

You are summoned to the Parish Council meeting of Wicklewood Parish Council which will be held at Wicklewood Village Hall on **Monday 3rd February 2025 at 7.45pm**

Gemma Creasey
Parish Clerk
24th January 2025

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 2nd DECEMBER
5. TO RECEIVE UPDATE FROM CLERK ON ACTIONS SINCE PREVIOUS MEETING
6. CORRESPONDENCE:
 - Good Councillors Guide to Finance 2025
 - Norwich Western Link update

7. FINANCE

7.1 Monthly payments for February

Salaries	Clerk & Booking Clerk	702.18
HMRC	Month 10	29.80
Clerk's expenses	Sim, printing and paper	22.99
Dream Team Cleaning	Village Hall Clean	360.00
Maran Cleaning	Bus shelter clean	20.00
EDF	Electricity – DD	298.95
	TOTAL	1433.92

7.2 Monthly Receipts and Payments Report for January

		Current	Premium	Total
Balance b/f		3034.26	35,026.73	38,060.99
Total receipts to 20.01.25		1025.00	0.00	0.00
Hall hire	925.00			
Hall deposit	100.00			
Total payments to 20.01.25		1569.09	0.00	0.00
Inter Account Transfers		0.00	0.00	0.00
Closing Balance		2490.17	35,026.73	37,516.90

7.3 ACCOUNTS TO RATIFY: January 2025

Salaries	Clerk & Booking Clerk	702.18
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HMRC	Month 9	29.80
Clerk's expenses	Mileage, Sim, printing, toilet locks and PTFE spray, Payroll company	69.66
Dream Team Cleaning	Cleaning village hall	283.50
EDF	Electricity – DD	42.46
The Net	Advert in magazine	50.00
Various	Hall deposits return	158.00
	TOTAL	1335.60

7.4 Monthly Receipts and Payments Report December 2024

		Current	Premium	Total
Balance b/f		3331.83	34,898.44	38,230.27
Total receipts to 20.12.24		2667.48	128.29	2795.77
Hall hire	1166.00			
Farm Business Tenancy	1380.00			
Hall deposit	58.00			
FIT	63.48			
Total payments to 20.12.24		2965.05	0.00	2965.05
Inter Account Transfers		0.00	0.00	0.00
Closing Balance		3034.26	35,026.73	38,060.99

7.5 Agree to switch to HMRC basic tools for payroll starting from April 2025.

7.6 Sign Barclays papers to give limited access to SS – address change for SS means this needs to be done again.

8. HIGHWAYS

8.1 To receive notifications of highways faults to be reported

8.2 Discuss the parking of cars on the grass verge at the junction of The Green and Hackford Road.

9. PLANNING

9.1 Applications:

2024/3855 – 60 High Street – Two dormer windows to side, garage conversion and new cart shed.

2025/0031 – Land at High Oak Works North West of Wicklewood Rise – erection of three self-build bungalows.

2025/0086 – Land north of Crownthorpe Road – outline application for two self-build dwellings and garages using existing access.

2025/0127 – Green Farm, Wood Lane – Agricultural building for storage.

2024/2348 – Wood Farm, Wymondham Road Crownthorpe – Amended planning application – change of use from agricultural field to parking area and combined agricultural and recreational use for people (with or without dogs) on grass paths.

2025/0193 – Land South (Plot 1) Low Street – Reserved matters – approval of reserved matters design, scale, appearance and landscape following outline permission 2021/2331.

2025/0194 – Land South (Plot 2) Low Street – Reserved matters – approval of reserved matters design, scale, appearance and landscape following outline permission 2021/2332.

2024/3725 Land South (Plot 1) Low Street variation of conditions 9&10 of 2021/2331 and **2024/3726** Land South (Plot 2) of Low Street variation of conditions 8&9 of 2021/2332) – comments submitted by devolved powers due to lack of January meeting. Residents have also expressed their concern regarding this to the Parish Council.

9.2 Decisions:

10. VILLAGE HALL, PLAYING FIELDS, ALLOTMENTS

- 10.1** Booking clerk's report
- 10.2** Hall maintenance items
- 10.3** Report from playing field inspection
- 10.4** Report from allotment inspection

11. AGREE VE DAY TEA DANCE PLANS

12. AGREE RESPONSE TO NORFOLK ASSOCIATION OF LOCAL COUNCILS' VOTING PAPER

13. DISCUSS WHETHER THE COUNCIL WOULD LIKE TO SIGN UP TO THE CIVILITY AND RESPECT PLEDGE

14. DATE OF FUTURE MEETING: The next meeting will be at 7.45pm on **3RD March 2025**. Agenda items to Clerk by 20th February.