

Wickmere with Wolterton Parish Council

Minutes of the annual meeting held in the Village Hall, Regent Street, Wickmere
On Wednesday 8th May 2024 at 7.00 pm

Present

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

Also in attendance:

District Cllr John Toye
Ros Calvert, Clerk to the Council

1. **ELECTION OF CHAIR FOR 2024-25.** Lesley Ash was elected Chair for 2024-2025 and completed the acceptance of office
2. **APOLOGIES FOR ABSENCE** were received and accepted from Richard Hembling
County Councillor Saul Penfold gave his appologies
3. **APPOINTMENT OF VICE CHAIR** - Richard Hembling was appointed vice chair for 2024-2024
4. **DECLARATIONS OF INTEREST** – there were none.
5. **MINUTES** – the minutes of the ordinary Parish Council of 13th March 2024 and the extra ordinary meeting of 5th April 2024 were approved and signed by the Chair as a true record.
The draft minutes of the Parish Meeting of 13th March 2024 were received
6. **ADJOURNMENT** – To receive reports from NNDC and comments from members of the public and those members with a disclosable interest in Agenda items.

District Cllr John Toye reported on changes of his role within the Council. He talked about the changes with local digital infrastructure. Encouraging local micro business progression to big businesses. The possible potential for a park and ride at Alby on the A140 linking with Norwich and Cromer and the coast. He offered to chase up issues with members register of interests and asked for residents' responses to the changes in refuse collections.
7. **COUNCILLOR'S RESPONSIBILITIES**
 1. Richard Hembling and George Madeley would manage the defibrillator and look after the phone box.
 2. Lesley Ash would manage the seasonal display of the orchid signs
8. **CO-OPTION** for the vacancy of parish councillor – none

9. ASSETS AND INSURANCE

The schedule of assets was reviewed and approved.

It was agreed to accept the quotation of £564.84 for renewal of insurance 2024-25

10. GOVERNANCE AND ACCOUNTABILITY RETURN 2023-2024

1. The internal auditor's report for 2023-2024 was received. There were no outstanding matters.
2. The accounts for 2023-2024 were received and approved
3. The Certificate of Exemption for 2023-2024 was approved and signed
4. Sections 1 & 2 - Annual Return for 2023-2024 were agreed and signed

11. FINANCE

1. **The bank reconciliation** was received, approved, and signed. There was a balance of £27,252.21 in the bank on 10 April 2024
2. Year-end figures compared against budget at 31 March 2024 were received and noted.
3. Receipts were noted.
4. Copies of the reserves were not available at the meeting and would be reviewed at the next meeting
5. The following payments were approved and cheques signed

Payments approved					
08-05-24	R Calvert/HMRC	Salary, HMRC & Expenses	Chq: 100023 Direct Debit	534.00	
08-05-24	Business Services at CAS Ltd	Annual Insurance	Chq:100025	564.00	
08-05-24	R Calvert	Stationery	Chq:100024	18.98	
11-05-24	Octopus Energy	<u>Village Hall</u> Electricity	Direct Debit	30.98	
11-05-224	I C O	Data Protection	Direct Debit	40.00	

6. **Internal auditor for 2024-2025** - Dawn Sedgewick was appointed internal auditor for 2024-2025. Members expressed their appreciation.
7. **Banking** – members considered the suggestion to transfer bank from Co-op Bank to Unity Trust Bank to simplify and secure internet banking procedures at a monthly charge and to receive interest on an instant savings account and competitive rates on longer term savings. This bank had been recommended to the Clerk by members of NPT&S and another clerk.
It was agreed to consider this later.

12. CLERK'S REPORT & MATTERS ARISING

1. **Training** –whole council training would be rescheduled after the appointment of a new Clerk.
2. **Flood at Pit Pond and Purdy House** - It was noted that the owner of the field from which the run-off caused flooding to Purdy Huse and across the highway flooding and causing potential agricultural pollution to the pond and local water system belonged to E R Eglington Ltd, Docking Farm, Oulton NR11 6QX. NCC Highways had contacted the company but could not confirm that they had received any confirmation that works had been addressed or were pending.

The highways engineer would continue to pursue it as their resources and priority allowed. **It was agreed** to chase this up as advised.

3. **Register of Interests** – members were reminded to review and update their register of interests with held and published by NNDC.

13. **WEBSITE**
It was agreed to accept the quotation for hosting (£90), upgrading with legal compliance and technical support (£145) and training for new Clerk (£90) at a later date.

14. **PLANNING**
Planning applications received – none to date
Planning Decisions from NNDC
 TW/24/0539 - The Pink House, Wickmere NR11 7AL T1 - Pine, remove to stop the debris – refused

15. **HIGHWAYS - POTHoles** – the following potholes were noted
 - Outside Squallham had reappeared,
 - At the road junction opposite Wolterton Hall gates
 - At the south end of the Calthorpe Road

16. **VILLAGE HALL**
 It was noted that the hiring fee from NNDC for the use of the Village Hall might have been be paid by BACS in to the Council's account in error.

17. **LATE CORRESPONDENCE AND ITEMS REFERRED TO NEXT MEETING**
 None was received.

18. **NEXT COUNCIL MEETING** – the ordinary meeting of the Council will be held on Wednesday 10th July 2024 at 7.00pm - **NOTE CHANGE OF DATE**

19. **CLOSURE OF THE MEETING TO THE PUBLIC** - **It was agreed** to close the meeting to members of the public to consider staffing matters.
 1. Recruitment procedures were reviewed and approved
 2. The interview panel of three members was appointed with delegated authority to make an offer of employment subject to references and full council approval.

20. **CLOSURE OF THE MEETING**
 There being no further business the chair closed the meeting at 8.15pm

Signed:

Date: