

You are summoned to the Parish Council meeting of Wicklewood Parish Council which will be held at Wicklewood Village Hall on **Monday 2nd September 2024** at **7.45pm**

Gemma Creasey

Parish Clerk

26th August 2024

A G E N D A

1. WELCOME AND APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

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

3.1 Reports from County and District Councillors

4. APPROVAL OF THE MINUTES OF THE MEETING HELD ON MONDAY 1st JULY

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

6. CORRESPONDENCE

6.1 Norfolk Constabulary – tackling rural crime – issue no.46

6.2 Norwich Western Link project update

6.3 South Norfolk Village Clusters Housing Allocations Plan

7. TO CONSIDER RENOMINATION/ NOMINATION OF THE OVHCT TRUSTEE

8. THE DRAFT TERRORISM (PROTECTION OF PREMISES) BILL AND COMMUNITY BUILDINGS

(“MARTYN’S LAW”) – proposal to engage with our local MP, Norfolk ALC, Action with Communities in Rural England (ACRE) on potential impact this Bill could have on Wicklewood Village Hall.

9. TO APPROVE REPAIR OF VILLAGE SIGN

10. FINANCE

10.1 Monthly payments made in August to be formally ratified

Salaries	Clerk & Booking Clerk	665.96
HMRC	Month 4	28.20
Clerk’s expenses	Mileage, document display, Locking Hasp, First aid, Sim, Blu Tac, Cleaning cloths	72.36
Dream Team Cleaning	Cleaning village hall	414.15
Tim Carver	Cutting verges – Cut 3	125.00
E Fire	Extinguishers service	118.20
TTSR	Playfield and allotment cuts invoice 2	424.86
EFL	Remove chimney stack following air source install	480.00

South Norfolk DC	Premises License for Hall – DD	180.00
EDF	Electricity - DD	167.13
Tim Carver	Cutting Verges – cut 4	125.00
Various	Hall Hire deposits returned	100.00
	TOTAL	£2900.86

Monthly payment reports for September

Salaries	Clerk & Booking Clerk	665.96
HMRC	Month 5	28.20
Clerk's expenses	HP ink subscription, Sim	11.49
EDF	Electricity – DD (1 st July – 31 st July)	33.83
Wave	Water rates – DD (3 rd May – 2 nd Aug)	170.31
PKF Littlejohn	External Audit	252.00
Dream Team Cleaning	Cleaning Village Hall	324.00
G S Mann	Fixing taps and toilet seats	72.00
	TOTAL	£1557.79

10.2 Monthly Receipts and Payments Report for August

		Current	Premium	Total
Balance b/f		6502.70	31,276.38	37,779.08
Total receipts to 31.07.24		1731.50	0.00	1731.50
Hall hire	1531.50			
Hall Deposit	200.00			
Total payments to 31.07.24		1821.95	0.00	1821.95
Inter Account Transfers		-2000	+2000	0.00
Closing Balance		4412.25	33,276.38	37,688.63

Monthly Receipts and Payments Report for September

		Current	Premium	Total
Balance b/f		4412.25	33,276.38	37,688.63
Total receipts to 24.08.24		1399.50	0.00	1399.50
Hall hire	1399.50			
Total payments to 24.08 .24		2919.56	0.00	2919.56
Inter Account Transfers		0.00	0.00	0.00
Closing Balance		2892.19	33,276.38	36,168.57

10.3 Approve increase in pay scale from 19 to 20 for GC following completion of probationary period as stated in employment contract.

10.4 To sign further change of address form for Barclays to remove previous clerks address from the bank account

- 10.5** Annual audit report – to receive and discuss audit report from the external auditor

11. HIGHWAYS

- 11.1** Hackford Road footpath adjacent to the Church has been reported to Highways
- 11.2** To receive notifications of highways faults to be reported

12. PLANNING

- 12.1** **Decisions** received after last meeting – 2024/1471 – 12 All Saints Close – office outbuilding with toilet facilities– approval with conditions 2024/1681 Land at High Oaks water works - smart metering and concrete bollards – prior approval not required.
- 12.2** The South Norfolk Village Clusters Housing Allocations Plan (VCHAP) Regulation 19 Pre-submission Addendum

13. VILLAGE HALL, PLAYING FIELDS, ALLOTMENTS

- 13.1** Booking clerk's report
- 13.2** Hall maintenance items
- 13.3** To agree 6 monthly visual checks of PAC items
- 13.4** To discuss electricity (coming towards the end of fixed term contract)
- 13.5** To discuss quote for play area clean
- 13.6** To discuss play area upgrade
- 13.7** Report from playing field inspection
- 13.8** To consider the amount of allotment cuts needed
- 13.9** Report from allotment inspection

14. TO REVIEW AND APPROVE ALL RISK ASSESSMENTS

- 15. DATE OF FUTURE MEETING:** The next meeting will be at 7.45 on **7th October**. Agenda items to Clerk by 22nd September