

WICKLEWOOD PARISH COUNCIL

Minutes of the Parish Council meeting held in Wicklewood Village Hall on Monday 2nd October, 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, Tina Phillips (TP) Bookings Clerk, Richard Elliot (RE) District Councillor

73. WELCOME AND APOLOGIES FOR ABSENCE:

The Chair welcomed all to the meeting. Apologies received from Margaret Dewsbury

74. DECLARATION OF INTERESTS: NK declared an interest in agenda item 9.5

75. PUBLIC FORUM: None

76. APPROVAL OF MINUTES OF MEETING HELD ON MONDAY 4th SEPTEMBER. SB proposed accepting Minutes, DC seconded, all agreed.

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

77.1 HF reported she had contacted Highways re reinstatement of cats eyes and junction markings. They had replied that as a category C road it didn't require studs however as it was a busy road they have agreed to replace and it is scheduled for 16th October. The matter of the swept chippings being offered for sales has been held over to next month as the highways engineer has been on leave.

77.2 HF reported that she had contacted TTSR and Tim Carver for quotes to cut round allotment. Quotes not yet received

77.3 HF has met with SB and carried out the Accessibility Audit on the website so that is now compliant

77.3 HF had circulated the recent reply from Anglian Water who are now admitting that they are not able to provide sufficient retention time during all situations. JS said this means they are not compliant with their own policy for new developments. They keep blaming the power supply. The generator is on site and currently being installed although contractor issues have delayed this but it should be operational by mid October. JS suggested the council pass this over to George Freeman MP. JS felt that the parish council have a duty to ensure that SNC Planning Department are made aware of this lack of capacity and it should be brought up in all future development applications. JS said the Environment Agency should also be updated so that they are aware of the situation. **NK proposed these actions, HM seconded, all agreed**

78. FINANCE

78.1 ACCOUNTS FOR PAYMENT: including late invoices

Salaries	Clerk & Booking Clerk	563.12
HMRC	Month 6	101.60
Clerk's expenses	Mileage	16.20
Dream Team Cleaning	Cleaning village hall	324.00
Tim Carver	Cutting verges – invoice 4	120.00
JG Computer Services	Repair of laptop	169.69
TTSR	Playing field cutting	434.53
PKF Littlejohn	External audit	252.00
	TOTAL	1,981.14

It was noted that the total as shown on the agenda was incorrect. This was due to a calculator error. Corrected on minutes. HM asked if the payments could be broken down by date, agreed. **Resolved: That all accounts as presented be paid. Proposed NK, seconded JH, all agreed**

78.2 MONTHLY RECEIPTS AND PAYMENTS REPORT

	Current	Premium	Total
Balance b/f	4,074.86	44,689.08	48,763.94
Total receipts to 25.09.23	1,341.76	121.94	1,463.70
Hall hire	860.00		
Allotments	24.00		
FIT receipt	148.50		
Bowls club utilities recharge	309.26		
	5,416.62	44,811.02	50,227.64
Total payments to 25.09.23	1,183.42	0.00	1,183.42
	4,233.20	44,811.02	49,044.22
Inter Account Transfers	0.00	0.00	0.00
Closing Balance	4,233.20	44,811.02	49,044.22

78.3 ANNUAL AUDIT REPORT: PKF Littlejohn have completed their external audit and found no matters of concern or made any recommendations.

78.4 TO REVIEW BUDGET AS AT HALF YEAR: The budget had been circulated. HF made note of the three areas that are over budget: insurance, dog bins (due to change of date of invoice) and grass cutting. The excess in these areas is not big and all other items are on target or under budget. It was noted how much the bank interest has increased. No concerns at present.

