

Wickmere with Wolterton Parish Council

Minutes of the ordinary meeting held in the Village Hall, Regent Street, Wickmere
on Wednesday 9th July 2025 at 7.00pm

Present:

Parish Councillors:	Lesley Ash (Chair)	Richard Hembling	Phillida Hurn
	Georgina Madeley	Barry Markham	Vanessa Tomczynska

Also in attendance:

District Cllr John Toye

Vicky Tovell, Clerk to the Council

1. **APOLOGIES FOR ABSENCE** were received from County Cllr Saul Penfold
2. **DECLARATIONS OF INTEREST** – There were no declarations of interest or requests for individual dispensations.
3. **MINUTES** - The minutes of the ordinary meeting of 14th May 2025 were approved and signed by the Chair as a true record.
4. **ADJOURNMENT** - To adjourn the meeting to receive NNDC & NCC reports, comments from members of the public and those with a disclosable interest

District Cllr John Toye said that whilst the budget for the year ahead looks healthy, North Norfolk District Council continue to look for efficiencies, and that the Local Plan is nearing completion.

Cllr Toye reported his support for Rural Services Network Chief Executive's work with senior parties at British Telecom to improve rural network coverage, and challenge infrastructure providers.

Cllr Toye encouraged councillors and parishioners to get their voices heard by completing public consultations and surveys; for instance, a forth-coming survey will ask what towns people prefer to visit for facilities and shopping, in order to inform strategic travel planning. Cllr Toye reported the Police Commissioner is keen to support road safety initiatives with interesting technological developments ahead. Cllr Toye left the meeting at 7.30pm.

5. FINANCE

1. **The bank reconciliation** was received, approved, and signed. There was a balance of £24,199.21 in the bank on 4 July 2025.
2. Receipts were noted.
3. Payments were approved and cheques signed (see below) including the VHMC grant (as minuted 14-05-25: 15.3)
4. The schedule of reserves was reviewed. It was agreed to reallocate reserves funds after the draft budget is received.
5. To consider opening a link savings account on the current bank account - Council received information about linked savings accounts provided by the current community business account provider, the Co-operative Bank. It was suggested better rates could be obtained at NS&I. It was agreed the clerk would firstly investigate savings options at NS&I and if this provided no better alternative, it was

agreed council would open a 95-day notice saver at Co-operative Bank, currently advertising an interest rate of 2.13% AER.

Receipts & Payments

Date	Payee	Description	Receipt	Payment	Balance
BACS, DD, SO or Transfer					
15-04-25	Bank Statement	101			23,594.32
30-04-25	NNDC	Precept	1,850.00		
09-05-25	Information Commissioner's Office	Data protection fee		47.00	
					25,397.32
15-05-25	Bank Statement	102			25,397.32
19-05-25	V Tovell	Salary & Expenses		641.14	
23-05-25	E Tinsley	Audit		30.00	
04-06-25	ROADWARE	Grit Bins		213.48	
04-06-25	NPTS	Annual Subscription		57.50	
10-06-25	HMRC	VAT Repayment	117.19		
13-06-25					24,572.39
Draft Payments Tabled for Approval					
09-07-25	WVHMC	Grant		1900.00	
09-07-25	V Tovell	Salary and Expenses		562.05	

6. **CLERK'S REPORT & MATTERS ARISING** - to receive information on matters arising from previous meeting and those not mentioned elsewhere on the agenda:
 1. **Councillors visit to Wolterton Hall** – reports of the Council visit to Wolterton Hall to view site and learn about development works. Councillors thanked Richard and Tom Ellis for the meeting and the detailed tour of the site on 23rd June 2025 which was interesting and informative. Councillors who were unable to attend viewed the Agenda provided on the day and heard reports. There was discussion around future plans, particularly the renewable energy projects.
 2. **Register of Interests** – clerk reminded councillors to check their entry online at NNDC Parish and Town Council register of interests, and update as necessary.
 3. **Clerk's Appraisal** – clerk thanked Lesley Ash and Richard Hembling for carrying out the staff appraisal on 23rd June 2025. Objectives had been set. A copy of the appraisal documents would be held on file.
 4. **Any other matters arising** from the previous meeting and not mentioned below. Clerk reported the revised schedule of assets (as Minuted 14-05-25:11) had been emailed to councillors, with a copy on file.

