

WICKLEWOOD PARISH COUNCIL

Minutes of the Parish Council meeting held in Wicklewood Village Hall on Monday 2nd June 2025

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

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

33. WELCOME AND APOLOGIES FOR ABSENCE:

The Chair welcomed all to the meeting. Apologies received from Hilary Matthews (HM)

34. DECLARATION OF INTERESTS: None.

35. PUBLIC FORUM:

35.1 Residents raised that there have been additional drawings re drainage submitted on the Low Street applications. There is a proposal that a shallow swale is put in place to put the water into the existing ditch. The ditch already overflows with the existing water let alone additional water. The drawings also show a gully in the driveway of plots 1 and 2 which will also feed into the existing ditch. Another resident said that the swale is so shallow and narrow it won't alleviate the previously raised issues. He has calculated the amount of flow which comes off the area but nowhere in the application does this seem to have been carried out by the applicant. The swale is over an electric cable so will likely need permission from UK Power Networks. The resident has been in touch with the flood water management officer and he has agreed to have an onsite meeting with residents. The resident has also noted on NCC website that any amendments which impact the flow of the water course, including ditches, need permission from NCC. There isn't evidence that this has been sought or obtained. JH added that flooding wasn't an issue until the bungalow on Low Street was built – the pipes to the ditch outlet pipe that was put in was too small and restrictive which has caused flooding issues ever since. It was agreed that adding more houses will only make the problem worse.

35.2 MD went through her previously circulated report which included vapes, recycling centres being closed on Wednesday's, market town foot flow, a gardening exhibition, nature recovery and home fire safety visits. The full report can be found on the website.

35.3 RE said he didn't have much to report. JS added that in May's meeting RE reported that he had spoken to the planning officer regarding Low Street and they said they were waiting for the agent however the new drawings of the swale were submitted before the May meeting. RE added that there does seem to be a delay on things being added to the planning portal. RE will pass on this concern and suggested the PC could also do the same.

36. APPROVAL OF MINUTES OF MEETING HELD ON MONDAY 12th May 2025. SB proposed accepting Minutes as correct DC seconded, all agreed.

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

37.1 Corresponded with MD and Highways re proposed bus shelter and whether any additional funding would be available.

37.2 Reported the extra structures at Green Lane to planning enforcement

37.3 Contacted School re parking issues and Easter posters still being up

37.4 Contacted several handymen and painters to try to obtain quotes for painting of the play equipment – 2 have not responded and 2 have said it is not something they would do.

37.5 Spoke to Lesley at The Buck – she would prefer a card machine and these are cheap to do through your phone – however she has very poor signal in the bar and would worry that payments had/hadn't gone through. Spoke to Finn Geotherm about the Sim card in the air source heat pump and they weren't sure how this would work. Installing WIFI would be the only resolution.

37.6 Checked that The NET have the correct dates for parish council meetings for the year.

38. FINANCE

38.1 ACCOUNTS FOR PAYMENT: including late payments

Salaries	Clerk & Booking Clerk	731.98
HMRC	Month 2	20.94
Clerk's expenses	Sim, printing, mileage	18.79
Dream Team Cleaning	Village Hall Clean and supplies	406.24
PWLB	Loan repayment - DD	678.55
EDF	Electricity – DD	66.06
Finn Geotherm	Service of ASHP and sim	323.98
Tim Carver	Grass cut – urban	130.00
	TOTAL	2376.54

38.2 Monthly Receipts and Payments Report

		Current	Premium	Total
Balance b/f		4665.07	43,150.62	47,815.69
Total receipts to 20.5.25		5960.06	0.00	5960.06
Hall hire	1956.75			
VE Day	490.00			
Agency Agreement	3,513.31			
Total payments to 20.5.25		4852.56	0.00	4852.56
Inter Account Transfers		0.00	0.00	0.00
Closing Balance		5772.57	43,150.62	48,923.19

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

38.3 ANNUAL GOVERNANCE STATEMENT – The Annual Governance Statement 2024/2025 and the Accounting Statement had been previously circulated to councillors and were read out to the meeting. **SB proposed to approve as correct seconded NK all agreed. Duly signed.**

39. HIGHWAYS

Nothing to report.

