

# Wickmere with Wolterton Parish Council

Minutes of the ordinary meeting held in the Village Hall, Regent Street, Wickmere  
on Wednesday 12 November 2025 at 7.00pm

**Present:**

Parish Councillors: Richard Hembling (Chair), Phillida Hurn, Barry Markham,  
George Madeley, Vanessa Tomczynska

**Also in attendance:**

District Councillor John Toye  
Vicky Tovell, Clerk to the Council

1. **APOLOGIES FOR ABSENCE** were received from County Cllr Saul Penfold and Lesley Ash.
2. **DECLARATIONS OF INTEREST** – There were no declarations of interest or requests for individual dispensations.
3. **MINUTES** - The minutes of the ordinary meeting of 10<sup>th</sup> September 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.

Cllr John Toye reported efforts to improve rural network coverage were ongoing with network operators called in to discuss the issue and involvement from the Local MP and local peer adding their support.

Cllr Toye said the North Norfolk Local Plan had been passed as sound, with minor amendments to be adopted at Full Council in December, and would provide good protection for the area for the future.

Cllr Toye urged people to take part in Norfolk Coast National Landscape Consultation online at North Norfolk District Council where links to Future 3 and news on the upcoming LGR could also be found. Cllr Toye left the meeting at 7.15pm.

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

1. To hear update on co-option request: Council heard the MOP invited for co-option would not be able to take on the role at this current time. Another MOP was suggested. Clerk would send co-option invitation.
2. To hear update re council's change to .gov.uk email: The new, compliant, email address [clerk@wickmere-pc.gov.uk](mailto:clerk@wickmere-pc.gov.uk) would be provided at no cost for 5GB from Parish Online. Steve Jackman would sort links with website and clerk would transfer mail box and update contacts.
3. To note change to clerk's budget training date: council heard clerk would undertake agreed Budget training with NPTS on 25<sup>th</sup> November 2025.
4. To consider any requests for training: council **agreed** to clerk training in January 2026 re government introduction of Assertion 10
5. Any other matters arising from the previous meeting not mentioned below: none

## 6. FINANCE

1. **The bank reconciliation** was received, approved, and signed. There was a balance of £22,652.76 in the bank on 15<sup>th</sup> October 2025. Bank statement 105 was received and noted.
2. Receipt of final half of precept 2025-26 was noted.
3. To hear update on council's application to open a linked savings account with Co-operative Bank. It was noted delay continues due to the Change of Signatory form not collating all the necessary info. Clerk would pursue.
4. To receive and review Reserves. Council noted that to allow the running of the Parish Council and Village Hall the reserves are being drawn upon. Council reviewed and **agreed** to reallocate funds. It was **agreed** to allocate Reserves as follows:

15/01/2025	01-Apr-25	Estimated 31 March 26	Estimated 31 March 26	11-Nov-25
RESERVES				RESERVES
	<b>23,594.32</b>		<b>21,241.00</b>	
<b>General Reserve</b>	3700.00			<b>3,700.00</b>
<b>Ear Marked Reserves</b>				
Defibrillator	1,050.00			1,050.00
Election	300.00			300.00
Village Hall - Building	12,810.00			11,840.00
Street Furniture	3,150.00			3,150.00
Audit	200.00			200.00
Highway Verges	3,457.00			1,000.00
<b>Total</b>	24,667.00	-		21,240.00
<b>Difference:</b>	1,072.68			1.00

5. The following payments (below) were approved for bank transfer.

### Receipts & Payments

Date	Payee	Description	Receipt	Payment	Balance
	<b>BACS, DD, SO or Transfer</b>				
<b>15-08-25</b>	<b>Bank Statement 104</b>				<b>21,737.16</b>
06-09-25	V Tovell	Back-dated pay increase to 01-04-25		64.58	
06-09-25	V Tovell	Salary and Expenses		610.69	

30-09-25	NNDC	Precept	1850.00		
13-10-25	V Tovell	Salary and Office Sep-Oct		259.13	
<b>15-10-25</b>	<b>Bank Statement 105</b>				<b>22,652.76</b>
07-11-25	V Tovell	Salary and Office Oct-Nov		259.13	
<b>For Approval</b>					
12-11-25	NPTS	Clerk Training		57.60	
12-11-25	Community Heartbeat Trust	Defib Annual Support Cost		162.00	
12-11-25	V Tovell	Travel and other expenses Sep-Nov		83.45	

## 7. HIGHWAYS

1. To consider council's proposal to improve surface of two passing places on Aldborough Road and estimate received from Norfolk Highways as follows:  
**2 informal passing places (approximately 25m x 2.5m) excavation, disposal, addition of Type 1/asphalt plannings compaction, re-shaping of bank and sealed with a layer of (K1-70) Tar & 6mm Chippings, given the single-track road/width, all works will require a (TTRO 6 week lead in time) closure, and subsequent diversion for a total estimated cost of £16,580.85 (All details previously circulated by email)**  
Available grants were noted for 50% from NCC's Parish Partnership Fund and further funding from County Councillor Saul Penfold's Local Member's Fund, at around £5,000. Council discussed the cost and scale of project as being above expectations. **A vote was held with majority decision to decline.** Clerk would thank Cllr Penfold and Mr Le-May.

