

WICKLEWOOD PARISH COUNCIL

Minutes of the Parish Council meeting held in Wicklewood Village Hall on Monday 6 July 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), Richard Elliott (RE) District Cllr and Gary Douglas-Beet (GDB) County Cllr and 8 members of the public

41. WELCOME AND APOLOGIES FOR ABSENCE:

The Chair welcomed all to the meeting. Apologies were duly accepted from Sophie Scott (SS).

42. DECLARATION OF INTERESTS:

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

43. TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF 1 JUNE 2026

43.1 The Minutes of the Meeting of 1 June 2026 were duly signed by the Chair as an accurate record of the meeting. **Proposed HM Seconded SB**

The meeting was adjourned at 7:01pm to allow the Public Forum to take place.

44. PUBLIC FORUM

44.1 GDB updated Councillors on a number of matters including Highways issues. He reported that the Councillors budgets for Highways and Community initiatives had all been repaid to the overall Highways budget to fund the deficit. He stated he would act on requests from the Council but they must be made formally to him. He had sent his first report the Clerk and would continue to send these on a monthly basis. The report would be lodged on the Councils website along with the other documents required.

44.2 RE updated the Council on Low Street, which following the passing of the latest date of 19 June, was still in the same situation. The Planning Department were still awaiting further information from the agents with regard to any mitigation arrangements and, until these had been received, no decision would be made. He further updated Council on the arrangements for the new food waste collection which will start in two phases in late July and September. HM asked what would happen with regard to communal buildings such as St Georges. RE stated these would all be supplied with special instructions prior to the commencement of the scheme.

The meeting restarted at 7:04pm.

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

45.1 Email received from HSE stating the situation on the Hackford Road development was Highways remit. Highways were contacted but no reply had been received. GDB agreed to speak to Highways to rectify this situation.

45.2 Contacted Finn Geotherm and the annual service had taken place on 30 June along with other requested works and renewal of the data SIM.

45.3 Updated Standing Orders and Financial Regulations

45.4 Written new policies for General Reserves and Bullying & Harassment.

45.5 Produced a report for Council with regard to laptop document storage.

45.6 Dealt with an allotment query and shared tenancy.

45.7 Contacted Barclays regarding online banking – customer number and access card had now been received but still awaiting PIN.

45.8 Received email from Greater Norwich Local Plan calling for sites which had been forwarded to all Councillors.

45.9 Set up a volunteer list for help with the production of a Neighbourhood Plan.

45.10 Received an email from EFire confirming they will be carrying out the yearly service on the fire extinguishers on 20 July 2026'

46. FINANCE

46.1 ACCOUNTS FOR PAYMENT: including late payments

Monthly payments

Salaries	Clerk & Booking Clerk	613.80
HMRC	Month 3 PAYE and Employers NI	138.64
Clerks Expenses	SIM, Mileage, Printing, Home Working Allowance	51.99
EDF	Village Hall – Electricity – RATIFICATION ONLY	69.97
TC Groundcare	Cut & Strim grass	135.00
Dream Team Cleaning	Village Hall Cleaning	891.31
RoSPA	Annual Inspection – Play Area	123.60
TTSR Ltd	Grounds Maintenance	609.89
Finn Geotherm	Air Source Heat Pump – Service	269.99
	TOTAL	2904.19

Resolved: That all accounts as presented be paid

46.2 Monthly Receipts and Payments Report

		Current	Premium	Total
Balance b/f		1203.82	50682.82	51886.64
Total receipts to 26/06/2026		5630.12	134.42	
Hall hire	1719.25			
Adopter Payment	250.00			
Delegated Grass Cutting	3660.87			
Total payments to 26/06/2026		1294.02	0.00	

Inter Account Transfers	-2500.00	+2500.00	
Closing Balance	3039.92	53317.24	56357.16

46.3 To receive the Monthly Budget Report – duly noted

46.4 To receive a report regarding storage of data on Council laptop and make any **DECISION** necessary – Councillors had received the report prior to the meeting and the Clerk was duly **AUTHORISED** to purchase two external hard drives. **Proposed SB Seconded DC**

47. GOVERNANCE

47.1 To **APPROVE** and **ADOPT** the General Reserves – this was duly **APPROVED** and **ADOPTED**.

47.2 To **APPROVE** and **ADOPT** the Bullying & Harassment Policy – this was duly **APPROVED** and **ADOPTED**.

47.3 To **REVIEW** and **ACCEPT** the Standing Orders – there were no changes made so these were duly **REVIEWED** and **ACCEPTED**.

