

## *Wickmere with Wolterton Parish Council*

Minutes of the ordinary meeting held in the Village Hall, Regent Street, Wickmere  
on Wednesday 15<sup>th</sup> January 2025 at 7.00 pm

### **Present:**

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

### **Also in attendance:**

District Councillor John Toye  
Vicky Tovell, Clerk to the Council

1. **APOLOGIES FOR ABSENCE** – received from County Councillor Saul Penfold
2. **DECLARATIONS OF INTEREST** – no interests were declared.
3. **MINUTES** - the minutes of the ordinary Parish Council Meeting held on Wednesday 13<sup>th</sup> November 2024 were circulated, 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 Councillor JOHN TOYE** confirmed the budget process had concluded. Recent NNDC initiatives include ‘Green Futures’, an outdoor-based programme for young people, (11-19) with a focus on nature, being active and creative. Cllr Toye reported attending an International Energy Summit in North Norfolk, looking at the future of alternative energy production and carbon capture at Bacton Gas Terminal. Cllr Toye spoke of other important and innovative projects underway in the region, including seaweed farming and aircraft development. Cllr Toye also said the forth-coming Local Government reorganization will likely have a positive impact in the region and service provision should be unaffected. The UK Shared Prosperity Fund and Rural England will continue to provide funding cycles and Cllr Toye will work to keep parishioners informed of developments.

### **5. PLANNING**

1. To consider Planning Applications received:
  - *RV/24/2512 Stable House, Wolterton Park. Internal and external works associated with conversion of stable block to form dwellings for holiday letting and events/function facility without complying with condition 2 (approved plans) of Listed Building Consent LA/18/0345 to allow for changes to internal WC, stair and apartment layout*  
NNDC granted an extension to comment deadline. Councillors noted arrangements for waste water and sewage were seen in previous plans

but questioned if existing drainage systems would cope with the increased output. Councillors agreed development maintains the building's original integrity and agreed to **support the application**. Councillors accepted an invitation to view the project with an on-site visit to be arranged later in the year. It was agreed to thank the architects and their client for the invitation.

2. Planning Decisions as available:

- *RV/24/1994 Stable House, Wolterton Park. Works to new dormer windows to match with existing and previously approved dormers to amend fenestration layout and sizes – **Approved 14/11/24***
- *RV/24/2051 Stable House, Wolterton Park. Variation of condition 2 (approved plans) of listed building consent RV/24/1510 for addition of new dormer windows to match with existing and previously approved dormers – **Approved 14/11/24***
- *PF/24/2041: Stable House, Wolterton Park. Single storey extension to west side to provide kitchen to serve events/function facility - **Approved 24/12/24***
- *LA/24/2042 Stable House, Wolterton Hall. Internal and external works associated with proposed single storey extension to west side of building – **Approved 29/11/24***

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

1. Training: it was agreed the clerk would attend NPTS two-part training course: 'Managing the Year End Finances'
2. Any other matters arising from the previous meeting not mentioned below: clerk is waiting for AGM dates from the VHMC

7. **FINANCE**

1. The **bank reconciliation and Statement** was received, approved and signed. There was a balance of **£25,042.16** in the bank on 15 January 2025.
2. The returned 'Advance Payment' of £124.74 from Octopus was noted, with £6.87 debited to cover outstanding payment on account due to meter anomalies, leaving a credit balance of £117.87.
3. To review Reserves – Councillors reviewed current reserves allocation. Clerk reported the General Reserve should approximate one year's precept, to cover staffing sickness and other contingencies. Council agreed to reallocate funds to enable this. They would combine the Village Hall Building and Furniture reserves and reduce their total and reduce the reserve for Street Furniture. Council noted that to allow the running of the Parish Council and Village Hall the reserves are being drawn upon. It was agreed to allocate Reserves as follows:

	01-Apr-24	Estimated 31 March 25	Estimated 31 March 26	15-Jan-25	Estimated 31 March 25
<b>RESERVES</b>	27,252.00	24,667.00	21,402.00	<b>RESERVES</b>	24,667.00
<b>Taken from Reserves</b>		2,585.00	3,265.00		
General Reserve	530.00			General Reserve	3700.00
<b>Ear Marked Reserves</b>				<b>Ear Marked Reserves</b>	
Defibrillator	1,050.00			Defibrillator	1,050.00
Election	300.00			Election	300.00
Village Hall - Building	14,509.00			VH - Building & Furniture	12,810.00
Village Hall Furniture	2,750.00				
Street Furniture	4,456.00			Street Furniture	3,150.00
Audit	200.00			Audit	200.00
Highway Verges	3,457.00			Highway Verges	3,457.00

4. Clerk has been added to Co-operative Bank Account as an Authorised User and can act on behalf of council online or over the phone according to Standing Orders. Clerk is not a signatory.
5. Payments were approved and cheques signed (see below).

