

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 14th 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: 7th 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 12th 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
 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 22nd 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 11th March 2026 – and Annual Parish Meeting

Wednesday 13th May 2026– Annual Council Meeting)

Wednesday 8th July 2026

Wednesday 9th September 2026

Wednesday 11th November 2026

Wednesday 13th January 2027

Wednesday 10th 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 11th 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 11th March 2026 – to follow Annual Parish Meeting

Receipts & Payments

Date	Payee	Description	Receipt	Payment	Balance
BACS, DD, SO or Transfer					
15-1-25	Bank Statement 105				22,652.76
12-11-25	V Tovell	Salary and office Oct-Nov		259.13	
14-11-25	Bank Statement 106				22,393.63
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	
15-12-25	Bank Statement 107				21,831.45
05-01-25	NPTS	Clerk Training		43.20	
For Approval					
14-01-26	V Tovell	Travel and expenses Nov-Dec		XX	