

You are summoned to the Parish Council meeting of Wicklewood Parish Council which will be held at Wicklewood Village Hall on **Monday 13th April 2026 at 7.30pm**

Gemma Creasey

Parish Clerk

2nd April 2026

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 2nd March**
- 5. TO RECEIVE UPDATE FROM CLERK ON ACTIONS SINCE PREVIOUS MEETING**
- 6. FINANCE**

6.1 Monthly payments

Salaries	Clerk & Booking Clerk	754.00
HMRC	Month 12	24.44
Clerk's expenses	Sim, printing, mileage, folder, paper and stamps	38.83
Dream Team Cleaning	Village Hall Clean, dog bin liners, toilet rolls and bin bags	499.25
EDF	Electricity – DD for February	171.76
Jeremy Neave	Fixing of outside light at hall	130.80
EDF	Electricity – DD for March	123.90
South Norfolk DC	Bin invoice	58.99
Robin Goreham	Internal Audit	55.00
	TOTAL	1856.97

6.2 Monthly Receipts and Payments Report

	Current	Premium	Total
Balance b/f	1628.90	43,572.51	45,201.41
Total receipts to 31.3.26	2216.96	110.31	2327.27
Hall hire	1413.50		
FIT payment	33.46		
SNDL refund for reassessed licensing fee	770.00		
Total payments to 31.3.26	1328.99	0.00	1328.99
Inter Account Transfers	+500.00	-500.00	0.00
Closing Balance	3016.87	43,182.82	46,199.69

6.3 Agree the new Clerk can be paid for an additional 2 hours in first pay for handover work on 30th April prior to start date.

6.4 Agree purchase of new laptop and Microsoft office package and agree that this can be reimbursed to clerk immediately upon purchase.

6.5 Agree quote for taking up and levelling the safety matting at the roundabout by consolidating ground underneath with hardcore and to level up, apply hardcore and straight out recycling bins onto a permanent hard base.

6.6 Note Internal auditor report

6.7 Note the temporary fuel charge being added to TTSR ground maintenance

6.8 ANNUAL GOVERNANCE STATEMENTS: To agree the annual governance statement and annual accounting statements for 2025/2026.

7. HIGHWAYS

7.1 To receive notifications of highways faults to be reported

7.2 Discuss speeding and dangerous parking in and around Church Lane

8. PLANNING

8.1 Applications: 2026/0412 – Land North east of Hackford Road – Variation of conditions 2, 6, and 12

2025/3755 -The Deer Barn, Church Lane – Erection of stand alone pergola, wood store, greenhouse and bin store (retrospective)

2026/0086: Land North of Crownthorpe Road – Appeal re two self-build dwellings and garages

2025/0194 – Land South of Low Street (Plot 2) – Approval of reserved matters, design, scale appearance and landscape following outline permission of 2021/2332

2024/3725 – Land South of Low Street (Plot 1) Variation of conditions 9 & 10 of 2021/2331 – (9) revise & approve the surface water & foul water drainage & (10) revise the credit ref number for the nutrient credits

2025/0193 – Land South of Low Street (Plot 1) Approval of reserved matters design, scale, appearance and landscaping following outline permission 2021/2331

2025/3726 – Land South of Low Street (Plot 2) – Variation of conditions 8 & 9 of 2021/2332 – (8) Approve the foul and surface water drainage & (9) revise the credit purchase ref number

8.2 Decisions:

9. VILLAGE HALL, PLAYING FIELDS, ALLOTMENTS

9.1 Booking clerk's report

9.2 Hall maintenance items

9.3 Report from playing field inspection

9.4 Report from allotment and village sign inspection

10. MAINTAINING THE DEFIBRILLATOR LOCATED AT ST GEORGES

11. UPDATE ON PLAY AREA FUNDING

12. REVIEW HALL HIRE COSTS FROM 1ST MAY

13. VCHAPS DECISION

14. NEIGHBOURHOOD PLAN

15. DISCUSSION OF NEW CLERK/RFO

16. DATE OF FUTURE MEETING: The next meeting will be on **11TH May 2026**. Agenda items to Clerk by 30th April.