory.

40. TO CONSIDER SIGNING UP FOR THE GOV.UK EMAIL SCHEME: HF reported that the pilot scheme offering this for free had failed and the offer was now £112 + VAT every two years plus £70 per year for the accompanying website. HF reported that it was good practice to have this rather than using personal emails, although she ensured that people's personal information was not circulated. **SP proposed not accepting, NK seconded, all agreed**

41. TO ELECT NORFOLK ALC REPRESENTATIVE: SB was the representative last year, although there was only one meeting. He is happy to continue, **NK proposed, HM seconded, all agreed.**

42. TO CONSIDER UPDATING MP RE CORRESPONDENCE WITH ANGLIAN WATER: JS suggested that the council share the correspondence they have had with the CEO of Anglian Water re the situation at the pumping station. A further response from the CEO had been received the day before the meeting which had been circulated. This appears to contradict previous information given re the retention time of the tank and is only considering power failure and not the other possible causes of failure. JS suggested further response. **DC proposed contacting MP and CEO, SB seconded, all agreed**

43. ANY OTHER BUSINESS: NK gave an update on the Coronation event. The event could not have taken place without the £200 grant from SNC as the ceildh was not very well supported. However people had been generous with donations for the refreshments so a small profit was made for the event in the village hall. £100 was sent to the Princes' Trust. The remainder covered the cost of the booklets and bookmarks which were given to those who attended. The events at the pub went well and as already reported, the landlady has

donated £200 to the play area fund. NK reported that a lot of work had gone into organising the event and those who attended had enjoyed it, however, due to lack of support and help from local residents, he would not be prepared to be involved in any future events. JS thanked him on behalf of the council.

- 44. DATE OF FUTURE MEETING:** The next meeting will be the 7.45 on Monday 3rd July 2023.
Agenda items to Clerk by 23rd June