

# WICKLEWOOD PARISH COUNCIL

**Minutes of the Parish Council meeting** held in Wicklewood Village Hall on Monday 8<sup>th</sup> April, 2024

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

**In attendance:** Helen Frayer (HF) Parish Clerk, Margaret Dewsbury (MD) County Councillor, Richard Elliot (RE) District Councillor, Sophie Scott (SS) Booking Clerk

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

The Chair welcomed all to the meeting.

**2. DECLARATION OF INTERESTS:** None

**3. PUBLIC FORUM:**

**3.1** A resident raised concerns about safety on Hackford Rd when entering and exiting their property at No. 56 due to the increase in traffic on this road and the blind bend approaching their property. Could any measures be taken to assist? NK remarked that it was also difficult exiting Church Lane due to no visibility at this bend.

**3.2** MD gave her monthly report covering libraries, Norfolk Western Link and the Walking, Wheeling and Cycling Plan. Full report posted on website with Minutes

**3.3** RE said he would send a full report but key points were that the current leader of the council would stand down in May. The political balance on the District Council is currently quite even which means they are required to work together collaboratively. They are awaiting the outcome of the Village Clusters Plan. The appeal re the change of use of land on Green Lane to be a travellers site has been refused.

**4. APPROVAL OF MINUTES OF MEETING HELD ON MONDAY 4<sup>th</sup> March. DC proposed accepting Minutes as correct, NK seconded, all agreed.**

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

**5.1** Highways have responded to the request to clean the drains on High Street and Church Lane that drain cleaning is done to a schedule.

**5.2** The flooding at Wood Lane, Highways have reported that it does not meet their criteria for action

**5.3** Re the proposed Neighbourhood Plan, a meeting has been arranged for the council with Richard Squires, the Senior Community Planning Officer at 7.30 on 24<sup>th</sup> June to find out what is involved

**5.4** Re insulation beads in air vents, the contractor had attended and inspected with JS and it was agreed that no further action was required

5.5 Further action re the playing area had been temporarily paused pending the start of the new clerk

6. **CORRESPONDENCE:**

6.1 Transport East Comms – Regional Strategy Hub’s rural mobility report - circulated

6.2 Norwich City Council – Greater Norwich Local Plan – circulated

7. **FINANCE**

7.1 **ACCOUNTS FOR PAYMENT:** including late invoices

|                     |                         |                  |
|---------------------|-------------------------|------------------|
| Salaries            | Clerk & Booking Clerk   | 602.62           |
| HMRC                | Month 12                | 108.60           |
| Clerk’s expenses    | Mileage                 | 16.20            |
| Dream Team Cleaning | Cleaning village hall   | 331.85           |
| SNC                 | Waste and dog bins      | 58.99            |
| AF Affinity         | Heating oil DD          | 339.15           |
| Norfolk ALC         | Subscription and fees   | 261.35           |
| Norfolk ALC         | Website fee             | 70.00            |
| Various             | Return of hall deposits | 212.00           |
|                     | <b>TOTAL</b>            | <b>£2,000.76</b> |

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

7.2 **MONTHLY RECEIPTS AND PAYMENTS REPORT**

|                         | Current          | Premium          | Total            |
|-------------------------|------------------|------------------|------------------|
| Balance b/f             | <b>5,486.25</b>  | <b>45,974.00</b> | <b>51,460.25</b> |
| Total receipts to       | 1,104.16         | 172.05           | 1,276.21         |
| Hall hire               | 1,071.00         |                  |                  |
| FIT                     | 33.16            |                  |                  |
|                         | <b>6,590.41</b>  | <b>46,146.05</b> | <b>52,736.46</b> |
| Total payments to       | 13,934.04        | 0.00             | 13,934.04        |
|                         | <b>-7,343.63</b> | <b>46,146.05</b> | <b>38,802.42</b> |
| Inter Account Transfers | +12,000          | -12,000          | 0.00             |
| <b>Closing Balance</b>  | <b>4,656.37</b>  | <b>34,146.05</b> | <b>38,802.42</b> |

8. **HIGHWAYS:**

8.1 HF to contact Highways re the concerns raised by the resident in the public forum

8.2 JS requested that Anglian Waters be contacted as their hedge in High Oak Rd has grown over the Give Way sign

8.3 HM requested the earlier email to Highways re Hospital Rd be chased up as no response received

9. **PLANNING:**

9.1 **Decision 2024/0431** – 54 High St, Single storey extension – Approval with conditions - Noted

**10. VILLAGE HALL, PLAYING FIELDS AND ALLOTMENTS**

**10.1 Report from Booking Clerk:** SS reported that all was well. There had been a party at the weekend and she had received an email from them, praising the organisation but complaining about the Buck who had cancelled the bar because they hadn't phoned early enough to confirm. HF reported that she had received a call from The Buck re this event. The bar had been booked 2 months ago and she asked them to ring the week before to confirm and let her know what stock would be required. They hadn't phoned so she had made no arrangements. They rung the day before when it was too late to get cover for the pub or get the required stock

**10.2 Maintenance items in hall:** Quote received to replace damaged bricks - **NK proposed accepting, DC seconded, all agreed.** DC reported that the front door mat was damaged and needed replacing – **HF to purchase replacement**

**10.3 Purchase of storage cupboard** – HF requested that a metal storage cupboard be purchased for the storage of council documents in order to not have to store them at the clerk's home. Cost £143. – **SB proposed approving, HM seconded, all agreed**

**10.4 Agree quote for asbestos survey** – When sending the asbestos survey to the ASHP contractor it was realised that it is very out of date and needs re-doing. The original contractor had submitted a quote. NK proposed having new survey done, DC seconded, all agreed

**10.5 Playing Field Inspection:** NK reported all was in order. The other ball holder had come off the table tennis table. He has now screwed them both back in place. He has cleared round the trees which are growing well and replaced 7. JS reported that they had met with the chair of Morley football team and await their decision. HF reported that the girls team would not now be coming as the parents didn't want to move from where they were.

**10.6 Report from allotments inspection:** RG reported he had inspected on 27/3/24. Two allotments had not had any cultivation yet this year, however in view of the weather and it is still early in the season, not to contact them yet.

**11. UPDATE RE NEW CLERK RECRUITMENT:** HF reported that Gemma Creasey had been offered the post and would start on 1<sup>st</sup> May. She was booked on the induction course and will have a full handover with HF on 5<sup>th</sup> May following which she would fully take over the post. HF asked that it be approved to pay overtime for attending the induction course. **SB proposed agreeing, DC seconded, all agreed**

**12. ANY OTHER BUSINESS:** The MP, George Freeman, has asked if he can have a meeting with the parish council and hold a public surgery. He has been asked to propose a date for a Saturday morning

**13. DATE OF FUTURE MEETING:** The next meeting will be the Annual Parish Council Meeting at **7.45** on Monday 13<sup>th</sup> May. Agenda items to Clerk by 3<sup>rd</sup> May