

WICKLEWOOD PARISH COUNCIL

Minutes of the Parish Council meeting held in Wicklewood Village Hall on Monday 13th May, 2023

Present: John Seville (JS) Chair, Nick Kemp (NK) Vice Chair, John Hipperson (JH), Stephen Brown (SB), Hillary Matthews (HM)

In attendance: Gemma Creasey (GC) Parish Clerk, Sophie Scott (SS) Booking Clerk

14. **ELECTION OF CHAIR:** SB nominated John Seville. There were no other nominations. HM seconded, all agreed

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

The Chair welcomed all to the meeting. Apologies received from Richard Goodings, Danny Clarke and Margaret Dewsbury

16. **DECLARATION OF INTERESTS:**

16.1 Annual review of individual Declarations of Interest – no changes

16.2 Declarations of interest in items on this agenda – NK declared an interest under 11.6 allotments

17. **ELECTION OF OFFICERS:**

17.1 Vice Chair – NK had expressed his willingness to continue. **Proposed by JS seconded HM, all agreed**

17.2 Playing Field Inspector – NK expressed willingness to continue **Proposed by JS seconded JH, all agreed**

17.3 Allotments Supervisor – This item deferred to the next meeting

17.4 Internal Finance Control Officer – HM expressed a willingness to take this role on **Proposed by SB Seconded by NK, all agreed**

17.5 Speed awareness officer - NK proposed, JH seconded, all agreed

18. **PUBLIC FORUM:**

18.1 A resident enquired as to whether the asbestos survey had to be completed annually. JS explaining that he doesn't feel it needs to be an annual inspection by a contractor – owner visual inspection would be ok for the most part however regulations had changed since the last inspection in 2018 hence an updated specialist contractor report.

18.2 A resident enquired whether a neighbourhood watch scheme would recommence as it was previously in place. JS explained that the neighbourhood watch was not run by the council but that it could be beneficial to the village if a resident wished to set this up.

18.3 A resident raised the issue that in the previous minutes it was mentioned that 2 plots at the allotment were not cultivated yet. The resident pointed out that some allotment holders were a bit upset by this point. JS, SB and HM saying that they think this comment may have

been taken out of context as the minutes clearly stated "in view of the weather and it is still early in the season, not to contact them yet."

19. APPROVAL OF MINUTES OF MEETING HELD ON MONDAY 8th APRIL. SB proposed to accept the Minutes as correct, seconded by HM all agreed

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

- 20.1** GC reported that the concern raised by a resident regarding entering and exiting their property on Hackford Road had been reported to Highways with a request to look at options for this.
- 20.2** GC reported that the damaged bricks at the Village Hall had been repaired and invoice received for this.
- 20.3** George Freeman has confirmed that he is keen to come to the village hall for a surgery and noted that the best day would be a Saturday. He has lots of parishes keen to have a visit so it may take some time to arrange.
- 20.4** Re the concerns regarding signage at Hospital Rd/Wymondham Rd junction Highways have been chased and have instructed an inspection.
- 20.5** Anglian Water have been contacted regarding the hedge in High Oak Road – confirmed they would deal and JS confirming that it has been done albeit not to a great standard.
- 20.6** GC reported that the asbestos report has been done and will be released once payment received.
- 20.7** Before HF left a cabinet for extra paperwork and doormat had been purchased.

21. FINANCE

21.1 ACCOUNTS FOR PAYMENT: including late invoices

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
Norfolk ALC	Clerk training	108.00
A&R Construction	Brick repair at hall	314.20
Wave – DD	Water bill	38.63
Finn Geotherm	Final installment for air source heat pump	7,969.48
	TOTAL	£11,381.32

Resolved: That all accounts as presented be paid. Proposed NK, seconded SB all agreed

21.2 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

21.3 The final budget updated with actual end of year figures had been circulated.

21.4 The insurance renewal had been circulated. 1 year is £1754.06 or 3 years is £1605.00 pa. It was discussed that with the increase in insurance prices fixing in for 3 years would be prudent **HM proposed, NK seconded, all agreed**

21.5 HM noted that the CIL received had previously been agreed to go towards the play equipment and that this was still in the pipeline but the new Clerk would be given time to get established in the role before revisiting this.

