

WICKLEWOOD PARISH COUNCIL

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

Present: Nick Kemp (NK) Chair, Richard Goodings (RG), Danny Clarke (DC) Stephen Brown (SB) Hilary Matthews (HM)

In attendance: Gemma Creasey (GC) (Clerk) Sophie Scott (SS) Booking Clerk.

90. WELCOME AND APOLOGIES FOR ABSENCE:

The Chair welcomed all to the meeting. Apologies received from John Seville (JS) Jack Hipperson (JH) and Margaret Dewsbury (MD)

91. DECLARATION OF INTERESTS: None

92. PUBLIC FORUM:

92.1 Residents from Low Street were in attendance and reported that there hasn't been any real update on Low Street – the Council have extended the date of the consultation to 4th January. Residents will contact GC if anything happens before the next Parish Council meeting in February. There appears to have been meetings on site with the builders and surveyors.

92.2 The report from the County Councillor, MD has been circulated and is available on the website.

93. APPROVAL OF MINUTES OF MEETING HELD ON MONDAY 3rd November 2025. NK noted that he was listed as in attendance but he was not – GC amending this by hand. **SB proposed accepting the amended Minutes as correct DC seconded, all agreed.**

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

94.1 Submitted the VCHAP village cluster document

94.2 Continued work on budget

94.3 Updated Asset Register with new bus shelter

94.4 Dealing with an issue raised by hirers about the bar

94.5 Contacted Highways and planning re the Green Lane issue reported at the last meeting.

95. FINANCE

95.1 ACCOUNTS FOR PAYMENT: including late payments

Salaries	Clerk & Booking Clerk	753.80
----------	-----------------------	--------

HMRC	Month 8	24.64
Clerk's expenses	Mileage, Sim, Ink	18.79
Dream Team Cleaning	Cleaning village hall	360.00
Wave	Water bill - DD	116.87
Information Commissioners Office	Data Protection fee -DD	47.00
TC Ground Care Ltd	Urban Grass Cut	156.00
	TOTAL	1477.10

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

95.2 Monthly Receipts and Payments Report

		Current	Premium	Total
Balance b/f		2085.11	50,930.43	53,015.54
Total receipts to 20.11.25		3193.49	0.00	3193.49
Hall hire	1320.50			
Hall deposit	200.00			
Allotments	1380.00			
Wayleave	292.99			
Total payments to 20.11.25		10,456.19	0.00	10,456.19
Inter Account Transfers		6500.00	-6500.000	
Closing Balance		1322.41	44,430.43	45,752.84

95.3 Tim Carver will increase costs by £5 a cut to £135 + VAT, Brian Clarke will increase by 2%, TTSR for playing field and allotment cuts are in a 3 year fix – everyone was happy with these prices **Proposed RG seconded DC, all agreed**

95.4 Bus shelter is currently cleaned in January and July at £16.67 (£20 including VAT as the company became VAT registered after they started with us and didn't pass the VAT cost to us.) Annual cost is £33.34 per year – for both shelters being cleaned twice a year this would be £66.68. Agreed that twice a year is a good amount to get rid of muck from roads etc **Proposed NK seconded DC, all agreed**

95.5 Bench quote at the church is £290 with materials **Proposed DC seconded RG, all agreed**

95.6 Draft budget had been circulated prior to the meeting – electricity and playing field and allotment cuts are fixed in. There is less budgeted for electricity next year as it was uncertain how much the new air source heat pump would use and it was over budgeted last year. Everyone was happy to agree this **Proposed DC seconded SB, all agreed**. Precept is currently £12,000 per year. The new tax base which is how the average price of a band D property is calculated has not been sent by NCC although should be broadly similar to before. The budget has been calculated on keeping the precept at £12,000 and this decision needs to be made before the next meeting in February. The budget is slightly lower than last year due to electricity savings and the loans are now paid back. Reserves need to be

repaid as money was taken from reserves for the air source heat pump. These will be replenished in the next financial year. Decided to keep precept at its current level **Proposed DC seconded HM, all agreed**

96. HIGHWAYS – None

97. PLANNING

97.1 2025/3498 – Elmsted, Milestone Lane – Proposed Cart lodge – No views or comments **Proposed SB seconded DC, all agreed**

2025/3520 Whitehall Farm Crownthorpe – Machinery storage building – no views or comments **Proposed SB seconded DC, all agreed**

2025/3634 14 St Georges – Final 2 sash windows – no views or comments - **Proposed SB seconded DC, all agreed**

97.2 Decisions – None

98. VILLAGE HALL, PLAYING FIELDS AND ALLOTMENTS

98.1 Booking clerk report – SS mentioned that there had been an issue with hirers not being happy with the bar and GC was looking into this. Donna has some extra workshops booked in and the cinema club have confirmed they will be no longer using the hall and Donna has taken these slots. It has been reported to SS that the Net has the old prices for the hiring of the hall – GC will contact the Net about this.

98.2 Hall maintenance items – None.

98.3 Playing Field inspection – all seems fine – JS has adjusted the gate.

98.4 Report from allotment and village sign inspection – DC inspected on 26th November and the allotments, orchard and sign are all fine. There is one allotment plot which is looking a bit messy – DC will provide GC with the details of this so she can look into it. DC noted that by the recycling centre someone has left some sheet glass – one piece is broken and dangerous and the other is currently in one piece. DC suggested a sign being put up – saying nothing should be left outside and that the bottle bank is for bottles and jars only. GC will do this. If this carries on DC suggesting we might need to think whether having the recycling banks are worth it. NK added they are used regularly.

99. NEW PLAY AREA EQUIPMENT

HM had circulated a list of the four quotes and a spreadsheet compiled by DC outlining the equipment and the quotes. HM had obtained quotes for play equipment and also gym equipment. GC explained that our financial regulations mean that anything over £30,000 including VAT needs to go through the government Find a Tender website for companies to provide quotes. Three of these quotes are over 30K so these would need this option. HM was concerned by the amount of additional time this may take. The original Playdale quote was £20,000 plus VAT and they have provided a substantial discount. HM added that the sub-committee were very impressed with the quality of the play equipment from them. HM added that the sub committees view is to initially proceed with the Playdale quote and then possibly pursue the idea of gym equipment at a later date. HM added that she has spoken to Playdale about possibility of adding some equipment for disabled and SEN children which

may increase the quote a bit but still keep it below £30,000. HM said that she had also mentioned the swing seats that need replacing – she has been given details of the company that provide these and they could be fitted at the same time for a little extra or these could be done separately as they are a repair as opposed to new equipment. HM said that her intention is to apply to the Mick George Fund for the money as the National Lottery need a match contribution. Richard Elliott may also have a fund that we can apply for. The Mick George fund will need a small amount of contribution from the PC but is largely funded by Government. It was agreed to go ahead with the £20,000 Playdale quote with possibly a few additional items of play equipment. **Proposed SB, seconded RG, all agreed.**

100. DISCUSSION OF LOCAL GOVERNMENT REFORM CONSULTATION

There is currently an online consultation about the proposed changes to local government reform. This consultation can be submitted as individuals or organisations. It has been circulated. SB added that there are three options, one unitary council, two unitary councils, or all the district councils. SB added that he feels two is the best option – a view shared with RE. Wicklewood would then be in a council with Norwich which SB feels would be beneficial. SB added that responding as a Parish Council may have more weight and then everyone can respond individually if they wish. GC will circulate response before it is submitted **Proposed SB, seconded HM, all agreed.**

- 101. DATE OF FUTURE MEETING:** The next meeting will be the **on Monday 2ND February 2026 at 7.00 PM.** Agenda items to Clerk by 22nd January.