

WICKLEWOOD PARISH COUNCIL

Minutes of the Parish Council meeting held in Wicklewood Village Hall on Monday 2nd September, 2024

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

In attendance: Gemma Creasey (GC) Parish Clerk and Margaret Dewsbury (MD) County Councillor.

52. WELCOME AND APOLOGIES FOR ABSENCE:

The Chair welcomed all to the meeting. Apologies received from Sophie Scott.

53. DECLARATION OF INTERESTS: Nick Kemp declared interest in agenda item 13.8.

54. PUBLIC FORUM:

54.1 A resident asked what planning applications are currently outstanding in the village as he hadn't had any notifications from South Norfolk District Council. JS said that there were some smaller applications to be discussed today. In addition, he said that there are some outstanding new housing applications that haven't been determined. There are 5 at the Nurseries, 9 at Hackford Road and 2 at Low Street. There is then the next stage of the local plan which is either side of the school. A resident then asked what the plan was in relation to the orchard – it should be seeded with wildflowers and if it should be cut. JS said that it has just been cut by our contractor and it can be cut again during the autumn to early spring and JH did this last year. It was seeded with wildflowers but these will take some time to develop as the land was too fertile. The resident stated it is messy by the orchard and NK stated that it is down to the individuals to cut this and the agreement was the 1 meter around the tree was their responsibility. The resident was unsure if everyone was aware of this. JS stated this was in the agreement they signed.

54.2 A resident asked if there had been any planning applications where the mushroom field previously was – JS said that there wasn't to his knowledge.

54.3 MD had sent in a full report which will be published alongside the minutes. She updated on the highlights:- The summer reading challenge had been a success with over 10,000 children participating. GCSE and T Levels in adult learning were above the national average. Recycling centres will require bookings from November onwards. Trading Standards have put in temporary control zones following an outbreak of blue tongue. There was a house fire in Bowthorpe caused by faulty batteries – Trading Standards advise to only buy from reputable retailers and Fire Service suggest regular checking of batteries. Budget is unknown as yet but adult and children care and mental health is more in demand than ever. There is an anticipated budget gap of £46 million. Western Link road is still ongoing but Natural England have raised some issues. Nothing has been heard regarding devolution. NK asked how people would know about the recycling centres booking system – they are trying

to spread the word early. HM added she had seen this and there will be a telephone number as well as online booking for those without internet access.

55. **APPROVAL OF MINUTES OF MEETING HELD ON MONDAY 1st July 2024** . HM pointed out a typo in 50.3 which was corrected by hand. **DC proposed accepting Minutes as correct, SB seconded, all agreed.**
56. **TO RECEIVE UPDATE FROM CLERK ON ACTIONS SINCE PREVIOUS MEETING:**
- 56.1 GC reported that she had obtained quotes for a play area clean
 - 56.2 Report of a smell in the men's toilets and a 'push button to flush' sign was made.
 - 56.3 Contacted a resident re overgrown hedge at Hackford Road – this has been cut
 - 56.4 Contacted Highway re path near church – they will monitor this.
 - 56.5 Contacted enforcement re Green Lane caravan – they will look into this.
 - 56.6 Contacted water provider re letter saying high use – JS found a tap dripping and taps were hard to turn off. Plumber contacted. The Bowls club were also now irrigating, which would explain high use compared with previous months.
57. **CORRESPONDENCE:**
- 57.1 Norfolk Constabulary – tacking rural crime – issue no.46 – circulated
 - 57.2 Norwich Western Link Project update – circulated
 - 57.3 South Norfolk Village Clusters Housing Allocations Plan – circulated
58. **NOMINATION OF OLD VILLAGE HALL TRUSTEE** – RG expressed a willingness to continue - **Proposed NK seconded SB, all agreed.**
59. **THE DRAFT TERRORISM (PROTECTION OF PREMISES) BILL AND COMMUNITY BUILDINGS (“MARTYN’S LAW”)** – JS said that the proposals could impact small village hall's such as Wicklewood. DC expressed that the proposed act seems excessive. JH suggested we should wait and see what happens. JS said he thought it would be helpful to be proactive and highlight the potential issues – NK said he couldn't see any harm in contacting our MP. DC saying unless it is highlighted to our MP its impact on small venues such as Wicklewood Village Hall could be overlooked. **Proposed HM seconded SB, all agreed. GC will contact.**
60. **VILLAGE SIGN** – JS explaining village sign is coming apart – it is wood, metal and fibreglass. The metal work is also rusty and sign needs to come down to be repaired. JS and DC met with a village sign company. They don't usually work with fibreglass JS and DC suggested that while the sign was down the artwork might need repainting. The company came back and said that they wouldn't be able to repaint it as they would want to shot blast it and that they were not experienced in working with fibreglass. A local resident who is an engineer thinks he would be able to repair it – JS suggested that the council pay for the materials if he is volunteering his time. The resident would also repaint the metal cage part of the sign. He would need volunteers to get the sign down. JS spoke to RG – his daughter in law is an artist - she will look into what type of paint could be used and let RG know if it is something she would be able to do. HM added that she had used a local company to do some sign work on

