

# WICKLEWOOD PARISH COUNCIL

**Minutes of the Parish Council meeting** held in Wicklewood Village Hall on Monday 12<sup>th</sup> May 2025

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

**In attendance:** Gemma Creasey (GC) (Clerk) Sophie Scott (SS) (Booking Clerk), Richard Elliott (RE)

- 16. ELECTION OF CHAIR: RG nominated John Seville.** There were no other nominations. **NK seconded, all agreed**

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

The Vice Chair welcomed all to the meeting. Apologies received from Margaret Dewsbury (MD)

**18. DECLARATION OF INTERESTS:**

**18.1** Annual review of individual Declarations of Interest – no changes

**18.2** Declarations of interest in items on this agenda – none

**19. ELECTION OF OFFICERS:**

**19.1** Vice Chair – NK had expressed his willingness to continue. **Proposed by SB seconded RG, all agreed**

**19.2** Playing Field Inspector – NK expressed willingness to continue **Proposed by DC seconded HM, all agreed**

**19.3** Allotments and Village sign Supervisor – DC expressed willingness to continue **Proposed by SB seconded HM, all agreed**

**19.4** Internal Finance Control Officer – HM expressed a willingness to continue **Proposed by NK Seconded by DC, all agreed**

**19.5** Speed awareness monitor – SB expressed a willingness to continue - **Proposed by NK Seconded by DC, all agreed**

**20. PUBLIC FORUM:**

**20.1** Several members of the public raised the issue of Low Street – nothing has been heard from the planning officer. GC confirmed she had chased but heard nothing and also conversed with RE. RE had an update. The planning officer is still waiting to hear from the applicant's agent. Discussions have been had about the flooding following a report from the South Norfolk flooding Officer. The planning officer is waiting to have a further meeting with the flooding officer and water engineer. The planning officer said there have been no substantive activities or discussions that have gone on behind the scenes. JS added the original plans suggested there would be a

connection to the sewer. RE added that anything on the planning portal has to be considered. A resident raised the fact that RE said there was a report from the water officer but this isn't visible on the planning portal, nor are RE's comments. Nothing has been added to the portal since early February. RE had raised that some things weren't visible on the portal and the planning officer said this was because it hadn't been passed to the planning team who upload on to the website. A resident said that a report from the water officer would be critical for all to see. RE will check with the water officer and pass any information he finds back to GC to circulate. A resident said that the deadline has passed in February – RE explained that this is a target date, the statutory side is based on the consultation. A resident asked what would happen if this was approved – is there a way to appeal? RE said that there is an appeal procedure – this is a variation of condition and RE hasn't heard of an appeal for a variation so he would need to check if this was a possibility. HM asked how it was impacting on house sales on Low Street – the residents said that most residents on Low Street are established.

- 20.2** RE added that he had further updates on planning matters – Green Lane will go to committee. In March RE was told it would be in April but there is still no date for it to go to committee. JS added that when he walked past there recently there seem to be more unauthorised developments on the site – a new stable block and various other structures. JH added that two new buildings have appeared in the last three weeks. RE suggested GC raise this with the enforcement team. GC will do this. RE also said that the issues at Whitehall Farm with the low hum and light pollution now have conditions via delegated decisions. A sound enclosure has to be put up around some of the plant in the next 3 months.

- 21. APPROVAL OF MINUTES OF MEETING HELD ON MONDAY 7<sup>th</sup> April 2025. DC proposed accepting Minutes as correct RG seconded, all agreed.**

- 22. TO RECEIVE UPDATE FROM CLERK ON ACTIONS SINCE PREVIOUS MEETING:**

- 22.1** Chased planning officer on Low Street issue for update – no response – also checked with Richard Elliott.
- 22.2** Bought goal net and table tennis bats
- 22.3** Ordered dog waste bin
- 22.4** Chased Highways re Wymondham Road/Hospital Road junction – site was visited and it is now with the safety team to see what can legally be put in such as signage and enhancement of markings.
- 22.5** Updated website and hirers in relation to increased hire costs.
- 22.6** Contacted Highways re bus shelter proposal and also obtained quote.
- 22.7** Contacted Konnectbus to check how well used bus stop is.
- 22.8** Dealt with allotments – one person gave up a plot and one person turned this down to personal circumstances. No Wicklewood residents are on the waiting list for an allotment – only a few from the Wymondham site.

