Wickmere with Wolterton Parish Council

Minutes of the ordinary parish council meeting held in the Village Hall, Wickmere

on ***Wednesday 9th September 2026 at 7.00pm***

Present:

Parish Councillors:	Lesley Ash (Chair)	Richard Hembling	Alwin Harmer
	Georgina Madeley	Vanessa Tomczynska	

Also in attendance:

County Councillor Callum Ringer

Vicky Tovell, Clerk to the Council

1. **APOLOGIES FOR ABSENCE** – apologies were received from Cllrs Phillida Hurn and Barry Markham

2. **DECLARATIONS OF INTEREST** - To receive declarations of interest in agenda items and requests for individual dispensations. None were declared.

3. **MINUTES** – The minutes of the ordinary meeting on 8th July 2026 were approved and signed by the Chair as a true record.

4. **ADJOURNMENT** - To adjourn the meeting to receive NNDC & NCC reports, comments from members of the public and those with a disclosable interest.

County Cllr Ringer spoke of the Secretary of State's announcement that Local Government Reorganisation for Norfolk had been stopped. Cllr Ringer gave his view that learning and costs would not be lost as it is likely LGR would be returned to in the future. He reported full District Council elections would proceed in May 2027 with the current ward boundaries.
Cllr Ringer encouraged council to consider applying to the Parish Partnership Fund for any small highways projects but acknowledged with the LMF (Local Members Fund) having been scrapped, parish councils were under more financial pressure to match fund any grant monies awarded.

ITEM 9 was brought forward.
Council voiced concerns that heavy rains were forecast for late Autumn and wished to mitigate the risk of flood. There was discussion around an incident of flooding at Purdy House in 2024 when heavy rains post-harvest resulted in run-off from surrounding fields, leading to excessive water in the pit/pond and surrounding ditches, which resulted in flooding. Some remedial action was taken by the farmer after a request from the parish council.
Cllr Ringer confirmed NCC is the lead local flood authority with regards action to mitigate flood-risk in the county. He advised that NCC Flood-Risk Officers would give advice and inspect areas of flood-risk in waterways. NCC Highways were responsible for public highways and must look at drainage to help prevent flooding. ***It was agreed*** *ownership of the pit/pond needed to be established so a request could be made to improve its drainage capability. Cllr Harmer would make enquiries****.***

Cllr Ringer left the meeting at 7.15pm

Draft

5. CLERK'S REPORT & MATTERS ARISING - To receive information on matters arising from previous meeting and those not mentioned elsewhere on the agenda:

1. **Defibrillator –** it was noted the 4-year annual support package had been renewed. Community Heartbeat Trust had recommended requesting the new battery and pads in March, one month before the expiration date of April 2027. It was noted WEBNOS reported the defibrillator was deployed on 28-08-26. Cllr Hembling had conducted a site check and reported the defibrillator 'Rescue ready'. It was agreed clerk would add link on Wickmere's website to a free information web-page provided by Brity.co.uk giving information on nearest medical services and access to an online course regarding defibrillator deployment.
2. **Training –** training opportunities with NPTS had been circulated but there were no requests for training.
3. **AGAR –** it was noted SAAA (Small Authorities Audit Appointments Ltd) were launching a Digital Portal for AGAR submission with a voluntary route for 2027, mandatory by 2029. Clerk had verified contact information and set up portal access and would report back on the incentives promised for councils who submit in 2027.
4. **Footpaths –** update on status of footpaths and ROWs for collation and/or reporting to NCC. Councillor comments included reports of damaged signs and lack of path re-instatement after crops were sown. **It was agreed** to wait until after the harvest and hedge cutting to formally record concerns regarding accessibility, safety and signage.
5. **Auditor –** Elaine Tinsleys's appointment as internal auditor for 2026-27 confirmed
6. **Website –** clerk reported the website was up-to-date and compliant but there had been little traffic. The current website package with Wix would expire Sept 2027.
7. **Pay rates** – council noted the National Joint Council for local government services (NJC) increase of 3.3% increase to pay rates. Payment would be back-dated to April 6th 2026
8. **Any other matters arising from the previous meeting not mentioned elsewhere on the agenda.** There were none**.**

6. WOLTERTON HALL INFORMAL MEETING – councillors reviewed the council's meeting with Mr Richard Ellis and Mr William Ellis at Wolterton Hall on 24-08-26. There was discussion regarding the potential proposals for a solar array and also a new site entrance via Shut Up Loke. **It was agreed** council would undertake research and share resources to inform decision-making ahead of receipt of any formal planning applications. Clerk would thank the Elliss family for the opportunity to meet.

7. FINANCE

1. The bank reconciliation was received, approved and signed. Bank statement 115 showed a current account balance of £4107.52 in acc on 14-08-26. Councillors received the accounts to month 6.
2. It was noted Co-operative Bank would be purchased by Coventry Building Society 1st Jan 27 with no change to trading name or day-to-day banking.
3. The draft payments tabled below were noted and approved.

8. HIGHWAYS

1. to hear any highways concerns raised: potholes, verges, signage. There were none.
2. to consider bid for Parish Partnership fund 2026-27. **It was agreed** council would not pursue a PPF project this year.
3. It was noted a Temporary TRO with rolling road restrictions and closures scheduled for 18-10-26 between hours of 7am to 2pm to facilitate the Blickling Spring Half Marathon. Clerk would share details on social media.

9. **FLOOD-RISK –** to consider potential areas of flood-risk in Wickmere with Wolterton and discuss possible mitigating action**.** Item was moved to 4.

10. **PLANNNING**

1. **To hear planning applications received:** there were none

2. **To hear planning decisions received:** council noted the following had been circulated:
   i. Wolterton Hall, Wolterton Park, Wall Road, Wolterton, NR11 7LY: **PF/25/2843** Conversion of existing and derelict Bullpen with extensions and external alterations to offices for use associated with management of the Estate APPROVED 28-07-26
   ii. Wolterton Hall, Wolterton Park, Wall Road, Wolterton NR11 7LY **PF/25/2717** Demolition of outbuilding and installation of a single story building to provide secure and weather-protected spaces for a floor mounted UKPN 500kVA transformer, a HV metering and estate HV equipment. APPROVED 16-07-26
   iii. 26 Regent Street, Wickmere, NR11 7ND **PF/25/2666** Two-storey front extension, single storey rear extension, double garage and new vehicle access. APPROVED 13-07-26

11. **VILLAGE HALL**

1. to hear any reports and updates from the VHMC **–** Cllr Hembling, Chair of WVHMC reported the a bi-annual formal meeting of the committee had taken place in August. The Summer Hog Roast had been well attended and a late Summer BBQ was due on 20th September. A Harvest Breakfast would take place in the Village Hall on 4th October 2026 with the Reverent attending to deliver a sermon and the event raising funds for the Church with donations for breakfast invited.
2. to refer any relevant matters to the VHMC – there were none

12. **TO HEAR REPORTS FROM COUNCILLORS AND ANY OTHER BUSINESS -** Cllr Ash reported she was unable to attend a seminar on Affordable Rural Housing provided by Rural Services Network as member subscription was required. **It was agreed** not to pursue a paid annual membership at £70 per annum but to continue using the RSN's free newsletter service.

13. **CORRESPONDENCE –** to review correspondence received

1. It was noted the North Norfolk District Council Local Plan for 2029 to 2045 process began with initial Scoping Consultation and Call for Sites in excess of 0.25 hectares suitable to be used for housing, infrastructure or community spaces. (email circulated). It was noted an interested party can sign up on NNDC website for updates.
2. County Cllr Ringer's August report was noted (circulated0

14. **TO NOTE LATE CORRESPONDENCE AND REFER TO NEXT MEETING -** Cllr Ringer's September report (circulated). There were no matters arising. Clerk would continue to share links to Cllr Ringer's reports on the parish website.

15. **NEXT ORDINARY COUNCIL MEETING –** an ordinary meeting would be held on Wednesday 11th November 2026

16. **TO CLOSE MEETING -** there being no further business the Chair closed the meeting at 8.30pm

---

Receipts & Payments

Date	Payee	Description	Receipt	Payment	Balance
BACS, DD, SO or Transfer					
13-07-26	V Tovell	Salary and office cost		259.13	
15-07-26	**Bank Statement**	**114**			4457.74
31-07-26	V Tovell	Travel and other expenses		91.09	
11-08-26	V Tovell	Salary and office cost		259.13	
14-08-26	**Bank Statement**	**115**			**4107.52**
Draft Payments Tabled for Approval					
10-09-25	V Tovell	Back dated rate-of- pay increase to 01-04-26		54.17	
	V Tovell	Travel and other expenses Jul-Aug		43.88	

ITEM 7 Bank Reconciliation

Financial year ending 31 March 2027			
Prepared by: Vicky Tovell			
Balance per bank statement as at 08.09.26			
Co-operative Main Account		£ 4,107.52	
Co-operative Deposit Account		£ 15,063.35	
			£19,170.87
FOR AUTHORISATION			
		£ -	
Net balance			£19,170.87
Cashbook			
Opening balance at 01 April 2026			£20,734.36
Add: Receipts			£2,215.35
Less: Payments			£3,778.84
Closing Balance			£19,170.87

Draft

Accounts to month 6

Wickmere Parish Council Accounts for period ending 31st March 2027		Budget 2026/27	Actual -v- Budget 2026/27	
Income				
Precept	£ 2,035.00	£ 4,070.00	£ 2,035.00	
Bank Interest	£ 63.35	£ 250.00	£ 186.65	
Grant Funding	£ -	£ -	£ -	
Miscellaneous	£ -	£ -	£ -	
Refunds	£ 90.00	£ -	£ 90.00	
VAT	£ 27.00	£ -	-£ 27.00	
Total	**£ 2,215.35**	**£ 4,320.00**	**£ 2,284.65**	
Expenditure				
Salary & PAYE	£ 1,414.89	£ 3,300.00	£ 1,885.11	
Clerk Expenses	£ 122.55	£ 390.00	£ 267.45	
General Admin	£ 54.30	£ 100.00	£ 45.70	
Audit	£ 30.00	£ 30.00	£ -	
Insurance	£ 345.10	£ 425.00	£ 79.90	
Village Hall	£ 1,650.00	£ 1,900.00	£ 250.00	
Website	£ -	£ -	£ -	
Donations	£ -	£ -	£ -	
S137	£ -	£ -	£ -	
Training	£ 135.00	£ 280.00	£ 145.00	
Misc	£ -	£ 250.00	£ 250.00	*
VAT	£ 27.00		-£ 27.00	
Total	**£ 3,778.84**	**£ 6,675.00**	**£ 2,896.16**	
Balance B/f	£ 20,734.36			
Income	£ 2,215.35			
Expenditure	£ 3,778.84			
Balance c/f	**£ 19,170.87**			
Represented by				
Main account	£ 4,107.52			
Deposit Account	£ 15,063.35			
Unpresented Cheques				
	£ 19,170.87			
Discrepancy	£ -			

* includes Defib support package at £135 p/a