47.4 To **REVIEW** and **ADOPT** the updated Financial Regulations – it was **AGREED** to defer this item to the September meeting to allow for any changes required to financial figures. Proposed NK Seconded RG

48. HIGHWAYS

48.1 JH asked if any more had happened with regard to the overgrown hedge between the Old Village Hall and the bungalow next door as this had been dragging on for some years with solicitors involved. GDB said if a formal request was made by the Council he would take this matter back to Highways.

49. PLANNING

49.1 Applications:

2026/1307 18 St Georges Hospital Road **Proposal:** Removal, refurbishment and re-installation of existing windows (7 x sash; 4 x porthole). Single glazed panes to be replaced with thin double glazed panes.

As this was a Listed Building Consent the Council had no comments to make

49.2 Decisions:

2026/1284 Rosewall Barn The Green **Proposal:** Standalone solar energy system positioned within rear garden **Approval with conditions (delegated) 16/06/2026**

50. VILLAGE HALL, PLAYING FIELDS AND ALLOTMENTS

50.1 **Booking clerk report** – as the Booking Clerk was absent there was no report but the Clerk reported that she had not been informed of any problems

50.2 **Hall maintenance items** – HM asked if the situation with the defibrillator had been rectified. The Clerk stated the defibrillator had been checked and she had updated The Circuit with everything required and it was back online

50.3 **Playing Field inspection** NK had put the new gate latch on. There was nothing else to report on this item.

- 50.4 **Report from allotment and village sign inspection** – DC reported that there were no issues with the village sign or bus shelter. There were currently two allotments that were in an overgrown state and required works. Council were aware of these and the issues surrounding them. Discussions ensued over whether an official letter should be sent by the Clerk or an informal chat be had with the plot holders. JS proposed a letter be sent to both allotment holders but DC said it would have to be sympathetic and understanding. Other Councillors felt the informal chat route might be the best way forward. There was no seconder to the proposal and no overall consensus on the way to move forward. JS reported that TC Groundcare had tidied up around the telegraph pole which made it easier to see along the road.
- 50.5 To receive the annual RoSPA report – NK stated there were a number of issues that had been brought up in this year's report. After discussion of the more pressing issues the Clerk was requested to obtain quotations for the works required to the rocker, the baby swing seats and the flat swing seats.
- 50.6 To discuss any updates on the grants for play equipment – HM said she currently had nothing to report but a meeting between her, NK, DC and the Clerk was due to take place on Thursday 9 July to move this forward.

51. NEIGHBOURHOOD PLAN

51.1 SB reported that opinion poll held had received 54 replies with all but one in favour of undertaking a Neighbourhood Plan. The three public meetings at the Village Hall had been attended by in excess of 60 people with areas being suggested to be included in the Neighbourhood Plan being Footpaths, Affordable Housing, re-opening of a shop, Dark Skies and less traffic speeding. In order to apply for the initial £6000 grant Council needed to decide on the boundary area for the Neighbourhood Plan. It was therefore proposed (**proposed NK seconded SB**) and **AGREED** that the Council move forward with undertaking a Neighbourhood Plan. It was further proposed (**proposed DC seconded NK**) and **AGREED** this would be the parish boundary of Wicklewood and Crownthorpe. The Clerk was requested to apply for the grant and RE said he would speak to Richard Squires who deals with Neighbourhood Plans at SNC. SB requested the Clerk send him the list of potential volunteers and in order to start things moving a small Steering Group was set up of SB, DC and JS. The next move was to speak with Richard Squires for the names of some consultants and then approach them to identify the best fit for the Council.

52. **DATE OF FUTURE MEETING:** The next meeting will be on Monday 7 September 2026 at 7pm. Agenda items to Clerk by 27 August 2026. The Clerk informed Councillors she would be on annual leave between 11 and 18 July so would not be contactable during this period.

There being no other relevant business the meeting closed at 7:56pm.