

WICKLEWOOD PARISH COUNCIL

Minutes of the Parish Council meeting held in Wicklewood Village Hall on Monday 13th April 2026

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)

1. WELCOME AND APOLOGIES FOR ABSENCE:

The Chair welcomed all to the meeting.

2. DECLARATION OF INTERESTS: None

3. PUBLIC FORUM:

3.1 Residents from Low Street were in attendance. Mr Thackery had asked GC to circulate a document regarding the Low Street drainage applications. He feels the document uploaded by the planner is inaccurate. He has spoken to many residents in the area and many are not aware of these issues and haven't commented even though they would likely be impacted. JS saying the developer needs to prove the route the whole way down. The ditch that is referred to appears to be entirely on private land and permission would presumably be needed. Another resident reiterated his disappointment in the situation. JS added he felt the offer of a way through Mr Thackery's land to the sewer is by far the best suggestion but it has been rejected by the developer due to cost.

3.2 The report from the County Councillor, MD has been circulated and is available on the website. It included information on the Big Norfolk Holiday Fund, five for a fiver, Norwich Western Link road, Household Hazardous Waste days and the Rural Business Awards

3.3 –RE said that there are £500,000 in grant funds for community action projects and an additional £500,000 available for grants for up to £50,000 for community facilities. RE added there are also community awards opening for nominations. RE stated that he felt there wasn't an opportunity for the Annual Parish Meeting to ask questions and wondered if it could be addressed for next year. SB added we should maybe add it into the Net to publicise it. RE wonders if there are more community groups that could provide reports and publicise what they do.

4. APPROVAL OF MINUTES OF MEETING HELD ON MONDAY 2nd March 2026. SB proposed accepting the Minutes as correct DC seconded, all agreed.

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

5.1 Arranged and attended interviews

- 5.2 Contacted Bus Shelter installer regarding the other sign that had fallen
- 5.3 Gave go ahead to gutter repair
- 5.4 Submitted VAT return
- 5.5 Chased TTSR re grass cuts
- 5.6 Completed end of financial year tasks and paperwork
- 5.7 Met virtually with online auditor
- 5.8 Researched new laptops
- 5.9 Compiled research re Hall hire costs

6. FINANCE

6.1 ACCOUNTS FOR PAYMENT: including late payments

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

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

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			
SNDC 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 GC explained the new Clerk, Carol would be meeting Gemma on 30th April for a handover. Her contract will only start on 1st May so GC proposing that in her first pay packet she can add an additional 2 hours for this handover – **Proposed SB seconded NK, all agreed**

6.4 GC had circulated a list of laptop options and prices. A new laptop will also require a Microsoft Office package. Option 2 at £429.99 was deemed a good option from John Lewis as it has a 2-year guarantee along with Microsoft Office package at £119.99 – however

option 3, an HP laptop had been further reduced in price to £399.99 at John Lewis. HM asked if Carol had been consulted – GC confirmed she had – she has an HP at the other council and an ASUS at home – ASUS is more expensive. It was agreed to go with the £399.99 HP laptop and the £119.99 Microsoft Office package- GC will purchase these and can be immediately reimbursed with the usual monthly payments for this month.

Proposed HM seconded NK, all agreed

6.5 JS said we had put money in the budget to take up and level the safety matting at the roundabout by consolidating the ground underneath with hardcore. We would also to level up, apply hardcore and straight out recycling bins onto a permanent hard base. Rather than getting separate quotes JS suggested asking Brian Clarke to do it on a time spent and parts cost **Proposed JH seconded RG, all agreed**

6.6 GC had met with the internal auditor online and had received his report – this had been circulated – no problems or concerns were raised – noted

6.7 GC had circulated a letter from the grass contractors, TTSR that they would be adding a fuel surcharge to the 4 invoices for the year - £16.88 +VAT would be added in addition to the agreed costs – noted.

6.8 ANNUAL GOVERNANCE STATEMENT – The Annual Governance statement 2025/2026 and Accounting Statement had been previously circulated to councillors and were read out in the meeting **SB Proposed to approve as correct seconded DC, all agreed. Duly signed.**

7. HIGHWAYS

7.1 JS reported that there were a lot of finger signs in the village that are facing in the wrong direction – some have safety screws which can't be moved. GC will contact Highways about this.

7.2 GC said she had received further correspondence from residents regarding speeding and dangerous parking in and around Church Lane – this has already been reported to police and highways by both GC and the resident as well as GC raising the parking issue with the school. GC will continue to chase police re a spot check.

8. PLANNING

8.1 Applications:

2026/0412 – Land North east of Hackford Road – Variation of conditions 2, 6, and 12 – views already submitted by devolved powers.

2025/3755 -The Deer Barn, Church Lane – Erection of stand-alone pergola, wood store, greenhouse and bin store (retrospective) – no views or comments **Proposed SB seconded NK, all agreed**

2025/0086: Land North of Crownthorpe Road – Appeal re two self-build dwellings and garages – HM felt that nutrient neutrality credits seem unsatisfactory and that it would be far more appropriate for them to achieve neutrality on their own rather than buying credits. **Proposed HM seconded DC, all agreed**

2025/0194 – Land South of Low Street (Plot 2) – Approval of reserved matters, design, scale appearance and landscape following outline permission of 2021/2332 – NK felt that it was odd that people that would be impacted haven't been notified – he feels this is a

concern. It was also agreed that the parish council support the comments of Mr Thackery and other Low Street residents **Proposed NK seconded DC, all agreed**

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 NK felt that it was odd that people that would be impacted haven't been notified – he feels this is a concern. It was also agreed that the parish council support the comments of Mr Thackery and other Low Street residents **Proposed NK seconded DC, all agreed**

2025/0193 – Land South of Low Street (Plot 1) Approval of reserved matters design, scale, appearance and landscaping following outline permission 2021/2331 NK felt that it was odd that people that would be impacted haven't been notified – he feels this is a concern. It was also agreed that the parish council support the comments of Mr Thackery and other Low Street residents **Proposed NK seconded DC, all agreed**

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 NK felt that it was odd that people that would be impacted haven't been notified – he feels this is a concern. It was also agreed that the parish council support the comments of Mr Thackery and other Low Street residents **Proposed NK seconded DC, all agreed**

2026/0808 – 49 Low Street – Replacement windows – No views or comments

2026/0883 – Boleyn House Hospital Road – Single side storey extension – No views or comments

8.2 **Decisions:** None.

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

9.1 Booking clerk report – SS reported that everything was fine with the hall and there wasn't much to report. SS had sent a picture to GC of some water damage which had been there for some time – JS says it comes back when rain hits that direction. JS asking that the defib has a re-wax soon.

9.2 Hall maintenance items – None.

9.3 Playing Field inspection – all seems fine apart from the table tennis corners have come off – NK has purchased some more for £13 and handed GC the receipt. More table tennis balls are needed – GC will purchase these – These can both be reimbursed **Proposed SB seconded DC, all agreed**

9.4 Report from allotment and village sign inspection – DC inspected on 10th April and there was nothing to report. Tracks and paths have been cut. JS suggested that DC could add bus stop inspector to his list of checks as he walks past them. DC said he would be happy to do this.

10. **MAINTAINING THE DEFIBRILLATOR LOCATED AT ST GEORGES**

There is a defibrillator at St Georges but it is not limited to the residents of there as it is on The Circuit for active defibrillators. Previously batteries and pads have been funded by the residents but it is proposed that going forward this could be covered by the Parish Council as it can be used by everyone. HM will continue to do the checks and will be the nominated inspector on this although SS offered if needs be. A battery is around £250 and this

shouldn't be needed for 2/3 years and pads are £81 a set and only need replacing when used or when they expire in 2028. **Proposed SB seconded JH, all agreed**

11. UPDATE ON PLAY AREA FUNDING

HM reported that she had heard back from the Mick George Fund and the application for funding had not been successful. The next option will be to consider National Lottery funding however Carol the new clerk starts next month and has a background of successful grant applications so it was felt that this could go on hold until she can assist with this.

12. REVIEW OF HALL HIRE COSTS FROM 1ST MAY

GC had circulated a comparison spreadsheet with other local hall costs, the losses of the hall and inflation rates. Inflation is around 3% and the current cost per hour for a resident or regular user is £11 per hour. 3% on this would be 33p – GC had considered a 50P increase on all hourly rates and £5 on day rates which is what was done in 2025. **Proposed SB seconded HM, all agreed**

13. VCHAPS DECISION

JS added that this had been covered in the APM and wanted to say thank you to those involved in attending the meeting.

14. NEIGHBOURHOOD PLAN

SB had drafted a document outlining how beneficial a Neighbourhood plan could be in light of the VCHAPs decision and this had been circulated. Central government is proposing an increase in housing targets and having a Neighbourhood Plan could really help with this. He had also compiled a list of dates to hold drop in sessions for residents to come and find out more – these dates at the village hall will be Thursday 18th June at 11am, Sunday 14th June at 3pm and Monday 29th June at 7pm. He has also compiled a short online survey for residents to complete. The Cherry Tree pub will be asked if they can also hold a paper copy of the survey. A planning matters section on the website has also been created for information relating to this and other planning matters. NK proposed putting it on Wickfolk and also maybe putting some posters about – DC will design this and HM is happy to laminate SS suggested contacting the school to put something in their newsletter.

15. DISCUSSION OF NEW CLERK/RFO

GC reported that 4 candidates had been interviewed in March and Carol Bailey was offered and accepted the role. She will officially start on 1st May with GC handing over the laptop, phone and paperwork on 30th April.

16. DATE OF FUTURE MEETING: The next meeting will be the on Monday 11th May at 7pm. Agenda items to Clerk by 30th April.