22. HIGHWAYS:

22.1 On The Green past Wicklewood House Anglian Water had previously dug up the road to lay a pipe. There is a resulting dip in the road which HM remarked could be dangerous to cyclists and motorcycles. SB said that there are two white flags which look as if something will happen and it was thought that RG had phoned Anglian Water about this. **GC to contact Anglian Water to double check.**

23. PLANNING:

23.1 **Applications:** 2024/0984 – 13 All Saints Close 4 corner flood lights for tennis court - it was discussed that Wicklewood is in a NCC designated dark zone and this could impact on the neighbours. The possibility of noise was also raised and whether there was a need for lights. There was also a query if these lights would be used commercially. **JS proposed this response, NK seconded, all agreed.**

23.2 2024/1086 74 High Street – single storey extension – no objections but it was felt that the extension should have commercial retail use in keeping with the rest of the building **JS proposed this response, HM seconded, all agreed.**

23.3 2021/1076 Land north east of Hackford Road – a few changes had been applied to comply with regulations it was discussed that the comments raised previously still stand namely overpopulation of site, drainage, road safety and a lack of affordable homes. **JS proposed restating previous comments SB seconded, all agreed.**

- 23.4 **Decisions:** 2024/0368 & 0369 – 49 Low St – External works: planter, steps and wall – approval with conditions – noted
- 23.5 2024/0310 – Green Farm – new agricultural building – approved with conditions – noted.
- 23.6 JH raised the issue that at 1 Cooks Terrace they appear to be living in a caravan on site. GC will raise this with enforcement

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

- 24.1 **Report from Booking Clerk:** SS reporting that it had been a quiet month for bookings. All bookings had been invoiced and paid. The defibrillator was used on 17th April and the pads had been replaced and there are now spare pads as well. Nothing more was known about the incident.
- 24.2 **Maintenance items in hall:**
It came to light that the electrics should be tested every 3 years – it looks as if this didn't happen in 2021 so this needs to happen to comply with regulations and insurance. JS has obtained a quote for £280 +VAT and PAT testing at £35 per hour. It was discussed that there aren't many items to PAT test as the floor polisher is no longer used. **JS proposed NK seconded, all agreed.**
- 24.3 Agree quote to seal and make good the flue after boiler removal – **SB proposed HM seconded, all agreed.**
- 24.4 **Playing Field Inspection:** NK reported that there wasn't much to report. Grass is laying on top and is thick and matted. JS stated that Brian Clarke was going to aerate it but it was too wet so this will probably wait until autumn.
- 24.5 It was raised that the standard of the grass cutting on the track to the allotment wasn't neat this time and a section at the top had been missed completely. NK suggested that extra cuts at the beginning of the year during growing season would be beneficial. Currently it is cut every other month from March to October. NK asking if we can complain that the standard has slipped **GC will do this.** JS suggested that this be put on the agenda when the review in allotment fees and grass cutting contract for 2025 is discussed as additional cuts may be required on the playing field. NK asked that this be put on the agenda for June.

25. **DEDICATED CLERK PHONE NUMBER** GC discussed that the training she had been on suggested it prudent to have a separate phone number for the Clerk rather than using a personal mobile or landline. GC also stating that things such as Government Gateway and Outlook use two factor authentication and it would be helpful if a phone number remained the same rather than changing with the Clerk. This had taken some time to do when taking over from HF. GC proposing the cost of a mobile phone at £91.85 and a monthly SIM card at £6 per month be paid **NK proposed, SB seconded, All agreed.**

- 26 **ANY OTHER BUSINESS:** JS signed the bank mandate to add GC to the bank account and JS also signed GC's contract of employment.

27. **DATE OF FUTURE MEETING:** The next meeting will be the 7.45 on Monday 3rd June 2024.
Agenda items to Clerk by 24th May.