

# *Wickmere with Wolterton Parish Council*

Minutes of the ordinary meeting held in the Village Hall, Regent Street, Wickmere  
On Wednesday 5<sup>th</sup> July 2023 at 7.00 pm

## **Present**

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

## Also in attendance:

Saul Penfold (NCC member for North Walsham West & Erpingham division)  
Ros Calvert, Clerk to the Council

## **1. APOLOGIES FOR ABSENCE**

County Councillor Saul Penfold and the Rev Tony Lynn

## **2. DECLARATIONS OF INTEREST – no declarations of interest or requests for individual dispensations were received**

## **3. MINUTES – The minutes of the Annual Parish Council Meeting of 10<sup>th</sup> May 2023 were circulated agreed and signed by the Chair as a true record.**

## **4. ADJOURNMENT – To receive reports from NNDC & NCC and Norfolk Police, comments from members of the public and those members to with a disclosable interest in Agenda items.**

District Councillor John Toye reported a variety of issues including:

- Invest in Norfolk Business Support hub for our district: [Home | Invest North Norfolk \(north-norfolk.gov.uk\)](#)
- The Norfolk Help Hub as it was something we discussed: [Home | Help Hub \(north-norfolk.gov.uk\)](#)
- And financial inclusion: [Home | Financial inclusion \(north-norfolk.gov.uk\)](#)

There were no other comments.

## **5. CO-OPTION**

No applications were received for the vacancy on the Council

## **6. CLERKS' REPORT & MATTERS ARISING - matters arising from the previous meeting and those not mentioned elsewhere on the agenda**

1. Councillor Training – various courses were offered to all members, there would be more available in the autumn.
2. Community defibrillator – The Awareness Training session given by the British Heart Foundation on 13<sup>th</sup> June in Village Hall was advertised locally. 16 people attended.
3. Defibrillator –the painting of BT Phone box would be carried out during favourable weather by the members who would notify each other of their intentions.

4. Street name sign – “1-4 Church View” on Regent Street had been installed outside the cottages as requested. It was subsequently noted that the houses were numbered 1-4 from right to left.
5. Road junction on Barningham/Matlaske Road – the work had not been completed
6. Footpaths - The requirement for good signage was discussed but it was not recommended for a NCC Highways Partnership Bid.
7. NNDC Parish Engagement Forum 28<sup>th</sup> June 2023 – the council was not represented. The next meeting was scheduled for 12<sup>th</sup>
8. There were no other matters arising from the previous meeting not mentioned below

## 7. VILLAGE HALL

1. Wickmere Village Hall Events Committee (formerly known as the Village Hall Management Committee).  
Accounts for year ending 31 December 2022 were received and filed with the minutes of the EGM (Page 467 Min 12.1).
2. Community Action Norfolk  
**It was agreed** to renew the annual membership and upgrade it to the Silver membership (£50 p.a) to include the benefits of the Bronze plus access to a wide range of documents, support and help with policies, procedures and governing documents for village halls.  
It appeared from the lease that Wickmere Parish Council is the Custodian Trustee of the hall. It will review its agreement with the Wickmere Events Committee.
3. Electricity Quotations  
**It was agreed** to accept the cheapest quotation presented. At £412.06 + Climate levy and VAT
4. Anglian Water - A refund had been requested and then payment would be taken by direct debit against invoices raised following meter readings.

## 8. HIGHWAYS

1. Parish Partnership Scheme Initiative – invitation to bid was discussed
2. Orchid Signs – would be removed to facilitate verge cutting on the top road
3. Highway Inspection – no issues were raised for the inspector for 10<sup>th</sup> July

## 9. PLANNING - none

## 10. FINANCE

1. The bank reconciliation was received and signed.
2. The following receipts and payments were noted and approved payment signed.

### Receipts & Payments

Date	Payee	Description	Receipt	Payment	Balance
<b>BACS, DD, SO or Transfer</b>					
<b>14-04-2023</b>	<b>Bank Statement</b>	<b>79</b>			<b>28,692.91</b>
28-04-23	NNDC – Precept	First Receipt	1,750.00		
09-05-23	Coronation Mug	X1 +	6.80		

		donation			
15-05-232	Coronation Mugs + Donation	X 23	156.93		
16-05-23	ICO	Annual cost		35.00	
17-05-23	British Gas	Refund	109.87		
23-05-23	Coronation Mug	X 1	6.78		
24-05-23	RCalvert/HMRC	Salary & Expenses		428.00	
31-05-23	Business Services CAS			629.83	
12-06-23	British Gas	Electricity		24.92	
14-06-23	Coronation Mug + Donation	X 1	20.00		
<b>14-06-23</b>	<b>Bank Statement</b>	<b>80</b>			<b>29,625.54</b>
26-06-23	HMRC	April & May		96.00	
05-07-23	Coronation Mug + Donation	X 2	20.00		
<b>For Approval</b>					
05-07-23	RCalvert/HMRC	Salary, HMRC & Expenses		589.35	
05-07-23	Community Action Norfolk	Annual Sub - Silver		50.00	

**11. CORRESPONDENCE** –had been circulated and noted.

1. Church and Community News was still looking for a new editor
2. Vattenfall – Public Information Events - circulated
3. Norwich Western Link - Update circulated
4. Armed Forces Covenant Pledge – Circulated

**12. LATE CORRESPONDENCE AND REFER TO NEXT MEETING**

Community Connectors – circulated

**13. NEXT COUNCIL MEETING**

The next ordinary meeting would be held on **Wednesday 13<sup>th</sup> September at 7.00**  
And following meetings would be held on the second Wednesday of the month.

**14. CLOSURE OF THE MEETING**

There being no further business the chair closed the meeting at 8.10 pm

**Signed:**

**Date:**