#### 8. **MEETING DATES for Council Year 2025-26**

Meeting dates were agreed as follows:

Wednesday 12<sup>th</sup> March 2025 – and Annual Parish Meeting

Wednesday 14<sup>th</sup> May 2025 – Annual Council Meeting

Wednesday 9<sup>th</sup> July 2025

Wednesday 10<sup>th</sup> September 2025

Wednesday 12<sup>th</sup> November 2025

Wednesday 14<sup>th</sup> January 2026

Wednesday 11<sup>th</sup> March 2026 – and Annual Parish Meeting

#### 9. **HIGHWAYS**

1. TRO NTRO8914 Emergency road closure at Church Road for Electrical Repairs (24/11/24) was noted.
2. TRO NTRO9022 Emergency footpath closure at Wickmere footpath 5 emergency ditch crossing replacement (18/12/24) was noted.
3. NCC response to Council's enquiry ENQ900228160 (01/04/23) regarding missing sign/waymarker for Public Right of Way was noted - a new way-marker post programmed for installation by hedge at junction with Matlaske Road.

4. Grit Bins – Council reviewed quotations to replace damaged grit bins. It was agreed to purchase two 169L bins from Roadware at a cost of £109.14 each inc VAT, with free delivery. Council noted that on 23/11/24 Emma Norris, Highways Services Support Engineer, confirmed Wickmere's grit bins are on the master filling schedule but not yet on the online map due to 'technical issues'. Fills are scheduled twice per winter season, before and after Christmas. Parishes cannot request additional fills. It was agreed clerk would liaise with Cllr Hembling to arrange delivery of bins
5. Improvement of passing places on Aldborough Road between Corner Farm and Church Road crossroads – it was agreed the Highways Engineer Justin Le May had presumed a bigger operation for formalising passing places than was intended in Council's initial enquiry. It was agreed clerk would email Mr Le May to enquire about feasibility of improving passing places with Type 1 or asphalt planings.
6. Any other highway matters. – Cllr Hurn had contacted NCC about pot-holes.

## 10. VILLAGE HALL

1. Reports and updates from the VHMC – the VHMC wished to thank Tracy Riches for supplying the electricity for the Christmas lighting last year. The VHMC would supply AGM dates to the clerk.
2. To refer any relevant matters to the VHMC – none.

## 11. CORRESPONDENCE – received and noted:

- Police and Crime Commissioners Budget Consultation – circulated. Consultation ended 13<sup>th</sup> Dec 24
- Saul Penfold and Local Member's fund – it was noted Saul Penfold to reply re funding request towards cost of improving passing places on Aldborough Road and/or road sign to indicate properties as Church View.
- Rural Service Network Newsletters – circulated
- Link to Government Consultation reference proxy voting/remote attendance at local authority meetings – circulated. Consultation ended 19<sup>th</sup> Dec 25

## 12. ANNUAL PARISH MEETING – would be held Wednesday 12<sup>th</sup> March 2025 at 7pm. Agenda items were considered for inclusion.

## 13. TO NOTE LATE CORRESPONDENCE AND REFER TO NEXT MEETING – Cllr Tomczynska would attend the Livestreamed multi-agency Flood and Drought Summit on 31-01-25

## 14. NEXT ORDINARY COUNCIL MEETING – the next meeting would be held Wednesday 12<sup>th</sup> March 2025 – to follow Annual Parish Meeting.

15. **CLOSURE OF THE MEETING** - There being no further business the chair closed the meeting at 8.30 pm

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**Receipts & Payments**

Date	Payee	Description	Receipt	Payment	Balance
<b>BACS, DD, SO or Transfer</b>					
<b>13-12-24</b>	<b>Bank Statement</b>	<b>97</b>			<b>26,404.87</b>
19-11-24	WVHMC	Final grant payment. 24-25		373.18	
20-11-24	Steve Jackman	Website Redevelopment and training plus 1 yr support		235.00	
26-11-24	R Calvert	Training for Clerk on budget		50.00	
29-11-24	V Tovell	Salary and Expenses		660.40	
8-10-24	Community Heartbeat Trust	Defib Annual Support Cost		162.00	
					<b>24,924.29</b>
<b>For Approval</b>					
15-01-25	Octopus Energy	Outstanding Payment on Account		6.87	
15-01-25	Octopus Energy	Returned Business Advance Payment (£124.74)	117.87		
15-01-25	V Tovell	Back-dated Pay increase to 01/04/24		74.88	
15-01-25	V Tovell	Salary and Expenses		573.53	