

WICKLEWOOD PARISH COUNCIL

Minutes of the Parish Council meeting held in Wicklewood Village Hall on Monday 11 May 2026

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

In attendance: Carol Bailey (Clerk), Sophie Scott (SS) Booking Clerk, Richard Elliott (RE) and Gary Douglas-Beet (GDB)

1. ELECTION OF CHAIR

1.1 John Seville was nominated by Stephen Brown (SB) and seconded by John Hipperson (JH). Voting was unanimous and John Seville (JS) was **DULY ELECTED** for the 2026/2027 year. The Chair signed the Declaration of Acceptance of Office.

2. WELCOME AND APOLOGIES FOR ABSENCE:

The Chair welcomed all to the meeting including Carol Bailey, the new Clerk and Gary Douglas-Beet (Reform Party) the newly elected County Councillor. Apologies were duly accepted from Danny Clarke (DC).

3. DECLARATION OF INTERESTS:

3.1 Annual Review of individual Declarations of Interest – the Clerk requested Councillors contact her if any changes were required.

3.2 Declaration of Interest in any items on the agenda – there were none.

4. ELECTION OF OFFICERS

4.1 Vice Chair – Nick Kemp was nominated by Richard Goodings (RG) and seconded by Hilary Matthews (HM). Voting was unanimous and Nick Kemp (NK) was **DULY ELECTED** for the 2026/2027 year. The Vice Chair signed the Declaration of Acceptance of Office.

4.2 Playing Field and Play Area Inspector – Nick Kemp (NK) Proposer: SB Seconded: RG

4.3 Allotment & Village Sign Inspector – Danny Clarke (DC) Proposer: RG Seconded: HM

4.4 Internal Financial Control Officer – Hilary Matthews (HM) Proposer: SB Seconded: JH

4.5 Speed Awareness Monitor – Stephen Brown (SB) Proposer: HM Seconded: RG

The meeting was adjourned for Item 5 Public Forum to take place

5. PUBLIC FORUM

5.1 The Chair requested the Clerk contact the previous County Councillor, Margaret Dewsbury and express the Council's thanks to her for her work over the time she had served. The Council also wished her well for the future.

5.2 County Councillor Gary Douglas-Beet, Reform Party, introduced himself with a short resume of his career and how he chose to stand for Norfolk County Council. His induction would take place on 12 May and he stated he looked forward to working with the Council in the future.

5.3 Richard Elliott (RE) updated Council on the problem with comments for planning applications that were not being updated in a timely fashion. It appeared that there has been issues with the Case Officer not communicating with staff using the Planning Portal but this now appeared to be sorting itself out. The Planning Department also stated that there was a backlog due to a high volume of work.

The meeting was re-opened for Item 6

6. APPROVAL OF MINUTES OF MEETING HELD ON MONDAY 13 APRIL 2026.

6.1 The Minutes of the Meeting of 13 April 2027 were duly **AGREED** and signed as a true record. Proposer: SB Seconder: HM

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

- 7.1 Attended handover with previous Clerk on 30 April
- 7.2 Updated website with relevant documents
- 7.3 Contacted website provider with request to archive all older documents and provide some new pages
- 7.4 Ascertained any Policies still required
- 7.5 Familiarisation of matters of Council

8. FINANCE

8.1 ACCOUNTS FOR PAYMENT: including late payments

Monthly payments

Salaries	Clerk & Booking Clerk	728.80
HMRC	Month 1	23.64
Clerk's expenses	Sim, printing, mileage, HP Smarttink	51.09
Dream Team Cleaning	Village Hall Clean	360.00
Clerk	Laptop and Microsoft Office (pre-approved at April meeting so already paid)	519.98
Zurich	Insurance	1718.77
Nick Kemp	Table Tennis balls (pre-approved at April meeting so already paid)	13.00
Clerk	Table Tennis balls (pre-approved at April meeting so already paid)	24.99
TC Groundcare	Village Grass Maintenance	162.00
Norfolk ALC	Membership Fee & Subscription 2026/2027	272.46

TTSR Ltd	Grounds Maintenance Contract	609.89
	TOTAL	4484.62

Resolved: That all accounts as presented be paid.

8.2 Monthly Receipts and Payments Report

		Current	Premium	Total
Balance b/f		3,016.87	43,182.82	46,199.69
Total receipts to 22.4.26		4,436.57	0.00	4,436.57
Hall hire	1969.00			
FIT payment	2467.57			
Total payments to 22.4.26		2,243.17	0.00	2,243.17
Inter Account Transfers		-2,500.00	+2,500.00	
Closing Balance		2,710.27	45,682.82	48,393.09

8.3 To sign Barclays paperwork to have CB added to Barclays account – this was duly signed.

8.4 To sign CB's Employment Contract – this was duly signed by John Seville (JS) with a request that a date be arranged for the three-month review when appropriate

9. HIGHWAYS

9.1 Bus Shelter – the bus shelter signs are in place but the Council is concerned that repairing with rivets is not a suitable solution and bolts would be better. Therefore, the Clerk was requested to contact Westcotec concerning the issue with the sign on top of the shelter that was held by rivets and one had come off

9.2 Finger Posts – the Clerk was requested to contact NCC with regard to the previous email sent

9.3 Sign to the Playing Field – the Clerk was requested to chase up the previous email

9.4 Church Lane – the issue of the hedge that had encroached on the grass verge by the old Village Hall was brought up. This had been an issue for some time and the Highways Department were supposed to be taking action

9.5 The Chair reported that on Hackford Road towards Hingham where the new development is taking place there are currently no construction site signs. The Clerk was requested to contact Adam Mayo Highways Engineer and also the Planning Officer at SNDC. This matter is a Health and Safety issue

10. PLANNING

10.1 Applications:

2026/1037 Proposal: Erection of rear extension, conversion of garage to games room, front porch refurbishment and partial rendering of front elevation to match integral garage

Location: Oak House High Oak Lane Wicklewood NR18 9QR

Applicant: Mr & Mrs B Kensell

Application Type: Householder

There were no comments made regarding this application

10.2 Decisions:

2026/0458 – 85 High Street – single storey pitched roof rear extension – Approval with Conditions

2026/0412 – Land North East of Hackford Road – Variations of Conditions (2) (6) (10 –) and (12) – Removal/Variation of Conditions

11. VILLAGE HALL, PLAYING FIELDS AND ALLOTMENTS

11.1 **Booking clerk report** – the Booking Clerk (SS) reported all was well with the Hall and that the current dance class had now booked a number of Sundays in the Hall. The Guides and Brownies leader has also asked if, when fees were increased, a longer period of notice could be given. The Clerk would ensure this took place at the next review of fees

11.2 **Hall maintenance items** – the air source heat pump was due for service in late May/early June. The Clerk was requested to contact Fin Geotherm to rectify the cage round the pump not being fixed and also to bleed the radiator situated between the Ladies and Gents toilet

11.3 **Playing Field inspection** – Nick Kemp (NK) reported that the new table tennis balls were disappearing as were the table tennis bats. There is one part of the latch missing on the gate to the Playing Field. The Clerk was requested to source a new latch and the Chair would mend the gate. Hilary Matthews (HM) reported back on the current situation with regard to grants for play equipment and an update would be provided on the next agenda

11.4 **Report from allotment and village sign inspection** – the usual inspection of the allotments, orchard, village sign and, for the first time, the bus shelters had taken place with no major issues to report but two points to note:

11.4.1 Although the tracks around the allotments have all been cut and look fine, there is already quite a lot of growth (grass and weeds) along the paths. There are also some overgrown wild flowers blocking one of the signs which DC is happy to cut back

11.4.2 The bus shelters appear to be OK but there are a couple of posters/notes that have been put up – mentioned as an observation but might be something for discussion

11.4.3 The Chair reported there appeared to be a lot of dog excrement on the allotments and asked what the Council could do. Nick Kemp (NK) agreed he would write an article for the next edition of The Net. Richard Elliott (RE) said he could provide the Council with some signs from SNDC. He also suggested the possibility of obtaining an Anti-Social Behaviour Order with regard to dog fouling. The Clerk was requested to investigate this and report back with an item on the next agenda.

12. NEIGHBOURHOOD PLAN

12.1 Stephen Brown (SB) reported an article had been sent to The Net with details of a questionnaire that will be delivered around the village over the next couple of weeks. The questionnaire could also be accessed via a QR code if people wished. Hard copies would also

be available in The Cherry Tree. The Council also needed to decide on some dates for public meetings in respect of the Neighbourhood Plan.

13. **DATE OF FUTURE MEETING:** The next meeting will be on Monday 1 June at 7pm. Agenda items to Clerk by 21 May.

There being no other relevant business the meeting closed at 7:50pm.

DRAFT