7. PLANNING

1. To hear planning applications received:

- i. Proposal: Wolterton Hall, Wolterton Park, Wall Road, Wolterton, Norwich, Norfolk, NR11 7LY: Peach House Conservatory: restoration, relocation and extension from 2 bay to 4 bay (**LA/25/0829**) Circulated by email 19/05/25. Response: there were no objections.
- ii. Proposal: Wolterton Hall, Wolterton Park, Wall Road, Norwich, Norfolk NR11 7LY Repair and restoration works to existing brick portion of piggery structure and yard walls, including a new roof structure, windows and doors and thermal internal wall linings. Demolition of derelict post-war timber structure. New single storey studio building enclosed by the existing yard walls (**PF/25/0643**) Circulated by email 12/06/25. Site visit 23/06/25. Response: Councillors supported this proposal. Comments included concerns around increased traffic and its impact on the highways.
- iii. Proposal: Purdy House, Goose Green, Wickmere, Norwich Norfolk NR11 7LU: Variation of Condition 2 (PF/24/1344) to allow a window to the front and a rooflight to the rear (**RV/25/1245**) Circulated by email 25/06/25. Response: there were no objections.
- iv. Proposal: Wolterton Hall, Wolterton Park, Wall Road, Norwich Norfolk, NR11 7LY: Addition of new door to plant room (**LA/25/1242**) Circulated by email 27/06/25. Response: there were no objections.

2. To hear planning decisions received: none received.

8. HIGHWAYS – to consider any highway matters raised:

1. Councillors heard updates on their proposal to improve surface of two passing places on Aldborough Road. Recent correspondence between clerk, County Councillor Saul Penfold and Highways Engineer Justin Le-May was heard. Councillors agreed a full estimate of the cost of the work is needed before decision-making and any subsequent funding bids can be pursued. It was agreed clerk would contact Saul Penfold to request he responds to Mr Le-May's queries to move the matter forward.
2. any other highway matters – none

9. VILLAGE HALL

1. to hear any reports and updates from the VHMC – dates for the second annual meeting to be circulated by the VHMC Chair to relevant parties and a meeting date agreed.
2. to refer any relevant matters to the VHMC - none

10. CORRESPONDENCE –

1. To note Flagship Housing's Wildflower Programme email (circulated) There was discussion around concerns regarding continuity and approach to the care of the designated wildflower area on Regent Street. It was agreed in response, clerk would contact Flagship's Biodiversity manager Daniel Salliss to report concerns.
2. Investigation into Countywide Flooding Report from NCC Water Management (circulated) was noted.

3. NCC Executive Summary for Local Government Reorganisation recommendation for one unitary council; with Cabinet backing proposal on 23-06-25 (circulated) was noted.
4. NNDC's 'Town and Parish Council Briefing' outline proposal for three unitary councils for Norfolk under LGR, working in partnership with five other district councils. Full council decision made 19-03-25 (circulated) was noted.

11. **TO NOTE LATE CORRESPONDENCE AND REFER TO IT NEXT MEETING AS APPROPRIATE** - to include reports from Councillors. Cllr Madeley reported a minor accident involving a cyclist and a driver had occurred in a neighbouring parish, likely due to poor visibility caused by overgrown hedges. Whilst this can be reported to Highways, it was noted it is the individual landowners' responsibility to maintain hedges.
12. **NEXT COUNCIL MEETING** the ordinary meeting of the council will be held on Wednesday 10th September 2025.
13. **EMPLOYMENT** – it was agreed to increase the clerk's salary to SPC8 after reviews of similar posts advertised and evaluation of the roles and responsibilities undertaken. The contract will remain the same, with indicated salary between a range of SPC5 to 12 as set out by the National Joint Council for Local Government Services.
14. **TO CLOSE THIS MEETING** – there being no further business the Chair closed the meeting at 8.10pm
