

WICKLEWOOD PARISH COUNCIL

Minutes of the Parish Council meeting held in Wicklewood Village Hall on Monday 1st September 2025

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

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

56. WELCOME AND APOLOGIES FOR ABSENCE:

The Chair welcomed all to the meeting.

57. DECLARATION OF INTERESTS: NK declared an interest in agenda item 9.7

58. PUBLIC FORUM:

58.1 Residents from Low Street were in attendance and reported that they had heard nothing further since the 21st June. They asked RE whether he had heard anything and he confirmed that he hasn't heard anything either. Another resident asked RE to confirm that nothing can happen until all the officers come together and RE agreed this is the case.

58.2 MD had previously circulated her report which is available on the website and she summarised the report which included a recycling centre survey, the library summer reading challenge, the reopened castle and battery energy storage systems for solar farms. MD also raised devolution.

58.3 RE explained that the three main things impacting the District Council were the widely reported asylum hotel in Diss, solar farms and the desire to avoid prime agricultural land and the 500 job losses at Lotus. In relation to devolution RE stated that the District Council supports two unitary councils for East and West.

59. APPROVAL OF MINUTES OF MEETING HELD ON MONDAY 7th July 2025. DC proposed accepting Minutes as correct JH seconded, all agreed.

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

60.1 Received grant in for bus shelter and gave go ahead to Westcotec to start

60.2 Received external audit back and added to website

60.3 Noted pay award increase and worked out back pay

60.4 Reported fly tipping on Milestone Lane

60.5 Let painter know we want to go ahead with play area paint – he is due to start 17th September and will fit the bird spikes to swings.

61. FINANCE

61.1 ACCOUNTS FOR PAYMENT: including late payments

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

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

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	360.00
TC Ground Care	Urban cut July	156.00
SNDC	Dog Bin Emptying - DD	333.60
TC Ground Care	Urban Cut August	156.00
TTSR	Grass cutting	578.06
	TOTAL	£2728.68

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

61.2 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

61.3 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

61.4 External audit report was returned with no issues raised – noted

61.5 Tim Carver has now become VAT registered and company name changed to TC Ground Care Ltd – VAT can be reclaimed – noted

61.6 Pay award for staff has been announced and is back paid to April – this is included in this month's pay – noted

62. HIGHWAYS

62.1 JS raised that temporary road signs are not being taken away after work is done – not just in Wicklewood but around the county. GC will raise this with Highways.

62.2 JH asked whether there was an update on the Church Lane issue. GC said that the last update she had was that it was with the legal team. JH saying this has been going on for years. HM added anything involving the courts has a big backlog due to Covid. MD doesn't know anything further but is happy for GC to copy her in on the email to Highways so she can also chase this.

63. PLANNING

63.1 **Applications – 2025/1907** – Greenacres, Low Road – erection of open-fronted steel-framed barn for storage use – No views or comments **Proposed DC, seconded SB, all agreed.**

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. No views or comments **Proposed NK, seconded DC, all agreed.**

63.2 **Decisions – 2025/1864** – 94 High Street, Wicklewood – Single-storey rear extension and alterations – approval with conditions – noted **2025/1354** – Land at Nursery – approval of condition details – noted.

64. VILLAGE HALL, PLAYING FIELDS AND ALLOTMENTS

- 64.1 Booking clerk report** – Nothing much to report. The wax has arrived for the defibrillator box and she will apply this soon. A few bookings and cancellations have been received.
- 64.2 Hall maintenance items** – RG attempted to repair the noticeboard in the village hall window but may need to try again as the glue didn't seem to work – JS thanking RG for doing this.
- 64.3 Trimming of trees overgrowing overflow carpark and proposed new play area** – JS said that the trees near the proposed new play area have become quite big and some are also going over the overflow carpark. JS has asked Brian Clarke if he could trim these when he does the hedges – some could possibly need pollarding. Agreed this was sensible. **Proposed JH, seconded SB, all agreed.**
- 64.4 Playing Field inspection** – One of the new football goals has been cut in several places. These nets will need to be taken down for the play area paint so NK will see if he can repair it first.
- 64.5 Repair to play area equipment** – Rip Coldham hasn't had a look at the items as yet so this will be added to October's agenda.
- 64.6 Update on new play area** – HM, DC and NK have met with three play area providers and have received quotes from two of them and are awaiting the third. Once all quotes are in DC is going to make a spreadsheet for comparison. One of the companies suggested gym equipment as an option and NK confirms this is popular at the school. One firm said they would help HM to contact providers of grants etc but, despite chasing, they haven't got back to her about this.
- 64.7 Consider allotment rents** GC clarified that the 24/25 rates for the allotment were £30 per year – up from £27 in 23/34. Inflation in July was 3.8% which would be a £1.14 increase annually. HM asked NK what the allotment holders think of the rent in comparison to other sites – NK added it is a lower rate than say Wymondham. JH suggested that the rents should increase by £2 to cover inflation and the cutting of the tracks– **Proposed JH, seconded RG, all agreed.**
- 64.6 Report from allotment and village sign inspection** – DC inspected in late July and also on 28th August. The path near the community plot and 12 and 13 is a bit overgrown but it isn't anything major. JS added the owner of the plots also need to make sure they do the edges. NK noted they are new owners on the middle plot and he hasn't seen them much. There is also a buddleia on the community plot which might need trimming before the winter.

65. REVIEW AND APPROVE ALL RISK ASSESSMENTS

These are broadly the same as before as there haven't been any changes. Dog poo bin has been added to the village hall risk assessment. DC noted on the financial risk assessment a meeting is mentioned but it isn't clear which meeting this was. GC will clarify on this. Apart from this amendment no further changes need to be made. **Proposed DC, seconded HM, all agreed.**

66. APPROVE IT POLICY

GC explained that this is now needed to be complaint for the next audit in addition to the gov.uk email addresses. **Proposed NK, seconded DC, all agreed.**

67. DATE OF FUTURE MEETING: The next meeting will be the on **Monday 6th October 2025 at 7.45pm**. Agenda items to Clerk by 25th September.