

You are summoned to the Parish Council meeting of Wicklewood Parish Council which will be held at Wicklewood Village Hall on **Monday 3rd June 2024 at 7.45pm**

Gemma Creasey
Parish Clerk
26th May

A G E N D A

1. WELCOME AND APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST
3. CHAIR TO SIGN ACCEPTANCE OF OFFICE
4. ELECTION OF ALLOTMENT SUPERVISOR
5. PUBLIC FORUM (3 min max per person, max 15 mins total)
 - 3.1 Reports from County and District Councillors
6. APPROVAL OF THE MINUTES OF THE MEETING HELD ON MONDAY 13th MAY
7. TO RECEIVE UPDATE FROM CLERK ON ACTIONS SINCE PREVIOUS MEETING
8. CORRESPONDENCE – GOOD COUNCILLORS GUIDE 2024 - CIRCULATED
9. FINANCE

6.1 Monthly payment reports

Salaries	Clerk, Helen Handover work & Booking Clerk	779.31
HMRC	Month 2	56.60
Clerk expenses	Mileage, Mobile phone, Sim card	123.68
Zurich	Hall insurance	1605.00
Finn Geotherm	Energy performance certificate	150.00
E Fire	Fire alarm and emergency lighting testing	185.95
PWLB	Loan repayment DD	678.36
	TOTAL	£3,578.90

6.2 Monthly Receipts and Payments Report

		Current	Premium	Total
Balance b/f		8,935.11	38,146.05	47,081.16
Total receipts to 23.5.24		50.00	0.00	50.00
Hall hire	0.00			
Hall deposit	50.00			
CIL	0.00			
		8,985.11	38,146.05	47,131.16
Total payments to 23.5.24		11,599.07	0.00	11,599.07
		-2613.96	38,146.05	35,532.09
Inter Account Transfers		+7000	-7000	0.00

Closing Balance	4,386.04	31,146.05	35,532.09
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6.3 ANNUAL GOVERNANCE STATEMENTS: To agree the annual governance statement and annual accounting statements for 2023/24

6.4 To note the internal audit report

10. HIGHWAYS

10.1 To receive notifications of highways faults to be reported

11. PLANNING

8.1 CONSIDER CONCERNS AT GREEN LANE AS TO WHETHER LAND IS BEING USED FOR NON-AGRICULTURAL PURPOSES AND IF IT IS A CHANGE OF USE

12. VILLAGE HALL, PLAYING FIELDS, ALLOTMENTS

12.1 Booking clerk's report

12.2 Hall maintenance items

12.3 Agree quote for energy assessment report for air source heat pump.

12.4 Agree quote for covering the hole near bar sink

12.5 Agree to offer carbon monoxide alarm on parish website

12.6 Report from playing field inspection

12.7 Agree external play equipment inspection quote

12.8 Report from allotment inspection

12.9 To discuss allotment track cuts following correspondence with TTSR

13. TO REVIEW AND APPROVE HALL RISK ASSESSMENT

14. TO REVIEW AND ADOPT STANDING ORDERS AND FINANCIAL REGULATIONS

15. DATE OF FUTURE MEETING: The next meeting will be at 7.45pm on **1st July**. Agenda items to Clerk by 21st June.