

# Wickmere with Wolterton Parish Council

## NOTICE OF MEETING/ SUMMONS Annual Parish Council Meeting

**You are invited/summoned to attend the Annual Meeting of the Parish Council on  
Wednesday 13th May 2026 at 7.00 pm in the Village Hall, Wickmere  
for the purpose of transacting the following business.**

Vicky Tovell  
Clerk to Wickmere Parish Council

Date: 5th May 2026

### AGENDA

- 1. TO ELECT CHAIRMAN FOR 2026-27** and receive an acceptance of office
- 2. TO APPOINT VICE CHAIRMAN FOR 2026-27**
- 3. APOLOGIES FOR ABSENCE** – To note and approve apologies received by the clerk prior to the meeting.
- 4. DECLARATIONS OF INTEREST** - To receive declarations of interest in agenda items; noting Other Registerable Interests (ORIs) and individual dispensations.
- 5. MINUTES**
  1. To receive and approve the minutes of the ordinary meeting of 11<sup>th</sup> March 2026
  2. To receive the minutes of the Annual Parish Meeting of 11<sup>th</sup> March 2026
- 6. ADJOURNMENT** - To adjourn the meeting to receive NNDC & NCC reports, comments from members of the public and those with a disclosable interest
- 7. RISK ASSESSMENT**– to review and approve Wickmere Parish Council Risk Assessment Policy 2026-27 (circulated 05-05-26)
- 8. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2025-2026**
  1. To receive the accounts for 2025-2026
  2. To receive and consider internal auditor's report for 2025-2026
  3. To consider completion of Certificate of Exemption for 2025-2026
  4. To consider the assertions on the Annual Governance Statement and to authorise the Chair and Clerk to sign
  5. To consider and approve the Accounting Statements and to authorise the Chair to sign
- 9. FINANCE**
  1. To receive the bank reconciliation and Statement No:111 £5,475.23
  2. To note balance in linked 95 day saving account of £15,063.35
  3. To note receipts and approve draft payments tabled below
  4. To note year-end figures against budget 2025-26 and refer to the budget for 2026-27
  5. To appoint internal auditor for 2026-2027

## Receipts & Payments

Date	Payee	Description	Receipt	Payment	Balance
	<b>BACS, DD, SO or Transfer</b>				
<b>11-03-26</b>	<b>Bank Statement</b>	<b>110</b>			<b>6,125.89</b>
11-03-26	V Tovell	Salary		259.13	
<b>15-04-26</b>	<b>Bank Statement</b>	<b>111</b>			<b>5,866.76</b>
23-03-26	V Tovell	Travel & other expenses Jan-Feb		132.40	
13-04-26	V Tovell	Salary & Expenses		259.13	
					<b>5,475.23</b>
20-04-26	VAT refund		27.00		
30-04-26	NNDC	Precept	2,035.00		
					<b>7,537.23</b>
<b>11-05-25 (DD scheduled)</b>	Information Commissioner's Office	Data protection fee		47.00	
<b>Draft Payments Tabled for Approval</b>					
13-05-26	V Tovell	Travel & other expenses Mar-Apr			158.00

## Linked 90 days notice Savings Account (credit interest rate 1.93%)

Date	Payee	Description	Receipt	Payment	Balance
15-01-26	Wickmere Parish council current account	Opening Transfer	15,000		15,000.00
02-04-26	Co-operative Bank	Credit Interest	63.35		<b>15,063.35</b>

## 10. ASSETS AND INSURANCE –

1. To review and approve schedule of assets
2. To receive quotations and select insurance policy for renewal of council insurance 2026-2027

## 11. OWNERSHIP OF FUNDS

1. To receive and approve the accounting figures showing Village Hall receipts and expenditure in the financial years 2020 to 2025 (circulated email 28-04-26).
2. To decide the ownership of remaining covid related grant monies

- 12. CLERKS' REPORT & MATTERS ARISING** - to receive information on matters arising from previous meeting and those not mentioned elsewhere on the agenda
1. Staff Appraisal - to appoint two councillors to undertake clerk's annual appraisal
  2. **Any other matters arising** from the previous meeting not mentioned below
- 13. PLANNING** - to consider and review applications and decisions:
1. To consider Planning Applications received: None
  2. Planning Decisions as available:
    - **LA/26/0140** Stable House, Wolterton Park Internal & external works to create a new door opening between the existing tack room and new kitchen extension to the west of the Stable House **DECISION: Approved (19-03-26)**
    - **PF/26/0160** Goose Green Cottage Goose Green NR11 7LU Installation of a second storey gable end window constructed of wood in the east facing gable end wall of main dwelling. **DECISION: Approved (23-03-26)**
    - **RV/25/2797 Stable House Wolterton Park** Internal and external works associated with conversion of stable block to form 5 dwellings for holiday letting and events/function facility without complying with condition 2 of listed building consent RV/24/2051 (variation of listed building consent RV/24/1510) to change internal WC layout, new refuse and covered store and revised door openings to function room 1 **DECISION: Approved (17-04-26)**
- 14. HIGHWAYS**
1. To note Transport and Travel changes to bus routes as of April 12<sup>th</sup> 2026 (circulated)
  2. To note TROs: Little Barningham (NTRO11112) road closure due to burst water main 18-03-26. Itteringham, Wolterton Road (NTRO11044) to allow for broadband and telephone installation from 08-05-26 until completion by 19-06-26
  3. Update on pothole repairs
  4. Any other highways matters
- 15. VILLAGE HALL**
1. To hear any reports and updates from the VHMC
  2. To refer any relevant matters to the VHMC
- 16. CORRESPONDENCE**
1. To note and discuss the Ramblers' Association request for council to audit parish footpaths and ROWs (circulated 05-05-26)
  2. To note display of correspondence from NNDC Senior Elections Officer regarding Notice of Poll in the Erpingham Division
- 17. TO NOTE LATE CORRESPONDENCE AND REFER TO NEXT MEETING**
- 18. TO HEAR REPORTS FROM COUNCILLORS AND OTHER BUSINESS**
- 19. NEXT COUNCIL MEETING** – Ordinary Parish Council Meeting 8<sup>th</sup> July 2026
- 20. TO CLOSE THIS MEETING**
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