

Wickmere with Wolterton Parish Council

Minutes of the ordinary meeting held in the Village Hall, Regent Street, Wickmere
on Wednesday 11th September 2024 at 7.00 pm

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

AGENDA

1. **APOLOGIES FOR ABSENCE** – were received from County Councillor Saul Penfold.
2. **DECLARATIONS OF INTEREST** – there were no interests declared.
3. **MINUTES** - the minutes of the Ordinary Meeting held on Wednesday 10th July 2024 were approved and signed by the Chair as a true record.
4. **ADJOURNMENT** - the meeting was adjourned to receive NNDC & NCC reports, comments from members of the public and those with a disclosable interest.

District Cllr John Toye reported NNDC Planning Service was awarded ‘platinum’ for its service delivery by an online publication for planners; a Gold Award from the Defence Employer Recognition Scheme in recognition of commitment to the Armed Forces and a Gold RSPCA award for quality animal welfare services. Cllr Toye said work continues on affordable housing provision but budgets remain challenging and housing held up by nutrient neutrality issues. He talked about the provision of Public Toilets not being a statutory responsibility of the local authority and that community groups, parish and town councils are better placed to access grants and support in this area. He recommended signing up to the Rural Services Newsletter.

5. **CO-OPTION** – for the vacancy of parish councillor – none

6. **FINANCE**

1. **The bank reconciliation and Statement** was received, approved and signed. There was a balance of **£27,299.38** in the bank on 11 June 2024. The final payment on account to Octopus Energy of **£68.87** was noted.
2. **To discuss alternatives to transfer of bank account after further research by clerk.** The current Co-operative Community Directplus account allows for the addition of 'authorised users' who are not 'signatories' and has linked savings accounts (35 day notice and 90 day notice) which offer comparable rates of interest to Unity Bank's Instant Access savings. It was agreed to remain with the Cooperative Bank and add the clerk as an 'authorised user'.
3. The following payments were approved and cheques signed.

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

1. To Receive Clerk's Report - Council confirmed it was satisfied with correspondence from the new clerk.
2. End of Probationary Period – Council confirmed appointment of new clerk after probationary period.
3. Training – clerk requested more training specific to financial responsibilities. Council agreed clerk could ask Ros Calvert to provide training in this area. Clerk reminded councillors Whole Council Training is scheduled for 25th September 2024 at 7pm. Councillors agreed that invitations to join the session are extended to neighbouring parish councils' representatives.
4. Postage Costs – it was agreed to use second class stamps in correspondence after first class stamps price increase on October 7th 2024.
5. Any other matters arising from the previous meeting not mentioned below – none.

8. VILLAGE HALL - Update on transfer of Village Hall management to the Village Hall Management Committee:

- a. To agree payment of the adjusted and outstanding amount due to the VHMC in respect of their grant for April 24-25 – Following production of accounts showing payments made up to 7th September 2024 on behalf of the VHMC, it was agreed to pay £1589.37 this being the outstanding amount due from the £2,200 grant for April 2024 to March 2025 awarded to the VHMC on 10th July 2024. It was noted the VHMC should not be paying towards the Parish Council Insurance and therefore an additional sum of £373.18 might need to be paid to the VHMC in respect of the total grant amount of £2200. It was considered that it could be sensible for Village Hall Buildings and Contents insurance to remain Parish Council's liability as part of total assets insurance.
- b. Overview of role of Parish Council as Custodian Trustees and VHMC as Managing Trustees – circulated.
- c. Confirm point of contact and roles within VHMC – the main points of contact with the VHMC are Richard Hembling as Chair and Barbara

Shaw as Treasurer.

- d. Transfer of Utilities – Octopus Energy transferred to VHMC on 2nd September 2024. Anglian Water account to transfer next. Grounds Maintenance will invoice VHMC directly.
- e. Community Action Norfolk Subscription – it was agreed to change email contact to VHMC Chair.
- f. Fire Inspection July 29th – Noted and agreed to transfer account to VHMC for 2025.
- g. Any other Village Hall reports – none
- h. Any other Village Hall matters - none

9. HIGHWAYS

1. Footpath: Norfolk County Council response to enquiry dated 01/04/23 regarding obstruction to public right of way as footpath sign appears to point through a private garden – no action at this time; NCC will monitor through scheduled inspections.
2. Verges: Norfolk County Council response to enquiry dated 20/07/24 regarding inadequate cutting of verges – no action at this time; NCC will monitor through scheduled inspections. Verge cutting was completed for this season by Tarmac and *'concerns, quality issues or missed road sections/names should be passed onto the contractor for comment/action'*. It was agreed to report exact locations of this year's inadequate cutting to Tarmac prior to the first cutting in 2025. (Agenda March 2025).
3. Footpath: Norfolk County Council Notice of extension to temporary closure of footpath 19 over River Bure footbridge linking Erpingham to Blickling – it was noted these works were initiated in August 2023 and have been extended to August 2025. John Toye to see if the process can be expedited.
4. Any other highway matters – none.

10. WEBSITE – to receive progress report on upgrade of website. Councillors approved the draft website. Clerk training scheduled with Steve Jackman on 18th September when the new website will be published. The clerk thanked councillors for their photographs.

11. PLANNING – to consider and review applications and decisions – no applications.
Decision: single storey rear extension on existing lean to at Keeper's Cottage and associated internal and external works PF/24/1429 and LA/24/1519: approved.

12. CORRESPONDENCE – to review correspondence received

1. **Norfolk County Council Adult Education Marketing** – It was agreed to receiving Norfolk County Adult Learning's email and using noticeboard to display information.
2. **RWE Norfolk Offshore wind Projects** – Public Information Events dates circulated. Councillors declined to attend events as it was agreed the project

does not directly affect the area.

3. **Parishioner concern** – regarding Housing Association’s management of verges to encourage biodiversity. Council agreed the current approach has not encouraged bees or wildflowers. Cllr John Toye had offered to contact Flagship Victory for clarification over the grazing rights and management of the verges.

13. TO NOTE LATE CORRESPONDENCE AND REFER TO NEXT MEETING -

Councillors talked about the loss of Winter Fuel Payment for pensioners and its potential impact for parishioners – referred to next meeting.

14. NEXT COUNCIL MEETING – the ordinary meeting of the Council will be held on Wednesday 13th November 2024.

15. CLOSURE OF THE MEETING – there being no further business the Chair closed the meeting at 8.10pm

Receipts & Payments

Date	Payee	Description	Receipt	Payment	Balance
BACCS, DD, SO or Transfer					
14-06-24	Bank Statement	93			28,059.74
18-06-24	HMRC	PAYE		60.00	
26-06-24	Anglian Water	Water		17.34	
09-07-24	Octopus	Electricity		32.63	
15-07-24	Bank Statement	94			27,949.77
24-07-24	R Calvert	Salary, HMRC & Expenses		277.00	
26-07-24	NPTS	New Clerk training		80.00	
06-08-24	V Tovell	Salary & Expenses		224.52	
15-08-24	Bank Statement	95			27,368.25
11-09-24	Octopus (3 rd July to 1 st Sept) Final payment on account	Electricity		68.87	
For Approval					
11-09-24	Churches Fire and Security	Fire Safety Inspection		52.20	
11-09-24	V Tovell	Salary & Expenses		699.12	
11-09-24	Village Hall Management Committee	Grant		1589.37	