

Wickmere with Wolterton Parish Council

Minutes of the annual meeting held in the Village Hall, Regent Street, Wickmere
on Wednesday 14th May 2025 at 7.00 pm

Present:

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

Also in attendance:

District Cllr John Toye

Vicky Tovell, Clerk to the Council

1. **TO ELECT CHAIRMAN FOR 2025-26** - Lesley Ash was elected Chair for 2025-2026 and completed the acceptance of office.
2. **TO APPOINT VICE CHAIRMAN FOR 2025-26** - Richard Hembling was appointed as Vice Chair for 2025-2026.
3. **APOLOGIES FOR ABSENCE** – received from Cllr Barry Markham and County Cllr Saul Penfold.
4. **DECLARATIONS OF INTEREST** – there were no declarations of interest or requests for individual dispensations. Councillors were reminded of their responsibility to update any changes to their register of interests.
5. **CO-OPTION** for the vacancy of parish councillor – none received.
6. **MINUTES**
 1. The minutes of the ordinary meeting of 12th March 2025 were approved and signed by the Chair as a true record.
 2. The draft minutes of the Annual Parish Meeting of 12th March 2025 were received.
7. **ADJOURNMENT** - To adjourn the meeting to receive NNDC & NCC reports, comments from members of the public and those with a disclosable interest District

District Councillor John Toye reported news from North Norfolk District Council, (available on website) including: upcoming Health and Well-being activities at local Green Flag parks at Holt Country Park, Pretty Corner and Sadlers Wood; Public Space Protection Orders and subsequent dog restrictions and household bin collection dates around bank holiday periods. Cllr Toye reported that work on the Local Plan was on-going and it will be adopted before the end of the year, giving some control over and protection around planning protocols. Cllr Toye talked of the similar/linked benefits of a Neighbourhood Plan.

Cllr Toye said improved rural mobile network coverage is needed and opportunities to get masts can be overlooked due to a lack of consultation. He encouraged parishioners to write to local MP Steff Aquarone with concerns and questions.

Cllr Toye, as Armed Forces Champion for Norfolk, had attended the official VE concert at the Horse Guards parade in London.

8. **RISK ASSESSMENT**– Wickmere Parish Council draft Risk Assessment Policy was received, approved, and signed by the Chair.

9. **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024-2025**

1. The accounts for 2024-2025 were received and approved.
2. The internal auditor's report for 2024-2025 was received and reviewed. There were no outstanding matters.
3. The Certificate of Exemption for 2024-2025 was approved and signed.
4. The assertions on the Annual Governance Statement for 2024-2025 were reviewed, agreed and the Chair authorised to sign.
5. The Accounting Statement 2024-2025 was reviewed, agreed and the Chair authorised to sign.

10. **FINANCE**

1. The bank reconciliation was received, approved and signed. The uncleared cheque payment of £213.48 to Roadware was noted. Bank statement No:100 showed a balance of £23,594.32 on 15th April 2025.
2. Year-end figures on 31st March 2025 were compared against the budget and noted. Receipt of £1850 precept from NNDC and reserves were noted.
3. The following payments tabled below were approved and cheques signed.
4. Council agreed to appoint Elaine Tinsley as internal auditor for 2025-2026.
5. The increase in Information Commissioners Office data protection services fee from £40 to £52 was noted, with direct debit discount of £5 resulting in annual cost of £47.

11. **ASSETS AND INSURANCE** – the schedule of assets was reviewed and it was noted that as custodian trustees, the parish council should add £1 as valuation alongside both the Village Hall and Land 999-year leases on the assets inventory. The parish council's insurance renewal quotation of £373.18, under the long-term undertaking with Business Services at CAS Ltd until 05/06/2026, was approved.

12. **CLERKS' REPORT & MATTERS ARISING**

1. **Staff Appraisal** – Lesley Ash and Richard Hembling were appointed to undertake the clerk's annual appraisal.
2. **Bus shelter grant** – it was agreed to not pursue a NCC Bus Grant for bus shelter installation.
3. **Visit to Wolterton Hall development works** – Tom Ellis had suggested dates for the council's proposed site visit to Wolterton Hall. It was agreed the 23rd June was the most suitable date.
4. **Any other matters arising** – there were no further matters arising.

13. **PLANNING**

1. **To consider planning applications received** – Ref: LA/25/0741 Install Solar Panels on the main property at 5 Park Farm Barns, Wolterton Park, Wolterton, Norwich, Norfolk, NR11 7LX (circulated). It was agreed to support the application. Clerk would respond using delegated authority.
2. **To hear any planning decisions received** – none.

14. HIGHWAYS

1. To receive update on Case 3162-4086-4168-6500 regarding the scheduled annual maintenance of verges; logged with Highways on 28th March 2025. There had been no reply or updates to this enquiry and the first cut of the verges had been completed.
2. Update on pothole repairs – pothole repairs at Squalham were completed on 20/03/25.
3. Any other highways matters – it was noted Erpingham parish and Oulton Street parish had recently improved the surface of passing places. Clerk would enquire how this was achieved.

15. VILLAGE HALL

1. To hear any reports and updates from the VHMC – the VE Day Celebration and Hog Roast was successful and well attended. The chair thanked Cllr Hembling for his work to organise the event. Cllr Hembling reported funds from donations and raffle would be divided between the Village Hall and the Church Parochial Funds.
2. To refer any relevant matters to the VHMC – the clerk would transfer details of the annual fire safety equipment service contract with Churches Fire and Security to Cllr Hembling.
3. To receive VHMC grant application 2025-2026 – Clerk confirmed members of the VHMC had been granted individual dispensations to take part in Council business (Minutes 13-03-24 item 2) as “without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business”.

It was agreed to grant Wickmere Village Hall Management Committee £1900 for 2025-2026 for Village Hall and event costs.

16. CORRESPONDENCE

1. To note council comments to government’s ‘Norfolk and Suffolk Devolution Consultation’ – council’s response to the devolution consultation was noted. Further to this was NCC email (circulated) with dates for public events, both in person and virtual, to canvas public opinion and to inform NCC decision-making around Local Government Re-organisation. It was noted consultation would end 20th May 2025.

17. TO NOTE LATE CORRESPONDENCE TO REFER TO NEXT MEETING AND REPORTS FROM COUNCILLORS

- Cllr Hembling reported two recent emails from Community Heartbeat saying the defibrillator had been deployed. Both times it had been subsequently reported as ready for use. Cllr Hembling had checked the defibrillator and had been satisfied it was working.

18. NEXT COUNCIL MEETING – the ordinary meeting of the council will be held on Wednesday 9th July 2025**19. TO CLOSE THIS MEETING** – there being no further business the Chair closed the meeting at 8.35pm

Receipts & Payments

Date	Payee	Description	Receipt	Payment	Balance
BACS, DD, SO or Transfer					
14-02-25	Bank Statement	99			24,393.75
18-03-25	Norfolk Parish Training and Support	Clerk Training End of Year Accounts		60.00	
14-03-25					24,333.75
14-03-25	Bank Statement	100			24,333.75
24-03-25	V Tovell	Office Supplies		41.38	
24-03-25	V Tovell	Salary & Expenses		698.05	
15-04-25					23,594.32
30-04-25	NNDC	Precept	1,850.00		
					25,444.32
11-05-25 (DD scheduled)	Information Commissioner's Office	Data protection fee		47.00	
Draft Payments Tabled for Approval					
14-05-25	Norfolk Parish Training & Support	Annual Subscription		57.50	
14-05-25	E J Tinsley	Internal Audit		30.00	
14-05-25	V Tovell	Salary & Expenses		641.14	