- 22.9** Worked out electricity usage for the period 1<sup>st</sup> June – 31<sup>st</sup> April since ASHP = £1346.56 – 23/24 Electricity was £493 and oil was £668 so total for 23/24 was £1161 on cheaper fixed rate.
- 22.10** Received an email about a gentleman who had had a fall from the bottom step of the stage – SB is going to look at securing this.

## 23. FINANCE

### 23.1 ACCOUNTS FOR PAYMENT: including late payments

|                       |                                                     |                |
|-----------------------|-----------------------------------------------------|----------------|
| Salaries              | Clerk & Booking Clerk                               | 731.98         |
| HMRC                  | Month 1                                             | 20.94          |
| Clerk's expenses      | Sim, printing, mileage, table tennis bats, goal net | 80.57          |
| Dream Team Cleaning   | Village Hall Clean                                  | 360.00         |
| South Norfolk Council | Loan repayment -DD                                  | 2100.00        |
| Glasdon               | Dog waste bin                                       | 285.00         |
| Tim Carver            | Grass cutting                                       | 130.00         |
| Donna Poole           | VE Day Dance instruction and decorations            | 250.00         |
| Zurich                | Insurance                                           | 1438.31        |
| Wave                  | Water – DD                                          | 223.73         |
| TTSR                  | Grass cutting                                       | 578.06         |
| D Clarke              | VE Day prizes                                       | 75.42          |
| EDF                   | Electricity – DD                                    | 74.26          |
|                       | <b>TOTAL</b>                                        | <b>6348.27</b> |

### 23.2 Monthly Receipts and Payments Report

|                            |         | Current        | Premium          | Total            |
|----------------------------|---------|----------------|------------------|------------------|
| Balance b/f                |         | 3577.41        | 35,150.62        | 38,728.03        |
| Total receipts to 28.04.25 |         | 11,549.81      | 0.00             | 11,549.81        |
| Hall hire                  | 1155.00 |                |                  |                  |
| VAT reclaim                | 2631.01 |                |                  |                  |
| Precept                    | 6000.00 |                |                  |                  |
| VE Day tickets             | 20.00   |                |                  |                  |
| CIL                        | 1743.80 |                |                  |                  |
| Total payments to 28.04.25 |         | 2462.15        | 0.00             | 2462.15          |
| Inter Account Transfers    |         | -8000.00       | +8000.00         |                  |
| <b>Closing Balance</b>     |         | <b>4665.07</b> | <b>43,150.62</b> | <b>47,815.69</b> |

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

**23.3** Contents of Internal Audit previously circulated – noted.

## 24. HIGHWAYS

JH said that the no parking signs on the village green have been ignored. DC added that there was one incident where someone had parked over a no parking sign and one sign had

come out – DC had fixed this back in. JS suggested that GC contact the school about this and also mention that the Easter signs are still around the village and need to be taken down. JH asked if there was an update on the Church Lane hedge – JS and GC confirmed there was no update and it was still with the legal department.

## **25. PLANNING**

**25.1 Applications** – 2025/1354 – Land at Former Nursery High Street Wicklewood – Details of condition 4 of 2022/0899 – method and timetable for the demolition and removal of the glasshouse and their concrete bases. **Noted**

**25.2 Decisions: 2022/1627 – Whitehall Farm, Crownthorpe** – Combined heat and power units, digestate lagoon, new asphalt pad, and revisions to digester tank and mixers, in association with existing crop-only biomass (anaerobic digestion) renewable energy facility – approval with conditions. **Noted**

**2025/0710 1 Church Lane** – Proposed single storey rear extension extending 8.00m from the rear wall of the original dwelling house, with a maximum height of 4.00m and an eaves height of 3.00m. **Noted**

## **26. VILLAGE HALL, PLAYING FIELDS AND ALLOTMENTS**

**26.1 Booking clerk report** – SS said that all was well with bookings – booking form has been updated to reflect the increase in hire cost. SS said that The Buck's cash only bar does seem to put some people off booking the hall. JS suggested we ask the heat pump people to see if the SIM card for the air source heat pump could be connected to. SS said that lots of places seem to have ways you can pay via your phone or small card machines. JS added that it might be that the costs for The Buck would outweigh the benefit in this case. DC said there were a few people at the VE day dance who didn't bring cash although it was publicised as a cash bar. GC will talk to The Buck and air source heat pump company.