40. PLANNING

40.1 Applications: 2025/1497 & 2025/1498 – Cherry Tree Cottage – 5 replacement windows and 1 replacement door – **no views or comments**

2025/0193, 2025/0194, 2024/3726 & 2024/3725 – Low Street – proposed exceedance swale to the south and east of the plots to divert field run off to the existing ditch. It was discussed that the PC should reiterate the comments previously made and support the additional comments submitted by the Low Street residents. **Proposed DC seconded SB All agreed**

40.2 Decisions: 2021/1076 – Land North East of Hackford Road – Erection of 9 dwellings together with associated access and landscaping – Approval with Conditions (Development Management Committee)

41. VILLAGE HALL, PLAYING FIELDS AND ALLOTMENTS

41.1 Booking clerk report – SS had nothing to report – everything has run smoothly. JS added that Donna had contacted him as the hall light fitting had fallen – JS asked Jeremy Neave to fix and this has been done. JS asking about the defibrillator box and his recollection that it should be polished as it is in direct sun. JS and SS will look at this as SS and GC were not aware of this.

41.2 Hall maintenance items – nothing new apart from the above-mentioned light. JS added that SB had fixed the bottom step to the stage and the chair and thanked him for this. When the dog waste bin arrives JS will need some assistance putting it on the wall.

41.3 Playing Field inspection – Everything is fine. Some volunteer councillors cleaned the equipment and NK thanked them for this. The new football nets are up.

41.4 Report from allotment and village sign inspection – DC inspected on 27th May – path between the community plot and possibly No.12 is a little overgrown. The Orchard looks fine and some people have trimmed around their trees. Village sign is in good order.

42. BUS SHELTER

GC reminded the council that there is a scheme providing 80% of the cost of a new bus shelter. The only place this could go was opposite the Cherry Tree in the direction of Watton. An identical shelter to the other side would need a £1197 (exc VAT) contribution from the Council. Konnectbus confirmed 0.45 people use the stop on weekdays and 0.38 use it on Saturdays. GC had spoken to MD about whether she could also contribute towards a bus shelter – MD was invited to speak and she explained that she has other parishes who are also in need of funding and she contributed to the last shelter so she would be unable to

put any money forward this time. DC suggested still taking advantage of the 80% offer, JS agreed. JS added that the electricity usage following the ASHP has been less than budgeted for so there would have been a surplus last year and also in this budget (GC added she thought this year around £2500 had been budgeted and last year electricity was just under £1400.) SB clarified that no money would need to be taken from reserves – just surplus – JS confirmed. NK suggested it was an opportunity which shouldn't be missed and we should go ahead. **Proposed DC seconded RG All agreed**

43. PLAY AREA EQUIPMENT PAINT

GC has contacted 4 individuals to quote – 2 painters and 2 handyman as above – no quotes as yet so will put on next month's agenda. GC will also forward NK's email detailing what needs painting to JS so he can also try some painters etc. NK added that he had spoken to the headteacher and he was showing the play equipment plan to pupils to see what they thought about it and what they liked and would then feedback.

44. AGREE TO SWITCH TO GOV.UK EMAILS

GC explained that there are new rules coming in which mean that councils can't use publicly available email domains such as Outlook or Gmail as their main email address. They need to have email accounts hosted on an authority owned and managed domain. It is also considered best practice for all councillors to use an authority provided email account for both internal and external communication for improved accountability and transparency and for things such as subject access requests. Norfolk ALC can provide an unlimited amount of 10GB emails for £20 + VAT per year in addition to the website hosting fee. JS said that he didn't want an additional email to administer, DC and SB agreed that they don't want an additional email address. SB proposed that the clerk and booking clerk move to a gov.uk email address but the rest of the councillors remain with their personal emails.

Proposed SB, seconded DC, all agreed

45. DATE OF FUTURE MEETING: The next meeting will be the **on Monday 7th July 2025 at 7.45pm**. Agenda items to Clerk by 26th June.