

WICKLEWOOD PARISH COUNCIL

Minutes of the Parish Council meeting held in Wicklewood Village Hall on Monday 3rd June, 2024

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

In attendance: Gemma Creasey (GC) Parish Clerk, Margaret Dewsbury (MD) County Councillor, Sophie Scott (SS) Booking Clerk

28. WELCOME AND APOLOGIES FOR ABSENCE:

The Chair welcomed all to the meeting. Apologies received from Richard Elliott, Danny Clarke (DC), Hilary Matthews (HM) and Richard Goodings (RG)

29. DECLARATION OF INTERESTS: None

30. CHAIR TO SIGN ACCEPTANCE OF OFFICE – JS SIGNED GC WITNESSED.

31. ELECTION OF ALLOTMENT SUPERVISOR –DC had emailed JS and GC to confirm he was happy to take on this role. Proposed SB, seconded NK, all agreed

32. PUBLIC FORUM:

32.1 MD had sent in a full report which will be published alongside the minutes. She updated on the highlights: It is volunteer week – NCC chairman is happy to attend events related to this and encouraging people to look at Get InVOLved Volunteer portal where different opportunities are available. Also Looking for volunteers for Norfolk Master Composters. NCC has been appointed by Arts Council England to lead the Norfolk and Suffolk music hub from September 2024 to provide music education in children and young people – Department of Education is providing 2 million for musical equipment, instruments and technology. Children's summer reading challenge will be launched in July – this year's theme is Marvellous makers – there will be a main challenge and one for under 5's. NCC want to make people aware that by 2027 old analogue phones will be phased out and everyone will need broadband to have a phone line and to use things such as personal alarms. JS raised the concern regarding telephones and personal alarms over fibre broadband connections as they do not work if there is a power cut and things such as back up batteries may need to be considered. MD agreed that power cuts in these situations are a concern. Norfolk county Council has joined forces with the Royal Norfolk Agricultural Association to create Norfolk Rural Businesses Awards. Judges have drawn up a shortlist for each of the nine categories, and the winners will be announced at the Royal Norfolk Show.

33. APPROVAL OF MINUTES OF MEETING HELD ON MONDAY 13th MAY. SB noted that the addition of the speed awareness officer had not been added to the minutes despite discussed at the meeting at section 17. This was hand written at s.17.5 and initialled by JS.

NK proposed to accept the Minutes as correct with this amendment, seconded by JH all agreed

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

34.1 GC and JS had contacted TSSR regarding grass cutting at the allotment. JS has met with Ethan at TSSR to talk through issues.

34.2 GC had reported the concern that a caravan was being lived in at 1 Cooks Terrace.

34.3 Anglian Water had informed road issue at The Green was rectified, hence the road closure last month.

35. CORRESPONDENCE

35.1 Good Councillors Guide 2024 – circulated

36. FINANCE

36.1 ACCOUNTS FOR PAYMENT including late invoices

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
Dream Team	Hall Cleaning	324.00
	TOTAL	£3902.90

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

36.2 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	50.00			
Hall deposit	0.00			
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

36.3 ANNUAL GOVERNANCE STATEMENT: The Annual Governance Statement 2023/24 and the Accounting Statement had previously been circulated to councillors and were read out to the meeting. **JS proposed to approve as correct, seconded SB all agreed. Duly signed.**

36.4 Internal audit report – noted.

36.5 GC raised the issue that Barclays have added her to the bank mandate but have not given her access to online banking despite asking. This is now being done but will be sent to HF (Helen Frayer – previous clerk’s house.) GC drafted a change of address form for her and JS to sign to ask for future correspondence to be sent to GC. HF has kindly agreed to do the payments this month.

37. HIGHWAYS: JH raised the ongoing issue of an overgrowing hedge on Church Lane. He wanted to know what was happening. JS and JH met with Adam Mayo of Highways last year and inspected several issues and the only works completed to date has been a sign was straightened – JH wonders what else is happening. MD said that there is a backlog. JS asking MD if she could look into this. **GC will also chase.**

38. PLANNING:

38.1 GREEN LANE – concerns have been raised that the agricultural land there is being used as a garden which would require a change of use. NK noted that in the enforcement email received today it is being investigated so must have already been reported by someone else. **GC will also send in concerns. Proposed NK, seconded SB, all agreed**

38.2 DECISION 2024/0984 – 13 All Saints Close – 4 x flood lights – approved with conditions – noted.

38.3 Pre-planning application received regarding a telecommunication mast at the water works. This had been previously circulated but mast was on the front of the road – the new plans show the mast behind the water tower.

39. VILLAGE HALL, PLAYING FIELDS AND ALLOTMENTS

39.1 Report from Booking Clerk: SS reported it’s been a quiet month for bookings. SS has contacted those who use the hall on the 4th July to inform them the hall will be used as the polling station. JS said last time the polling station signs weren’t taken down. JS asking SS to ask them to take these down next time. **SS will do**

39.2 Maintenance items in hall: Air source heat pump has been done – they will come back to do remedial work as there is some sinkage with the tarmac. They will also seed the grass area and proposed fencing this off for a bit to allow for it to grow. JS asking GC to contact bowls club to park further along to allow the seed to grow. They will put instructions up for thermostat and seal where the flue went through but need the roof and chimney to be sealed off first. JS raised the issue that the mops in the boiler room are smelling – JS proposed asking the cleaners to buy a couple of mops as even if the cleaners don’t use these, people hiring the hall may for spillages etc. JS asking the cleaners to also throw away anything in there that isn’t needed. JS also noting there is no hand soap in kitchen but there is in the toilets. Asking for cleaners to provide soap as well. SS will speak to the cleaners. **Proposed JS, seconded NK, all agreed.**

39.3 Agree quote for energy assessment report for air source heat pump **SB proposed NK seconded, all agreed.**

- 39.4** Agree quote for covering hole in plaster revealed following removal of old water heater over bar sink with a tiled splashback - **JS proposed SB seconded, all agreed.**
- 39.5** Agree to offer carbon monoxide alarm for free on parish newsletter as no longer needed with air source heat pump **JS proposed SB seconded, all agreed.**
- 39.6** **Playing Field Inspection:** Nothing to report. JS raised that they had received a tentative enquiry from Breckland United who are looking for a home ground. JS spoke with the gentleman explaining that there are no changing rooms but portacabins could be placed although it is highly unlikely the parish council would provide these unless there was some commitment from the team. Morley had also enquired previously but JS can't remember when their games or training was. JS has let Morley know of this enquiry.
- 39.7** Agree external play inspection quote - **NK proposed JH seconded, all agreed.**
- 39.8** **Report from allotments inspection:** JS and NK have looked at this NK mentioned grass was much better.
- 39.9** **Allotment cuts** NK confirmed this was a much better cut than the previous one – the last cut had been done by someone else and possibly instructions hadn't been passed on. NK mentioned there is a bit of grass lying about but this is to be expected with the wet weather. JS said that we might need an extra cut around this time of year due to growth so this will be put on the September agenda to consider.

40. HALL RISK ASSESSMENT - SB proposed accepting, NK seconded, all agreed

41. STANDING ORDERS AND FINANCIAL REGULATIONS – going through these to discuss appropriate figures. SB proposed accepting, NK seconded, all agreed

42. DATE OF FUTURE MEETING: The next meeting will be the 7.45 on Monday 1st July 2023.
Agenda items to Clerk by 21st June