78.5 TO APPOINT AN INTERNAL AUDITOR: The council were pleased with the work of Lorraine Trueman who carried out the audit. **HM proposed renewing the contract, DC seconded, all agreed**

79. HIGHWAYS: None reported

80. PLANNING:

Decisions: All noted

- 8.1 2023/1648 – 16 St Georges – Changes to windows – Approved with conditions
- 8.2 2023/1697 – 20 Hackford Rd – Alteration to dwelling and external cladding – Approved with conditions
- 8.3 2023/1809- 14 Hackford Rd – Demolition of conservatory and proposed 2 storey extension to rear – Approval with conditions

81. VILLAGE HALL, PLAYING FIELDS AND ALLOTMENTS

- 81.1 **Report from Booking Clerk:** TP reported that the Farmers Market had still not paid their booking cancellation fee however as they are now being taken to court for non payment of booking fees elsewhere, it was agreed this would now be written off. There has been a wasp infestation in the store room of the hall. JS and TP had both sprayed it and it now seems to be resolved. All bookings payments are up to date. Bookings are currently slow. The defibrillator has been inspected 29/9, all in order.
- 81.2 **Maintenance items in hall:** Nothing new reported
- 81.3 **Playing Field Inspection:** NK reported he had inspected the playing field, all ok. The matting around the roundabout still outstanding. **HF to chase TTSR again and also about the scarifying.**
- 81.4 **Report from allotments inspection:** RG reported he had inspected on 18th Sept, all in order. The new tenants on plot 22 are doing a good job of clearing it. The electric lines that go over Graham Mann's land at Hillcrest farm are going into the trees and need to be dealt with. **HF to contact Graham Mann.** RG reported that the Bowls Club have cut their hedge and deposited them on the land to the side of the hall and covered them with grass cuttings. This is an area that previously had to be cleared due to the Bowls Club dumping stuff there. An agreement had already been made that the Bowls Club would have compost bins there. They need to ensure that all their green waste is either placed in the bins or removed from site. **HF to write to the Chairman.** JH was thanked for cutting round the permissive path.
- 81.4 **To review allotment leases:** As discussed at the previous meeting, the council is awaiting quotes to take over cutting the paths between plots which are currently the responsibility of the tenants. **JS proposed an increase in rent from the current £24 to £30 to cover this. JH seconded. HM said that was too high a percentage increase and proposed the new rent as £27, SB seconded, RG and DC also agreed. The leases to be amended to take this requirement out**

82. TO CONSIDER HIRE OF PLAYING FIELD FOR GIRLS FOOTBALL GROUP: Agreed to meet with organisers to clarify what their requirements are.

83. TO CONSIDER VILLAGE HALL HEATING SYSTEM AND CAVITY WALL INSULATION: JS and NK had met with Finn Geotherm who had previously quoted for this work. They considered that air source was the best option. A boiler temperature test had been carried out and they are analysing the data. The council currently have £6k ringfenced for boiler replacement and the Government will soon be offering £7.5 grant. This would bring the funding near to the costs. The hall would also need cavity wall insulation. There is also the possibility of having an inline tank to heat water from the solar panels. This would feed into

the heating system. The current radiators should be sufficient. SB said we should also get costs for replacing a new oil boiler. Will need 3 quotes for heat pump, with a design and build plan and also quotes for insulation. It was suggested a small committee to consider the information then bring information to the full council. This committee to consist of JS, NK, SB and DC. **HF to arrange quotes**

- 84. TO APPROVE PURCHASE OF NEW PRINTER AND ENROLMENT ON HP INK SCHEME:** HF reported that the current printer gives very poor quality print and also does not scan or copy. Now she no longer has access to carry out these tasks elsewhere, she requested a new printer. A suitable one has been found from HP, currently on offer at £44.99. The ink scheme works out cheaper than buying cartridges. HF also requested a laminator, £19.99. **JH proposed purchasing these items, NK seconded, all agreed.**
- 85. ANY OTHER BUSINESS:** None
- 86. DATE OF FUTURE MEETING:** The next meeting will be the 7.45 on Monday 6th November 2023. Agenda items to Clerk by 27th October.

DRAFT