2. To hear any other highway matters: there were none

## 8. GOVERNANCE AND PROPER PRACTICES – to review compliancy with governance and accountability for small councils. All policies were previously circulated by email.

1. The Standing Orders were reviewed, approved and signed.
2. The Data Protection Policy was reviewed, approved and signed.
3. The Equality Policy was reviewed, approved and signed.

Clerk would place copies on file and update website.

## 9. DEFIBRILLATOR – to hear updates and discuss the defibrillator support package with Community Heartbeat. Council heard 01-10-25 to 30-09-26 is final year of original 4-year support package with potential to renew for a further 4-year period. Cllr Hembling would continue monthly checks on defibrillator. Cllr Hembling said management tool Webnos reported two uses of the equipment to date.

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

### 1. To review planning applications received and decisions made:

- i. **PF/25/1827** Erection of timber and thatch boathouse and yoga studio structure located on the west side of Wolterton Lake Wolterton Park Wall Road Wolterton Norwich Norfolk NR11 7LY. It was **agreed to support** the application. Clerk would respond using delegated authority

- ii. **PF/25/2032** Installation of one subterranean LPG gas tank with associated connecting trenches to act as a back-up for air source heat pump array. The Stable House, Wolterton Hall, Wolterton Park, Wall Road, Wolterton, Norwich, Norfolk, NR11 7LY. 16-10-2025 **No comment made**. Awaiting decision
- iii. **NP/25/2114** Prior notification of proposed erection of a building for agricultural purposes. Land on the West Side Of Wolterton Road, Wolterton, Norfolk.

**DECISION: 17-10-2025 Prior Approval Required**

10-10-2025 Council **Objection made** under clerk's delegated authority to 'Prior Notification Application' (under the Town and Country Planning Order as permitted development) with overview of councillor objections. On 17-10-25 the planning authority deemed 'Prior Approval' would be required. Thus, applicant would submit a further application and display site notices for 21 days following the above decision at which point further comments could be made. Councillors discussed concerns regarding the siting, design and external appearance of the proposed building as well as concerns about its intended use and possibility of future change of use. It was **agreed to respond** to the Prior Approval application once received via email using process of delegation via the clerk.

- iv. **LA/25/0741 TOWN AND COUNTRY PLANNING ACT 1990**  
APPEAL UNDER SECTION 78. Listed Building Alteration: install solar panels to south-facing pitch of tiled cart barn roof. 5 Park Farm Barns, Wolterton Park, Wolterton, Norwich NR11 7LX: **Council agreed no amendment** to previous comment and support, made 19-05-2025.

**11. VILLAGE HALL**

- 1. To hear any reports and updates from the VHMC: VHMC Chair Richard Hembling reported recent events included Harvest Festival and Book Club. Christmas Lights switch-on would take place 12-12-2025
- 2. To refer any relevant matters to the VHMC: there were none

**12. CORRESPONDENCE** – council noted receipt of following correspondence received:

- **The Flood Resource Pack** - email from Ellen Moore NCC Flood Risk Officer with Engagement Info Pack circulated previously. Survey completed.
- **NCC proposal for 1 unitary council under LGR** – email circulated w/c 15<sup>th</sup> Sept 25
- **NNDC 'Future Norfolk' Proposal for 3 councils under LGR** – email circulated w/c 15<sup>th</sup> Sept 25 and invitations to Town and Parish Council Briefings circulated 31<sup>st</sup> Oct 25
- **MOP** – email regarding concerns re Planning Application NP/25/2114 (item 10.ii)

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

To include reports from Councillors

Councillors noted receipt of following emails 11-11-25

- North Norfolk Local Plan 24-40 declared sound and compliant with some modifications; available to view online or at libraries.
- Parish Report from Steff Aquarone.

**14. NEXT ORDINARY COUNCIL MEETING** – To confirm date of next meeting: Wednesday 14<sup>th</sup> January 2026. There being no further business the Chair closed the meeting at 8.15pm

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