

Wickmere with Wolterton Parish Council

NOTICE OF MEETING/ SUMMONS Ordinary Parish Council Meeting

You are invited/summoned to attend an ordinary Meeting of the Parish Council on **Wednesday 12th March 2025 at about 7.30 pm in the Village Hall, Wickmere**
It will follow on from the Annual Parish Meeting
for the purpose of transacting the following business.

Vicky Tovell
Clerk to Wickmere Parish Council

Date: 4th March 2025

AGENDA

1. **APOLOGIES FOR ABSENCE** - To note and approve apologies received by the Clerk prior to the meeting.
2. **DECLARATIONS OF INTEREST** - To receive declarations of interest in agenda items and requests for individual dispensations.
3. **MINUTES** - To approve the minutes of the ordinary meeting of 15th January 2025 and the extraordinary meeting of 29th January 2025
4. **ADJOURNMENT** - To adjourn the meeting to receive NNDC & NCC reports, comments from members of the public and those with a disclosable interest
5. **CLERKS' REPORT & MATTERS ARISING** - to receive information on matters arising from previous meeting and those not mentioned elsewhere on the agenda
 1. Grit Bins - to hear updates
 2. Local Government Re-organisation and Devolution Information for Small Towns and Parish Councils Briefing – to discuss NNDC's presentation (circulated) and any comments for consultation portal.
 3. Any other matters arising from the previous meeting not mentioned below
6. **HIGHWAYS** – to consider any highway matters raised:
 1. **NTRO9022** ditch crossing works affecting the WFP5 from its junction with Hall Road to its junction with WFP6. Footpath temporarily closed for duration of works from 28th January to 1st March 2025 but may continue to be closed/restricted until the 16th June 2025. No alternative route.
 2. **Potholes** – to hear updates
 3. **Verges** – to hear updates regarding annual verge maintenance and previous online enquiry made (20-07-24) and review subsequent council decision to contact contractors ahead of first scheduled cut.
7. **PLANNING** – to hear updates on local planning matters
 1. **Planning applications received** – none to date
 2. **Planning Decisions from NNDC**
 - **LA/24/1784** - *Wolterton Hall, Wolterton Park. Internal works to Wolterton Hall to satisfy fire safety requirements to include upgrading of a limited number of*

*internal doors with seals and concealed fire rated closers, emergency lighting, protecting escape routes – **Approved 31st Jan 2025***

- **RV/24/2512 Stable House, Wolterton Park.** *Internal and external works associated with conversion of stable block to form 5 dwellings for holiday letting and events/function facility without complying with condition 2 (approved plans) of Listed Building Consent LA/18/0345 as subsequently varied by listed building consents RV/24/1510 and RV/24/2051 to allow for changes to internal WC, stair and apartment layout – **Approved 3th Feb 2025***

3. **To discuss invitation** - to visit site of ongoing works at Wolterton Hall

8. FINANCE

1. To receive bank reconciliation and note receipts. Statement No: 98
2. To review and adopt policy documents for Council's Internal Controls and Financial Regulations
3. To approve payments and sign cheques (see below).

9. WICKMERE VILLAGE HALL MANAGEMENT COMMITTEE (VHMC)

1. To hear any reports or updates from VHMC
2. To refer any relevant matters to VHMC

10. CORRESPONDENCE – to review correspondence received:

1. Updates on Saul Penfold's Local Member's Fund and potential improvement to passing places on the Aldborough Road
2. Pilot of a Community Resilience Tool – via NNDC (info circulated)
3. Norfolk Community Foundation – various news and funding opportunities

11. PARISH MEETING – to note any issues raised at the Annual Parish Meeting for consideration for next agenda

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

To include reports from Councillors

- Report from Cllr Tomczynska on Live-streamed Multi-Agency Flood and Drought Summit on 31-01-25

13. NEXT COUNCIL MEETING – Annual Parish Council Meeting Wednesday 14th May 2025

14. TO CLOSE THIS MEETING

Receipts & Payments

Date	Payee	Description	Receipt	Payment	Balance
BACS, DD, SO or Transfer					
13-12-24	Bank Statement	98			24,924.29
23-12-24	Octopus Energy	Returned Business Advance Payment	117.87		
03-02-25	V Tovell	Back-dated Pay increase		74.88	
03-02-25	V Tovell	Salary and Expenses		573.53	
14-02-25					24,393.75
For Approval					
29-01-25	NPTS Clerk Training Year End Accounts			60.00	
12-03-25	ROADWARE	2 x Grit Bins		213.48	
12-03-25	V Tovell	Office Stationery		41.38	
12-03-25	V Tovell	Salary and Expenses		XXX	