

## *Wickmere with Wolterton Parish Council*

Minutes of the ordinary meeting held in the Village Hall, Regent Street, Wickmere  
on Wednesday 10 September 2025 at 7.00pm

### **Present:**

Parish Councillors: Lesley Ash (Chair) Richard Hembling Phillida Hurn

### **Also in attendance:**

Vicky Tovell, Clerk to the Council

1. **APOLOGIES FOR ABSENCE** were received from County Cllr Saul Penfold, District Cllr John Toye, Cllr Barry Markham, Cllr George Madeley and Cllr Vannessa Tomczynska
2. **DECLARATIONS OF INTEREST** – There were no declarations of interest or requests for individual dispensations.
3. **MINUTES** - The minutes of the ordinary meeting of 9<sup>th</sup> July 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 - there were none.
5. **CO-OPTION** – to consider the co-option of a Councillor for the vacancy. It was agreed to write and invite a nominated MOP to consider applying for the vacancy.
6. **FINANCE**
  1. **The bank reconciliation** was received, approved, and signed. There was a balance of £21,737.16 in the bank on 10 September 2025. Bank statement 104 was received and noted.
  2. Payments were approved and cheques signed (see below).
  3. Update on council's application to open a linked savings account to current bank account at Co-operative Bank – it was noted there was a delay with the application due to a 'Entity Self-Certification' form requiring signatures; the form was signed by two signatories.
  4. To note changes in Employer's NIC affecting payroll frequency and consider setting up a direct debit for clerk's basic salary – it was noted changes in April 2025 to Employer's National Insurance Contributions (NIC) result in 15% payment on monthly salaries over £417. Therefore, clerk would change payroll frequency from bi-monthly to monthly from 6<sup>th</sup> April 2025. Clerk would not charge for time spent amending the process. It was agreed a monthly flat rate, along with a monthly office charge would be set as a direct debit. Additional expenses, including travel, would be presented for approval at meetings.

## Receipts & Payments

Date	Payee	Description	Receipt	Payment	Balance
<b>BACS, DD, SO or Transfer</b>					
04-07-25	Business Services at CAS	Insurance premium		373.18	
<b>15-07-25</b>	<b>Bank Statement</b>	<b>103</b>			24,199.21
21-07-25	V Tovell	Salary and Expenses		562.05	
25-07-25	WVHMC	VH grant		1900.00	
					21,737.16
<b>15-08-25</b>	<b>Bank Statement</b>	<b>104</b>			<b>21,737.16</b>
<b>Draft Payments Tabled for Approval</b>					
10-09-25	V Tovell	Back-dated pay increase to 01-04-25		64.58	
10-09-25	V Tovell	Salary and Expenses		610.69	

### 7. **CLERK'S REPORT & MATTERS ARISING** - to receive information on matters arising from previous meeting and those not mentioned elsewhere on the agenda:

1. **Flagship Housing** – to hear responses to council's concerns regarding management of wildflower meadow area. Council heard replies from Daniel Sallis, Biodiversity and Land Manager at Flagship. Mr Sallis reported Flagship's team had maps and had properly managed the wildflower area on Regent Street for a long while and he did not believe council's concern referred to a Flagship contractor. Council agreed to monitor.
2. **Training** – to consider future training opportunities. Councillors had received list of NPTS training opportunities provided (emailed). It was agreed clerk would attend online budget training at a cost of £48.
3. **Pay rates** – the National Association of Local Councils (NALC) increase of 3.2% to pay rates, back-dated to 1<sup>st</sup> April 2025, was noted.
4. **Any other matters arising** from the previous meeting and not mentioned below. There were none.

### 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. On 09-09-25 Highways Engineer Justin Le-May reported he had re-visited the site and would wait for target costs from the contractor and, once in receipt, would pass them to Cllr Saul Penfold.
2. any other highway matters – none

### 9. **GOVERNANCE AND PROPER PRACTICES** – to consider compliancy with governance and accountability for small councils

1. **To consider move to gov.uk email addresses:** it was agreed to change the current contact email address from gmail to a compliant gov.uk address, via Parish Online's offer

of a free mailbox with up to 5GB storage. Steve Jackman would connect the new email address to the parish council website free of charge.

2. **To review website:** it was noted the new website is compliant. Clerk reported in its first year there was very little traffic on the website, which is paid up in full until 18<sup>th</sup> September 2027. It was agreed to monitor.
3. **To review and approve the Standing Orders:** it was agreed to defer the item to the next meeting.
4. **To review and approve the Data protection Policy:** it was agreed to defer the item to the next meeting.
5. **To review and approve Equality Policy:** it was agreed to defer the item to the next meeting.

## 10. **PLANNING** – to consider and review applications and decisions

1. **To hear planning applications received:** there were none
2. **To hear planning decisions received:**
  - i. Wolterton Hall, Wolterton Park, Wall Road, Wolterton, Norwich, Norfolk, NR11 7LY: Peach House Conservatory: restoration, relocation and extension from 2 bay to 4 bay **(PF/25/0828)** APPROVED 18-07-2025
  - ii. 5 Park Farm Barns, Wolterton Park, Wolterton, Norwich NR11 7LX: Listed Building Alteration: install solar panels to south-facing pitch of tiled cart barn roof **(LA/25/0741)** REFUSED 18-07-2025 due to impact on heritage
  - iii. Purdy House, Goose Green, Wickmere, Norwich, NR11 7LU: variation of condition to allow the addition of a window to front and rooflight to rear **(RV/25/1245)** APPROVED 22-07-2025
  - iv. Stable House, Wolterton Hall, Wolterton Park, Wall Road, Wolterton, Norwich, Norfolk, NR11 7LY: Addition of a new door to plant room **(LA/25/1242)** APPROVED 27-08-2025

## 11. **VILLAGE HALL**

1. to hear any reports and updates from the VHMC – Cllr Hembling, VHMC Chair, reported the BBQ in early September had over 30 attendees and approximately £100 was fund-raised through donations and raffle. The Church Parochial Council would hold their fund-raising Harvest Breakfast at the Village Hall on October 5<sup>th</sup> 2025.
2. to refer any relevant matters to the VHMC – there were none.

## 12. **CORRESPONDENCE** – to review correspondence received

- It was noted the North Norfolk Local Plan final consultation period would end 17<sup>th</sup> September 2025 (email circulated).

## 13. **TO NOTE LATE CORRESPONDENCE AND REFER TO NEXT MEETING**

To include reports from Councillors - none.

## 14. **TO NOTE DATE OF NEXT MEETING** – the ordinary meeting of the council to be held on Wednesday 12th November 2025

## 15. **TO CLOSE THIS MEETING** – there being no further business the Chair closed the meeting at 8.00pm

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