

# 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 14<sup>th</sup> January 2026 at 7.00pm in the Village Hall, Wickmere**  
for the purpose of transacting the following business.

*Vicky Tovell*  
Clerk to Wickmere Parish Council

Date: 7<sup>th</sup> January 2026

### 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 12<sup>th</sup> November 2025.
- 4. CO-OPTION** – to fill the vacancy with the co-option of Mr Alwin Harmer.
- 5. ADJOURNMENT** - To adjourn the meeting to receive NNDC & NCC reports, comments from members of the public and those with a disclosable interest.
- 6. CLERK'S REPORT & MATTERS ARISING** - to receive information on matters arising from previous meeting and those not mentioned elsewhere on the agenda.
  1. To appoint an internal auditor for 2026-2027
  2. To note progress of switching email to [clerk@wickmere-pc.gov.uk](mailto:clerk@wickmere-pc.gov.uk)
  3. To update on Adult Learning information for the notice board
  4. To note scheduled clerk/councillor training sessions
  5. To note Clerk's invite to 'North Walsham and surrounding Areas Clerks' Group' meeting on 22<sup>nd</sup> January 2026
  6. Any other matters arising from the previous meeting not mentioned below
- 7. FINANCE**
  1. To receive bank reconciliation and statement.
  2. To hear update on online banking and council's application to open a linked savings account to current bank account with Co-operative Bank and review funds accordingly
  3. To note and approve payments (see below)
- 8. BUDGET AND PRECEPT FOR 2026-2027**
  1. To receive and consider draft budget 2026-2027
  2. To set the precept for 2026-2027
- 9. PLANNING** – to consider and review applications and decisions:
  1. To consider Planning Applications received:
    - PF/25/2666 26 Regent Street: two storey front extension, single storey rear extension and double garage with vehicle access. Circulated by email (15-12-25)
  2. Planning Decisions as available:

- NP/25/2557 Prior notification of proposed erection of a building for agricultural use; Land on the West Side of Wolterton Road, Wolterton, Norfolk DECISION: Prior Approval Required (09-12-25)
- 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. DECISION: Approved (19-11-25)
- PF/25/0643 and LA/25/0644 Wolterton Hall, Wolterton Park, Wall Road, NR11 7LY Repair and restoration works to existing brick portion of piggery structure and yard walls, including a new roof structure, windows and doors and thermal internal wall linings. Demolition of derelict post-war timber structure. New single storey studio building enclosed by the existing yard walls DECISION: Approved (19-11-25)
- CD/25/2679 Wolterton Hall, Wolterton Park, Wall Road, NR11 7LY Discharge of condition 3 (archaeology) of 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) DECISION: Condition Discharge Reply (19-11-25)

**10. MEETING DATES for Council Year 2026-27**

To review the following schedule:

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

Wednesday 13<sup>th</sup> May 2026– Annual Council Meeting)

Wednesday 8<sup>th</sup> July 2026

Wednesday 9<sup>th</sup> September 2026

Wednesday 11<sup>th</sup> November 2026

Wednesday 13<sup>th</sup> January 2027

Wednesday 10<sup>th</sup> March 2027 – and annual Parish Meeting

**11. HIGHWAYS**

1. To note Highways response to enquiry ref adding third grit bin to NCC filling schedule
2. To note any other highway matters.

**12. VILLAGE HALL**

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

**13. CORRESPONDENCE – to review correspondence received:**

- Professor Robert Irvine enquiry re the origins/provenance of the carving of the lute player at St Andrews Church (email forwarded to PCC 30-11-25)
- Open letter to parish councils from Wells Town Council regarding their views on proposals for Local Government Consultation from NCC and NNDC (circulated 09-12-25)
- North Norfolk District Council draft response to Government consultation on Local Government Reorganisation in Norfolk (circulated email 23-12-25)
- ONHomer offering free online seminar on 20-01-26 re changes to the National Planning Policy Framework. NPPF (email circulated 23-12-25)

**14. PARISH MEETING – to consider items for the Annual Parish Meeting on Wednesday 11<sup>th</sup> March 2026**

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

To include reports from Councillors

**16. NEXT ORDINARY COUNCIL MEETING – To confirm date of next meeting - Wednesday 11<sup>th</sup> March 2026 – to follow Annual Parish Meeting**

**Receipts & Payments**

Date	Payee	Description	Receipt	Payment	Balance
	<b>BACS, DD, SO or Transfer</b>				
<b>15-1-25</b>	<b>Bank Statement 105</b>				<b>22,652.76</b>
12-11-25	V Tovell	Salary and office Oct-Nov		259.13	
<b>14-11-25</b>	<b>Bank Statement 106</b>				<b>22,393.63</b>
24-11-25	NPTS			57.60	
24-11-25	V Tovell	Travel and expenses Sep-Oct		83.45	
24-11-25	The Community Heartbeat Trust	Defib annual support cost		162.00	
11-12-25	V Tovell	Salary and Office Nov-Dec		259.13	
<b>15-12-25</b>	<b>Bank Statement 107</b>				<b>21,831.45</b>
05-01-25	NPTS	Clerk Training		43.20	
<b>For Approval</b>					
14-01-26	V Tovell	Travel and expenses Nov-Dec		XX	