

You are summoned to the Annual Parish Council meeting of Wicklewood Parish Council which will be held at Wicklewood Village Hall on **Monday 13th May 2024** at **7.45pm**

Gemma Creasey
Parish Clerk
7th May 2024

A G E N D A

1. ELECTION OF CHAIR

2. WELCOME AND APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

- 4.1 Annual review of individual Declarations of Interest
- 4.2 Declarations of interest in items on this agenda

4. ELECTION OF OFFICERS

- 4.1 Vice Chair
- 4.2 Playing Field and Play Area Inspector
- 4.3 Allotments Supervisor
- 4.4 Internal Financial Control Officer

5. PUBLIC FORUM (3 min max per person, max 15 mins total)

- 5.1 Reports from County and District Councillors

6. APPROVAL OF THE MINUTES OF THE MEETING HELD ON MONDAY 8th APRIL

7. TO RECEIVE UPDATE FROM CLERK ON ACTIONS SINCE PREVIOUS MEETING

8. FINANCE

8.1 Monthly payment reports

Salaries	Clerk & Booking Clerk	602.62
HMRC	Month 1	108.60
Clerk expenses	Mileage, paper, doormat, cupboard, defib pads	360.32
Dream Team Cleaning	Cleaning village hall	405.00
Lorraine Trueman	Internal audit	50.00
TTSR	Cutting playing field	424.86
AC Environmental Services	Asbestos survey	414.00
Tim Carver	Cutting verges – cut 1	125.00
EDF	Electricity	160.61
Various	Hall hire deposits returned	300.00
	TOTAL	£2,951.01

8.2 Monthly Receipts and Payments Report

		Current	Premium	Total
Balance b/f		4,656.37	34,146.05	38,802.42
Total receipts to 5.5.24		10,188.96	0.00	10,188.96
Hall hire	2,940.00			
Hall deposit	100.00			
CIL	761.68			

Precept, less loan	3,400.00			
VAT reclaim	2,987.28			
		14,845.33	34,146.05	48,991.38
Total payments to 5.5.24		1,910.22	0.00	1,910.22
		12,935.11	34,146.05	47,081.16
Inter Account Transfers		-4,000	+4,000	0.00
Closing Balance		8,935.11	38,146.05	47,081.16

8.3 To receive final Budget with end of year figures

8.4 To approve insurance renewal

9. HIGHWAYS

9.1 To receive notifications of highways faults to be reported

10. PLANNING

10.1 Applications: 2024/0984 – 13 All Saints Close – 4 corner flood lights for tennis courts

10.2 2024/1086 – 74 High Street – Single storey extension

10.3 Decisions: 2024/0368 & 0369 – 49 Low St – External works: planter, steps and wall – Approval with conditions

11. VILLAGE HALL, PLAYING FIELDS, ALLOTMENTS

11.1 Booking clerk's report

11.2 Hall maintenance items

11.3 Agree quote to seal and make good the flue after boiler removal

11.4 Report from playing field inspection

11.5 Report from allotment inspection

11.6 To agree to increase number of track cuts on allotments

12. TO AGREE DEDICATED CLERK PHONE NUMBER

13. ANY OTHER BUSINESS

14. DATE OF FUTURE MEETING: The next meeting will be at 7.45 on **3rd June**. Agenda items to Clerk by 24th May.