**26.2 Hall maintenance items** – The step was previously mentioned by GC and SB is going to look at securing it. The key lock has been lubricated as a hirer had struggled to open it.

**26.3 Playing Field inspection** – NK and DC will put up the new football net. Everything else seems fine. JS said that as the ROSPA inspection is due soon he wonders if anyone would volunteer to give the equipment a clean. HM and DC are free Wednesday morning.

**26.4 Report from allotment and village sign inspection** – DC inspected on 25<sup>th</sup> April – no issues with allotment, orchard or village sign to report.

## **27. PLAYAREA UPDATE**

HM said it was apparent there had been a bit of a mix up at the school so they weren't prepared for the meeting. HM was hoping there might have been some interested parents there as well who would be willing to participate but it was just the headteacher. He was going to ask Katy and Alice at the school as they have a background in obtaining funding and to also see if some enthusiasm and possibly volunteers could be drummed up amongst the

parents. HM has spoken to Playdale who initially quoted – he is going to requote but costs now would be around 5% more. She is also obtaining a quote from Sovereign – they have also provided a list of nearby sites with their play equipment to look at and provided some funding information. The Headteacher also recommended another provider so HM will also contact them for a quote. JS added that the seats on the swings need to be replaced so it would be helpful to also get them to quote for this. HM will ask them to quote for this as well. HM said there was a man called Jim who was previously very enthusiastic – NK will speak to his wife to get him to contact HM. RE added that there is also the Community Action Fund which is for grants for up to £15,000 and RE can help HM with this.

## **28. STANDING ORDERS**

GC explained that standing orders had been updated to comply with new procedural legislation and to ensure consistency with Financial Regulations and to better reflect the code of conduct requirements. Proposed that these are accepted **Proposed HM seconded SB, all agreed**

## **29. DATA PROTECTION POLICY**

GC explained that the internal auditor noted that the data protection policy was embedded in another policy and wasn't easy to find so suggested having a separate stand-alone policy. Proposed that this is accepted **Proposed NK, seconded DC, all agreed**

## **30. BUS SHELTER SCHEME**

There is currently a scheme where 80% of a bus shelter cost would be covered with the Parish Council needing to cover 20%. It can only be used for a current bus stop - opposite the Cherry Tree in the Watton direction. A quote has been obtained for the same one as the opposite side of the road. Total cost is £5985 + VAT so the Parish Council would need to contribute £1197. JS added that for the last bus stop MD provided additional funds from her allowance so the Parish Council did not need to put much towards it. GC had also obtained figures from Konnectbus about how much the bus stop is used. The average is 0.45 passengers on weekdays and 0.38 passengers on Saturday. JH asked whether another stop is needed. SB added that there are two things to consider – how much would it cost the Parish Council and whether there is a need for it. SB said that the usage alone would suggest there isn't a large demand and there are also other factors to consider such as maintaining and cleaning another structure. It has previously been discussed about keeping the open nature of the village and a bus shelter in that location may detract from the landscape. JS said that he felt the small number of people who used it would be grateful for it. HM agreed that it would be shame for the view to put it there and wondered if we could revisit if the houses on the corner are built. GC added the scheme is open until 30<sup>th</sup> June so it could be put on next month's agenda once MD has been consulted with to see if there would be any additional funding available. A resident was invited to comment by JS – she added she is one of the few that use the bus stop but she would be very grateful of it on a cold windy day as she can't drive.

## **31. VE DAY DANCE REPORT**

JS thanked DC for all his hard work organising the event. DC said the event was a success and had received some positive feedback from attendees. Donna did a good job of both providing entertainment and also providing decorations for the hall. Everyone got in the spirit of the event. GC reported that there was a profit from the event of £732.66 and it had been agreed that this would be put towards repairs to the existing play area such as the swing seats. JS added we need to look at the painting of the equipment and put that on next month's agenda.

- 32. DATE OF FUTURE MEETING:** The next meeting will be the **Monday 2<sup>ND</sup> June 2025 at 7.45pm**. Agenda items to Clerk by 22<sup>nd</sup> May.

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