a sign of hers and she was impressed with it so they could also be worth contacting if RG's daughter in law can't do it. JS suggested that the resident, with help from volunteers, gets the sign down and has a look at it and that the local resident repair the sign – the costs of materials to be passed to GC who has a limit of £500 that she can approve without Parish Council approval so the costs of materials should fall within this. Will then wait on RG's daughter in law to see if she could repaint it and the costs associated with it and possibly discuss at October's meeting unless the costs of this and the repair falls within GC's limits.

Proposed JS seconded SB, all agreed. DC, JS, SB and NK said they would be happy to arrange a time to remove the sign.

61. FINANCE

61.1 ACCOUNTS FOR PAYMENT: Monthly payments made in August to be 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

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

61.2 Monthly Payment report 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

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

61.3 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

61.4 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

61.5 Increase in pay point for GC following completion of probationary period – **Proposed NK seconded SB , All agreed.**

61.6 JS and GC signed further Barclays form to remove HF from bank account – actioned.

61.7 External audit had been received – all was correct apart from the remaining balance on loans – HF had always included interest that had been paid over the year in box 10 but now have been told it shouldn't. Box 10 should read £10,350 rather than £10,244. GC has noted this for future audit.

62. HIGHWAYS:

62.1 Hackford Road path near church is overgrown – highways looked at this but said it wasn't at the point of action but it would be monitored. JS, HM and NK stressing it's a problem for wheelchairs and pushchairs. DC suggesting that this is added on to the list of issues to report to the Highway Rangers for their visit later this month and stress the safety concern. **GC will do.**

62.2 JH asking if there was any update on Church Lane – JS said there wasn't. JH said he had cleaned some of the road signs near his and suggested other residents could do the same as some signs are very dirty.

62.3 JS mentioned that some of the finger post need checking that they are facing the right direction and are tight as they may have moved in the wind. JS also mentioned the Bowls Club sign on the north side has a separate sign but on the south side the Bowls Club sign is on the same sign as the playground sign. The Bowls Club sign on the north side sometimes gets obscured by a hedge so JS suggesting that highways do the same as on the southside and put the two signs together. **GC will also report this to the Highway rangers**

62.4 DC added that he would like to report occasional flooding on the corner of Hackford Road opposite the sign – happens when it rains heavily. **GC will add this to the list for the rangers.** DC also mentioned that going High Street, towards the bridge there is a pungent smell. JS added this is the sewerage pumping station and is more Anglian Water than Highways – **GC will report this to Anglian Water.**

62.5 NK added that footpaths need to be looked at by the Highways Rangers – in addition to Hackford road, Hillside Crescent also has some footpath issues with uneven ground and holes – **GC will add this to the list.**

63. PLANNING:

63.1 Applications: 2024/2412 - 12 Wicklewood Rise – demolition of garden wall and single storey extension– No views or comments - **SB Proposed, HM seconded, all agreed**

63.2 2024/2389 – Pine Lodge, Whitehouse Lane – change of use of annex from holiday to residential – No view or comments - **SB Proposed, HM seconded, all agreed**

63.3 2024/2483 – 14 St Georges, Hospital Road – replacement windows – No views or comments - **SB Proposed, HM seconded, all agreed**

63.4 Decisions: 2024/1471 – 12 All Saint Close – prior approval not required - noted

63.5 2024/1681 – High Oaks water works – Approval with no conditions – noted

63.6 2021/2332, 2331 – Low Street – Plot 1 and Plot 2 house and garage – approval with conditions - noted

63.7 South Norfolk Village Clusters Housing Allocations Plan (VCHAP) Regulation 19 Pre-submission Addendum – JS suggested making the same comments – DC raised the issues of sewerage – JS suggested asking Anglian Water whether the system they have installed is working as previous pumps have been taken away. JS asking if there is potential sewerage capacity for 50+ houses. JS suggesting we contact Anglian water about this and also add it to our comments regarding VCHAP. JS also suggesting contacting our MP about our concerns. **DC proposing, SB seconding, all agreed.** NK and JS pointing out that Green Lane floods and JS adding behind the school were old pits now filled in so building on there could be troublesome.

