

Wickmere with Wolterton Parish Council

Minutes of the ordinary meeting held in the Village Hall, Regent Street, Wickmere
On Wednesday 10th July 2024 at 7.00 pm

Present

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

Also in attendance:

District Cllr John Toye
Vicky Tovell, Clerk to the Council

1. **APOLOGIES FOR ABSENCE** were received from County Councillor Saul Penfold.
2. **TO CONFIRM APPOINTMENT OF CLERK** – It was agreed to confirm the appointment of Vicky Tovell as Parish Clerk and RFO subject to review at the next meeting after the probationary term of 13 weeks has elapsed.
3. **DECLARATIONS OF INTEREST** – there were no interests declared.
4. **MINUTES** – the minutes of the Annual Meeting held on Wednesday 8th May 2024 were approved and signed by the chair as a true record.
5. **ADJOURNMENT** – the meeting was adjourned to receive reports NNDC & NCC reports, comments from members of the public and those with a disclosable interest.

District Cllr John Toye reported busy times leading up to the recent General Election. He talked about his on-going efforts to improve the provision of local digital infrastructure. He said there is a need for new technology to replace old and failing technology and for providers to work together during the digital signal roll-out. He will continue to work with the Rural Services Network to improve network services for rural communities.

There were no other comments

6. **CO-OPTION** – for the vacancy of parish councillor – none.
7. **FINANCE** –
 1. **The bank reconciliation** and Statement was received, approved and signed. There was a balance of £28,059.74 in the bank on 11 June 2024.
 2. The refund of a £191.66 overpayment from CAS was received and noted.
 3. The following payments were approved and cheques signed.

Date	Payee	Description	Receipt	Payment	Balance
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BACS, DD, SO or Transfer					
14-05-24	Bank Statement	91			28,564.35
28-05-24	HMRC	PAYE		96.00	
31-05-24	CAS	Insurance		564.84	
06-06-24	CAS	Insurance	191.66		
06-06-24	Octopus (DD)	VH Electricity		35.43	28,059.74
For Approval					
11-06-24	Bank Statement	92			28,059.74
10-07-24	R Calvert/HMRC	Salary, HMRC & Expenses		337.00	
10-07-24	NP&TS	Training		80.00	27,642.74
10-07-24	Anglian Water	VH Water		17.34	
10-07-24	Octopus (DD)	VH Electricity		32.63	
10-07-24	V Tovell	Salary, HMRC & Expenses		224.52	

4. **To review the Schedule of Reserves** – the Schedule of Reserves was received, approved and signed.
5. **To consider transfer of Bank account** – to one that facilitates payments online authorised by two councillor signatories, and additionally provides cheque book facility. Members considered the transfer from Co-op Bank to Unity Trust Bank to simplify and secure internet banking procedures. It was noted that the monthly charge of £6 would be offset by interest gained on the account's linked savings account(s).
It was agreed to initiate the transfer process.
6. **To approve grant application from Village Hall Committee** – A grant application from the VHMC for £2200 for the period 6th April 2024 to 5th April 2025 was received and approved.
It was noted that until utilities and direct debits are transferred to the VHMC account the grant amount will need to be adjusted.
The clerk would request a list of members and their roles within the VHMC from their chair.

8. CLERK'S REPORT & MATTERS ARISING

1. **To receive clerk's report** – Council confirmed it was satisfied with correspondence from the new clerk

2. **Training** – two of the three NTPS ‘New Clerk Induction’ training sessions had been completed and had been useful. Potential dates for the previously agreed Whole Council training session were circulated. Councillors would confirm availability and the clerk would book. NTPS would provide the refreshments.
 3. **Flood** – the councillors acknowledged the previously circulated email response from Mr C Harrold, E R Eglinton Ltd, Docking Farm, Oulton. **It was agreed** suggested preventative action seemed appropriate. The situation would be monitored.
 4. **Register of Interests** – councillors were reminded to check their entry online and update as necessary.
 5. **Any other matters arising from the previous meeting not mentioned below** **It was agreed** to contact the treasurer to confirm that the VHMC had received NNDC’s hiring fee for use of the Village Hall.
9. **WEBSITE** – Steve Jackman has suggested September 2024 to upgrade the website and provide technical training for the clerk. Council-noted the annual hosting cost for the platform would be £90 from year 3; with year 1 being free and year 2 discounted at £12. These costs are additional to the agreed £235 for the initial upgrade and training.
10. **PLANNING**
Planning applications received
1. Notice of Lawful Development at Charnwood House (PF/24/1230) – No comment
 2. Proposal: Works to reinstate flag pole on the roof of Wolterton Hall using existing socket together with addition of solar panels on internal south facing roof plane of north roof, with provision for wi-fi boost antenna attached to flag pole (LA/24/1239) Location: Wolterton Hall, Wolterton Park, Wall Road, Wolterton, Norwich, Norfolk, NR11 7LY - No objections were made.
11. **HIGHWAYS** – Overgrown verges and hedges were a concern, limiting visibility and access, specifically Common Road and Church Road. There was discussion that hedge-cutters which visited the sites were unable to complete a satisfactory job because current machines/vehicles are too big for the narrow lanes. **It was agreed** to report the issue to NCC Highways and write a letter to Saul Penfold.
12. **VILLAGE HALL**
 It was noted the new Octopus Smart Meter was in place.
It was agreed the ‘Silver’ membership to Community Action Norfolk which expired in June was worth reinstating for £50. Both items will be forwarded to the VHMC for their attention.
13. **LATE CORRESPONDENCE AND ITEMS REFERRED TO NEXT MEETING**
 Planning application PF/24/1344 (Proposal: External alterations to attached garage associated with its conversion to habitable space at Purdy House, Goose Green, Wickmere) was received after the Agenda was printed. It was confirmed the clerk had delegated responsibility to respond and would circulate application to councillors.

14. **NEXT COUNCIL MEETING** – the ordinary meeting of the Council will be held on Wednesday 11th September 2024
15. **CLOSURE OF THE MEETING TO THE PUBLIC - It was agreed** to close the meeting to members of the public to consider staffing matters.
 1. Bi-monthly payroll from 6th of month was agreed.
 2. Additional hours spent training and transitioning the clerk's role were noted and approved.
16. **CLOSURE OF THE MEETING**
There being no further business the chair closed the meeting at 8.20pm

Signed:

Date: