

# WICKLEWOOD PARISH COUNCIL

**Minutes of the Parish Council meeting** held in Wicklewood Village Hall on Monday 4<sup>th</sup> September, 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, Richard Elliot (RE) District Councillor

**58. WELCOME AND APOLOGIES FOR ABSENCE:**

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

**59. DECLARATION OF INTERESTS:** None

**60. PUBLIC FORUM:**

RE reported there were some grants available: The Community Action Fund which is for community groups, Go For It grants, up to £300 for small groups start up. Details will be posted on local social media

**61. APPROVAL OF MINUTES OF MEETING HELD ON MONDAY 3<sup>rd</sup> JULY.** HM said 49.1 should read circulate, not circulated. Manually corrected. NK proposed accepting Minutes, SB seconded, all agreed.

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

**62.1** HF reported that the plot holders of No 22 had been emailed and written to with no response. There are now new occupants of the address so it appears they have moved away. Plot now let to the couple on top of the waiting list

**62.2** HF confirmed that the insurance, although not new for old, was index linked

**62.3** HF reported that she had emailed the person who had offered to get involved in fundraising for the play area, no response. The two people whose details she had passed on have had no contact, so it appears this is not going ahead. As there is funding available that community groups can apply for, agreed to promote on The Net and social media to try and get a group involved.

**63. FINANCE**

**63.1 ACCOUNTS FOR PAYMENT:** Monthly payments made in August to be ratified

Salaries	Clerk & Booking Clerk	562.92
HMRC	Month 4	101.80
Clerk's expenses	Mileage, condolence card	11.10
Dream Team Cleaning	Cleaning village hall	405.00
Tim Carver	Cutting verges – invoices 2 & 3	240.00
E Fire	Extinguishers service	118.20

Nick Kemp	Replacement parts for table tennis table	57.00
	<b>TOTAL</b>	<b>£1,496.02</b>

#### Monthly payment reports for September

Salaries	Clerk & Booking Clerk	562.92
HMRC	Month 5	101.80
Dream Team Cleaning	Cleaning village hall	338.70
Wave	Water rates	203.56
	<b>TOTAL</b>	<b>£1,206.98</b>

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

#### 63.2 MONTHLY RECEIPTS AND PAYMENTS REPORT

	Current	Premium	Total
Balance b/f	<b>2,957.74</b>	<b>47,689.08</b>	<b>50,646.82</b>
Total receipts to 24.08.23	2,866.00	0.00	2,866.00
	<b>5,823.74</b>	<b>47,689.08</b>	<b>53,512.82</b>
Total payments to 24.08 .23	4,748.88	0.00	4,748.88
	<b>1,074.86</b>	<b>47,689.08</b>	<b>48,763.94</b>
Inter Account Transfers	+3,000	-3,000	0.00
<b>Closing Balance</b>	<b>4,074.86</b>	<b>44,689.08</b>	<b>48,763.94</b>

HF asked if it would be helpful for the receipt to be broken down by subject, agreed.

#### 64. HIGHWAYS:

**64.1** JS asked that Highways be asked to reinstate the cat's eyes on Wymondham/Hackford Rd following the recent resurfacing and also the surrounding junctions need their white markings reinstated

**64.2** JH reported that the contractor sweeping the loose road surface had offered to sell him the surplus sweepings for £100. Was this permitted? JH reported that on a previous occasion the contractor had asked if he had somewhere he could dump them and had left 5-6 tonne approx. granite chippings. Why aren't they reused elsewhere? **HF to contact Highways**

#### 64. PLANNING:

**64.1 Applications:** 2023/1697, 2023/1923, 2023/1809, 2023/1648, 2022/0899 had been dealt with via email exchange outside of the meeting with no views or comments

#### 65. VILLAGE HALL, PLAYING FIELDS AND ALLOTMENTS

**65.1 Report from Booking Clerk:** In the absence of TP, HF reported that the defibrillator had been checked 28/8/23. The Farmers Market had cancelled future bookings due to lack of customers. Still owed the cancellation fee. On one occasion the cleaners had found the front door unlocked and keys in the door. The last users were sure they had locked it. All seemed in order but it would be prudent to change the combination. **RG will contact TP to show her how to do this.**

**65.2 Maintenance items in hall:** Nothing new reported

- 65.3 Playing Field Inspection:** NK reported he had inspected the playing field, he had repaired the table tennis table. The matting around the roundabout still outstanding. HF said she had recently chased TTSR for this. JH offered some young oak trees to replace some that had died
- 65.4 Consider TTSRs offer to additional tasks:** JS thanked JH for cutting the allotment track and the orchard. TTSR could be asked to quote to cut allotment track. NK asked if the paths on the allotment could be included. Although it is on the tenancy agreement that plot holders maintain these, many do not have the equipment. The costs could be added to the rent. **HF to get quotes from TTSR and Tim Carver to cut the allotment track and paths**
- 65.5 Report from allotments inspection:** RG reported he had inspected on 27<sup>th</sup> July and 14<sup>th</sup> Aug all ok. HF had provided some wild flower plants, NK and family had planted them.

- 66. TO AGREE DRAFT DOCUMENT TO PUBLISH ON VILLAGE WEBSITE RE THE ROLES AND RESPONSIBILITIES OF THE PARISH COUNCIL:** Draft had been circulated. **SB said it was a good document and proposed it be put on the website, DC seconded, all agreed**
- 67. TO REVIEW AND APPROVE ALL RISK ASSESSMENTS:** New risk assessments had been written for the SAM2 sign and also general risk. All others had been reviewed and updated and the finance one now includes online banking, having the clerk as signatory and return of hall hire deposits and refund of hire fees outside of the meeting. HM asked if the SAM2 sign was insured. Yes it is. **NK proposed accepting all the risk assessments, DC seconded, all agreed**
- 68. TO REVIEW ACCESSIBILITY STATEMENT AND ACCEPT QUOTE FROM NORFOLK ALC TO CARRY OUT ACCESSIBILITY REVIEW:** **SB proposed accepting statement, NK seconded, all agreed.** SB asked what Norfolk ALC would do for the fee as he didn't feel it was good value for money. He said he was able to do the required review. **Agreed that HF would meet with SB to do the review**
- 69. TO AGREE PLANNING POLICY TO DELEGATE AUTHORITY TO CLERK FOR RESPONSES TO APPLICATIONS RECEIVED OUTSIDE OF THE MEETING:** Although it had previously been agreed that the clerk could respond to non contentious applications received outside of the meeting via email exchange with councillors it had been suggested by the internal auditor it should be a formal policy. Draft document had been circulated. **JH proposed accepting, HM seconded, all agreed**
- 70. TO CONSIDER RESPONSE TO CORRESPONDENCE:**
- 70.1 PSPO Consultation:** It was felt it was very comprehensive and no response was required
- 70.2 Anglian Water's response to George Freeman MP:** JS said he felt the reply still hadn't addressed the issue of the retention time and why they weren't able to get a tanker there in time. Agreed to send further request for clarification on this matter

- 71. ANY OTHER BUSINESS:** HF said the only outstanding recommendation from the internal audit was to carry out an Information audit, however it was not clear what was required. IT was agreed that no action would be taken at present. JS said that councillors needed bear in mind that when looking at the budget for the next year, the boiler was coming to the end of its life. NK said it would also be necessary to consider the play area when working on the budget.
- 72. DATE OF FUTURE MEETING:** The next meeting will be the 7.45 on Monday 2<sup>nd</sup> October 2023. Agenda items to Clerk by 22<sup>nd</sup> September