

WICKLEWOOD PARISH COUNCIL

Minutes of the Parish Council meeting held in Wicklewood Village Hall on Monday 7th July 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)

46. WELCOME AND APOLOGIES FOR ABSENCE:

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

47. DECLARATION OF INTERESTS: None.

48. PUBLIC FORUM:

Residents from Low Street spoke to update the Parish Council. They had had a meeting with Nathan Harris from the water management team and minutes of this meeting had been circulated amongst the councillors. Nathan agreed that there were concerns. He will report back to the planning officer with these concerns.

49. APPROVAL OF MINUTES OF MEETING HELD ON MONDAY 2nd June 2025. DC proposed accepting Minutes as correct SB seconded, all agreed.

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

50.1 Set up gov.uk emails for SS and GC – updated the website accordingly.

50.2 Obtained quotes for play area paint.

50.3 Contacted School, local beat officer and highways re parking issues at pick up times

50.4 Ordered additional parts for fixing of the dog bin

50.5 Obtained another key for the Dog Bin

50.6 Submitted AGAR paperwork to external auditor

50.7 Submitted comments to planning re additional Low Street drawings

50.8 Submitted grant application for Bus shelter

50.9 Applied for street furniture license for bus shelter

50.10 Corresponded with allotment holder and new tenant about plot handover.

51. FINANCE

51.1 ACCOUNTS FOR PAYMENT: including late payments

Salaries	Clerk & Booking Clerk	731.98
HMRC	Month 3	20.94
Clerk's expenses	Sim, printing, mileage, dog waste fixings	35.54

Booking clerk expenses	Wax for defib	5.95
Dream Team Cleaning	Village Hall Clean	450.00
Jeremy Neave	Fixing light in hall	43.20
EDF	Electricity – DD	56.23
ROSPA	Play area inspection	120.00
Norfolk ALC	Website and email fee for year	103.20
Norfolk ALC	Membership fee for year	264.55
	TOTAL	£1831.59

51.2 Monthly Receipts and Payments Report

		Current	Premium	Total
Balance b/f		5772.57	43,150.62	48923.19
Total receipts to 26.6.25		1567.68	127.43	1695.11
Hall hire	1303.50			
Hall Deposit	100.00			
FIT payment	£164.18			
Total payments to 26.6.25		3872.25	0.00	3872.25
Inter Account Transfers		0.00	0.00	0.00
Closing Balance		3468.00	43,278.05	46,746.05

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

52. HIGHWAYS

JS reported that Brian Clarke will do the verges in the next few weeks.

53. PLANNING

53.1 Applications: 2025/1864 94 High Street – Single Storey rear extension and alterations. – No views or comments Proposed JS seconded DC, all agreed

53.2 Decisions: 2025/1497 & 2025/1498 – Cherry Tree Cottage – 5 replacement windows and 1 replacement door – approval with conditions (delegated) – Noted

53.3 Update on Green Lane Planning decision following the committee meeting on 2nd July 2025 – JS thanked SB for attending the committee meeting with HM. SB explained that this had been given permission – they added one extra condition on the 18 previous conditions – this being that the site is for 1 pitch and only 1 family. SB added that they didn't feel able to support any of the concerns raised by the Parish Council and didn't have any questions for the Parish Council. JS added that he has raised concerns with RE about the noise from a generator and SB also mentioned this at the committee meeting.

54. VILLAGE HALL, PLAYING FIELDS AND ALLOTMENTS

54.1 Booking clerk report – All is running smoothly. SS has ordered wax for the defib machine but this hasn't arrived yet so she is chasing it.

54.2 Hall maintenance items – Cleaners are now emptying the dog waste bin and GC has obtained a spare key for the dog bin.

54.3 Playing Field inspection – NK said there was nothing much to report.

54.4 ROSPA play area report – Various items have been flagged in the ROSPA report. JS added one of the issues in the report states that the spring on the rockers is rusty. JS has spoken to Rip Coldham in the village and he is going to have a look and see if this is something he could help with. Will add to September's agenda. The ROSPA mentions the need for painting which is discussed below. JS added that the roundabout is also listed as needing painting and this hasn't been added on our painting quotes. NK thinks that this isn't necessary. The swing seat is deteriorating and it has been agreed that quotes for a replacement will be obtained along with the new play area equipment. Some bolts were possibly loose according to the report and JS and NK will look at these. NK added that HM, DC and NK had a meeting with the chair of the PTA at the school, Katy, about the play area upgrade. DC summarised that Katy agreed that she would get a survey out to parents about what they and their children would like and whether they would be able to get involved. The survey has already gone out and is very thorough. She will try to get engagement with parents as a first step. HM is also making lots of enquiries with play area suppliers and has a meeting later this week with some. She is also looking into funding options.

54.5 Play area paint quotes – These had been circulated by GC and the quotes for labour and materials were: £1400 from a painter, £1600 from a handyman, £875 for labour only from a handyman and £1210 from a painter. NK proposed going with the painter at £1210 **Proposed NK, seconded SB, all agreed.** NK added we need to make sure it is a good time to paint – for example not in the summer holidays. The painter had suggested September to JS – GC asking if NK could put it on Wicklefolk when we know the date and NK suggested also letting the school know when dates are known so they can pass this on. JS added that he had looked in to bird spikes to put on the swings and costs of these items had been circulated. JS wondered if we could ask the painter if he could also fit these at the same time. It was agreed this was sensible. If he can't we can see if anyone would be able to volunteer.

54.6 Report from allotment and village sign inspection – DC inspected on 5th July. All seemed in good order – the tracks and paths around the allotment have been cut well. DC added that around the village sign he had had to remove some of the no parking signs as these have been run over and are beyond repair. GC had reported this to the school who said they would message parents and to the local police beat officer but she had had no response from the beat officer.

55. DATE OF FUTURE MEETING: The next meeting will be the **on Monday 1st September 2025 at 7.45pm.** Agenda items to Clerk by 21st August.