You are summoned to the Parish Council meeting of Wicklewood Parish Council which will be held at Wicklewood Village Hall on **Monday 1st September 2025** at **7.45pm**

*Gemma Creasey*
Parish Clerk
23rd August 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**
   **3.2 Update on Low Street**

4. **APPROVAL OF THE MINUTES OF THE MEETING HELD ON MONDAY 7th JULY**

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

6. **FINANCE**
   **6.1** Monthly payments made in August to be formally ratified

| | | |
|---|---|---|
| Salaries | Clerk & Booking Clerk | 731.98 |
| HMRC | Month 4 | 20.94 |
| Clerk’s expenses | Mileage, Sim, printing, bird spikes and adhesive | 107.74 |
| Dream Team Cleaning | Cleaning village hall | 360.00 |
| EDF | Electricity – DD | 62.44 |
| Maran Cleaning | Bus Stop Clean – DD | 20.00 |
| E Fire | Extinguisher service at hall | 130.20 |
| TTSR | Grass cutting | 578.06 |
| South Norfolk | Premises license -DD | 180.00 |
| Wave | Water bill May – august DD | 303.54 |
| TC Ground Care LTD | Urban cut June (late invoice) | 156.00 |
| | **TOTAL** | **2650.90** |

Monthly payment reports for September

| | | |
|---|---|---|
| Salaries | Clerk & Booking Clerk including pay award backpay | 841.88 |
| HMRC | Month 5 | 38.65 |
| Clerk’s expenses | HP ink subscription, Sim | 12.49 |
| PKF Littlejohn | External Audit | 252.00 |
| Dream Team Cleaning | Cleaning Village Hall | TBC |
| TC Ground Care | Urban cut | 156.00 |
| SNDC | Dog Bin Emptying | 333.60 |

| | | |
|---|---|---|
| | **TOTAL** | **£1634.62** |

**6.2** Monthly Receipts and Payments Report for July

| | **Current** | **Premium** | **Total** |
|---|---|---|---|
| Balance b/f | 3468.00 | 43,278.05 | 46,746.05 |
| Total receipts to 29.07.25 | 6810.60 | 0.00 | 6810.60 |
| Hall hire 815.00 | | | |
| Adopter payment for bins 250.00 | | | |
| Bus shelter grant 5745.60 | | | |
| | | | |
| Total payments to 29.07.25 | 2007.59 | 0.00 | 2007.59 |
| | | | |
| Inter Account Transfers | -5500 | +5500 | |
| **Closing Balance** | **2771.01** | **48,778.05** | **51,549.06** |

Monthly Receipts and Payments Report for August

| | **Current** | **Premium** | **Total** |
|---|---|---|---|
| Balance b/f | 2771.01 | 48,778.05 | 51,549.06 |
| Total receipts to 24.08.25 | | | |
| Hall hire 1402.50 | 1402.50 | 0.00 | 1402.50 |
| Total payments to 24.08.25 | 2394.90 | 0.00 | 2394.90 |
| | | | |
| Inter Account Transfers | 0.00 | 0.00 | 0.00 |
| **Closing Balance** | **1778.61** | **48,778.05** | **50,556.66** |

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

**6.4** Note that Tim Carver has now changed company name for urban grass cuts and is now VAT registered.

**6.5** Note pay award for staff for 25/26

**7. HIGHWAYS**

**7.1** To receive notifications of highways faults to be reported

**8. PLANNING**

**8.1** **Applications – 2025/1907 –** Greenacres, Low Road – erection of open-fronted steel-framed barn for storage use

**2025/2528** – 53 High Street - Formation of air drains where external ground is higher than internal floor levels (air drains not requiring LBC), repairs to external steps, forming ventilated wall linings and isolating/separating timbers from damp or potentially damp masonry, which will involve the removal of existing presumed gypsum plaster in the extension to the hall, kitchen and south wall of the bathroom and the installation of a Delta 'PT membrane' system and Knauf tapered edge plasterboard, or similar which will be painted. A trickle vent will be fitted to the first-floor rear bedroom where slots appear filled.

**8.2** **Decisions** – **2025/1864** – 94 High Street, Wicklewood – Single-storey rear extension and alterations – approval with conditions

**9. VILLAGE HALL, PLAYING FIELDS, ALLOTMENTS**

**9.1** Booking clerk's report
**9.2** Hall maintenance items
**9.3** Trimming of trees overgrowing overflow car park and proposed new play area
**9.4** Report from playing field inspection
**9.5** Discuss repair to play area equipment
**9.6** Update on new play area
**9.7** Consider allotment rents for next year
**9.8** Report from allotment and village sign inspector

**10. TO REVIEW AND APPROVE ALL RISK ASSESSMENTS**

**11. TO APPROVE I.T POLICY**

**12. DATE OF FUTURE MEETING:** The next meeting will be at 7.45pm on **6th October.** Agenda items to Clerk by 25th September