63.8 Hackford Road – JS mentioning that he thinks that the planning on Hackford Road will go ahead without the social housing – JH said this shouldn't happen as social housing provision was agreed when they site was put forward in the local plan. SB asking if there is any legal action we can take against the council if they allow it to go ahead without social housing – **GC will look into this.** JS saying it is going ahead to committee – JH said we should add the comment about social housing to the committee **JH proposed NK seconded, all agreed.**

64. VILLAGE HALL, PLAYING FIELDS AND ALLOTMENTS

64.1 Maintenance items in hall: JS reported that the leaky tap had been dealt with – Documents holders had been put on the wall in the boiler room for paperwork such as cleaner sheet etc. PAC testing had been done. GC added some bits of the first aid kit had gone out of date and more had been purchased. JS said SS could be asked to check.

64.2 PAC visual testing – JS saying that the PAC testing has been done and that we can do visual checks every 6 months to ensure everything is ok as the hall only has a few items.

Suggesting that every 6 months a visual check is made by Parish council. **HM proposed, DC seconded, all agreed.**

64.3 Electricity – GC explaining the hall had been on a 3 year fixed contract for electricity that was due to come to an end on 1st October – energy prices are due to increase from then so fixing in would be sensible. GC saying that the best she found was EDF and they offered 1, 2 and 3 year fixes at broadly similar prices. GC going through the exact price per kilowatt and standing charges. GC had worked out annual costs based on last year's consumption but JS added the electricity use will be higher going forward as the air source heat pump has been installed – HM added that there won't be any oil bills – GC saying that there is an exit fee on the contracts based on the remaining time left of the contract and average use. JH proposing fixing for 2 years, HM also thought this was sensible – **JH proposing, HM seconded, all agreed.**

64.4 Play area clean – GC had obtained 2 quotes for play area clean - £540 and £294. JS said he thinks these are too high and that we could purchase items to clean ourselves. GC saying this would rely on volunteers and then would need to consider risk assessment, insurance etc. NK saying that he and RG did it a few years ago and it is quite a job. It was discussed whether we get it done once this year and then see how long it lasts. JS suggesting we obtain further quotes – GC saying she had contacted four companies and only heard back from two. NK suggesting we contact the school to see if they have any recommendations and discuss again at the next meeting **NK proposed, JS seconded, all agreed.**

64.5 Play area upgrade – GC saying that she is aware this was started – HM saying one quote was obtained and there will need to be two more and the initial one will need to be requote given that costs may have gone up. HM saying that we also need to ascertain exactly what part of the field we are talking about. JS explaining that we need to keep it on the playing field as there will be water pipes etc below the land between the car park fence and the Bowls club fence. HM said there is a subcommittee of HM, DC and NK. HM saying that a grant will be needed – quotes need to be obtained before a grant can be applied for. HM saying in the rural newsletter there were lots of grants but JS saying that many of those exclude tax raising councils which Wicklewood is.

64.6 Playing Field Inspection: NK saying no real issues – JS added that the gate has been fixed so there are no finger entrapment issues. NK saying overall the equipment is in good conditions. NK said the trees at the bottom have been eaten by deer's etc.

64.7 Amount of allotment cuts – currently there are 4 a year. JS thought about proposing 6 cuts in March, April, May June, July and September. JH saying that he thinks we should stick with four cuts as it had been exceptional for growth this year. NK disagreed. JS mentioning that extra costs with extra cuts would need to be considered when agreeing allotment fees increase. DC proposing we ask for a quote for an additional 2 cuts and see what this would be and add to the next agenda. **GC will do this** JS added that the playing field might need a cut in early March to increase cuts from 15 to 16.

64.8 Report from allotments inspection: DC has inspected in July and August. There was a knife located on one of the plots which was dangerous so DC took this away and contact was made with the allotment holder who was apologetic – this was returned. DC noted that the trees on the edge of the allotment seem to be close to the overhead cables. JS saying

this has been previously reported to the owner of the property. DC didn't think there were interfering at present but he would keep an eye on it.

65. **RISK ASSESSMENT REVIEW:** GC has been through these and the only thing that needs to be updated was on the financial risk assessment which refers to the clerk having a £250 emergency budget but since the review of the financial regulations it is now £500. **GC will amend.** All other risk assessments seem fine. **JH proposed, NK seconded, agreed.**
66. **DATE OF FUTURE MEETING:** The next meeting will be the Annual Parish Meeting at 7.45pm on Monday 7th October. Agenda items to Clerk by 27th September.