

Wickmere with Wolterton Parish Council

Minutes of the annual meeting held in the Village Hall, Regent Street, Wickmere
On Wednesday 10th May 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. **ELECTION OF CHAIR FOR 2023-2024**
Lesley Ash was elected; she signed the declaration of acceptance of office and took the chair
2. **APOLOGIES FOR ABSENCE**
None
3. **VICE CHAIR FOR 2023-2024**
Richard Hembling was appointed vice chair for 2023-2024
4. **DECLARATIONS OF INTEREST** – no declarations of interest or requests for individual dispensations were received
5. **MINUTES** – The minutes of the Parish Council Meeting of 8th March 2023 were circulated agreed and signed by the Chair as a true record
6. **ADJOURNMENT** - To adjourn the meeting to receive NNDC & NCC and Norfolk Police reports, comments from members of the public and those with a disclosable interest in Agenda items.
 1. Norfolk County Cllr Saul Penfold gave apologies for John Toye, recently re-elected NNDC member for Erpingham Ward. There were several meetings scheduled in the area all on the same evening.
Saul stated that County Council meetings appeared to be more congenial following the AGM and the election of new leader. There was a spirit of cooperation with cross-party working.
He offered to chase up highway and footpath matters raised by the parish council.
 2. It was noted that the next SNAP Priority Setting meeting was set for 6:30pm on Monday 10 July 2023. For those that could not attend to raise any concerns, they could get a link to join virtually by emailing their Beat Manager at SNTCromer@norfolk.police.uk
7. **CO-OPTION**
There was a one vacancy on the council following the election. No applications had been received

8. **ANNUAL PARISH MEETING 2023** - The draft minutes were received, no matters were raised or referred to the next meeting
9. **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021-2022**
1. The accounts for 2022-2023 were received and approved
 2. The reserves were noted
 3. The internal auditor's report for 2022-2023 was received and comments noted. There were no matters outstanding.
 4. **It was agreed** to approve the of Certificate of Exemption for 2022-2023
 5. Sections 1 & 2 of the Annual Return for 2022-2023 were considered, approved, and signed by the chair and clerk

10. **FINANCE**

1. The bank reconciliation was received and signed
2. The following receipts were noted
 - 13-03-23 - Bench refund - £663.87 + 132.77 VAT total £796.64
 - 14-04-23 – HMRC - VAT refund £710.36
 - 25-04-23 – NNDC- Precept (1st half) £1,750.00
 - 09-05-23 - Coronation Mugs 24 x 6.78 + £1.01 donation = £163.73
3. **It was agreed** that Council would normally reject requests from charities for donations from the precept. There was no allowance in the budget and donation was a personal matter.
4. The following payments were approved and cheque signed

Date	Payee	Description	£	Balance
BACS, DD, SO or Transfer				
14-03-2023	Bank Statement	78		28,220.77
08-03-23	R Hembling (Norwich Glass)	VH Repairs	-70.85	
22-03-23	NTPT	Subscription	-55.00	
27-03-23	Wave	VH Water	-4.37	
31-03-23	HMRC	PAYE	-108.00	
14-04-23	HMRC	VAT	710.36	
	Bank Statement	79		28,692.91
25-04-23	NNDC	Precept	1,750.00	
For approval				
10-05-23	R Calvert/HMRC	Salary, HMRC & Expenses	-524.00	

5. It was agreed to appoint Dawn Sedgewick as Internal Auditor for 2023-2024.

10. **INSURANCE 2023-2024**

1. The schedule of assets was reviewed and approved
2. Insurance quotations were reviewed and it was agreed to take out a 3-year contract with Company A for £629.83 per annum.

11. **PLANNING**

1. No new applications were received
2. Planning Decisions by NNDC

RV/22/2154 and LA/22/2155 - Stable House, Wolterton Park Wall Road, Wolterton Norwich NNDC - Decisions pending

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

1. Community defibrillator –
 - Painting of the kiosk – arrangements would be finalised when the weather was more predictable
 - The Awareness Training session would be arranged for the evening of Tuesday 13th June, it would be held in Village Hall and advertised locally
2. Street name sign – 1-4 Church View, Regent Street – clerk to chase this up. Cllr Penfold had paid for it through the County Council although street name signage was a District Council responsibility
3. Bench – members thanked Richard Hembling for installing the new bench by the village sign
4. Highways
 - Road Junction – Matlaske /Barningham Road Junction
The green triangle had been replaced with tarmac road. Road markings needed to be restored and 'give way' signs installed – Cllr Penfold offered to make enquiries.
 - Collapsed culvert on Aldborough Road – Cllr Penfold would take photo and report to Highways
5. Footpath signage – Watery Lane Wickmere Footpaths 3, 4 and 6. These had been reported and awaiting response from NCC Footpaths Dept.
6. Councillor Register of Interest Forms were due to be sent to NNDC by 7th June. A link had been circulated and printed forms were available on request from the clerk
7. Orchid Signs – Lesley Ash reported that they were in situ to prevent premature cutting of the verges on the top road. The orchids were in flower.
8. There were no other matters arising from the previous meeting.

12. VILLAGE HALL

1. Village Hall Committee Minutes - The minutes of the EGM of the Village Hall Committee held on 22 March 2023 were received. The annual Accounts had been received in September 2022 (Page 449 min 9.3)
2. The following parish councillor were members of the VHC – Richard Hembling (Chair), Lesley Ash and Phillida Hurn
3. Village Hall Utilities
 - Water now zero rated for VAT with a VAT credit of £89.40. Payment will now be taken by direct debit on receipt of the full invoice rather than a monthly payment.
 - Electricity – a of £109.02 to be repaid. The 3-year contract was due for renewal 25th July 2023
4. The review of the management of the hall. It was agreed the Clerk would make enquiries for the next meeting

12. CORRESPONDENCE - received had been circulated and noted.

1. Church and Community News was still looking for a new editor
2. Next NNDC Parish Engagement Forum – 28th June 2023

13. NEXT COUNCIL MEETING

The next ordinary meeting would be held on **Wednesday 5th July at 7.00**

14. CLOSURE OF THE MEETING

There being no further business the chair closed the meeting at 8.45 pm

Signed:

Date:

Draft