

Wickmere with Wolterton Parish Council

NOTICE OF MEETING/ SUMMONS

Ordinary Parish Council Meeting

**You are invited/summoned to attend an ordinary Meeting of the Parish Council on
Wednesday 8th July 2026 at 7pm in the Village Hall, Wickmere
for the purpose of transacting the following business.**

Vicky Tovell
Clerk to Wickmere Parish Council

Date: 2nd July 2026

AGENDA

1. **APOLOGIES FOR ABSENCE** – To note and approve apologies received by the Clerk prior to the meeting.
2. **DECLARATIONS OF INTEREST** - To receive declarations of interest in agenda items and individual dispensations.
3. **MINUTES** - To approve the minutes of the annual meeting of 13th May 2026
4. **ADJOURNMENT** - To adjourn the meeting to receive NNDC & NCC reports, comments from members of the public and those with a disclosable interest
5. **CLERK'S REPORT & MATTERS ARISING** - to receive information on matters arising from previous meeting and those not mentioned elsewhere on the agenda
 1. **AGAR** – to note confirmation of exempt status from PKF Littlejohn and period of elector's rights
 2. **Legislative change re Register of Interests** – to note changes to Localism Act 2011 meaning co-opted and elected members' addresses will no longer be publicly available on the Register (circulated 01-06-26).
 3. **Pension** – to note redeclaration of compliance with The Pensions Regulator
 4. **Ponds for Every Parish** – to hear any updates on Norfolk Ponds Project
 5. **Ramblers' Association** – to consider request for council to monitor and audit footpaths and ROWs (deferred from previous meeting and re-circulated)
 6. **Clerk's Appraisal** – to hear update regarding the clerk's annual appraisal
 7. **Any other matters arising** from the previous meeting not mentioned below
6. **FINANCE**
 1. To receive bank reconciliation and Statement 113: £4,716.87
 2. To note receipts - £90 overpayment refund from NPTS
 3. To approve draft payments tabled below approve payments (see below)
 4. To note year-end figures against budget 2025-26 and refer to the budget for 2026-27
 5. To appoint an internal auditor for 2026-2027

7. GOVERNANCE AND PROPER PRACTICES

1. To review and update Privacy Statement for website

8. DEFIBRILATOR

1. To hear any updates on the status of the defibrillator
2. To consider renewal of the annual support package for a further 4-year period of cover with Community Heartbeat Trust: current package due to expire 01-10-26.

9. PLANNING

1. **To hear planning applications received:**
 - i. None
2. **To hear planning decisions received:**
 - i. LA/26/0838 Keepers Cottage, Wolterton Hall, NR11 7LY. Alterations to Listed Building with approved steel framed casement windows replaced by timber framed and including replacement window east elevation and sliding rather than hinged door to kitchen. DECISION: Approved (12-06-26)

10. HIGHWAYS – to consider any highway matters raised

1. to note NTR0011321 Emergency road closure of The Street, Erpingham, due to burst water main; NTR011343 temporary road closure Common Road/West End Wickmere for replacement fire hydrant and cover works
2. any other highway matters

11. VILLAGE HALL

1. to hear any reports and updates from the VHMC
2. to refer any relevant matters to the VHMC

12. CORRESPONDENCE

1. To note Cllr Ringer's Report (circulated 16-06-26)
2. To consider email from MOP (circulated) regarding ownership of the covid grant monies and the reported conversation with the leader of NNDC. To decide whether to seek direct confirmation the current administration of the covid grant money is proper.
3. To consider email from MOP (circulated) regarding challenging the budget to find cost efficiencies including the role and duties of the clerk
4. To consider email from Mr Richard Ellis inviting council to visit Wolterton Hall for an informal meeting to hear progress on recent site developments and to be informed of future planning applications (circulated)

13. TO NOTE LATE CORRESPONDENCE AND REFER TO IT NEXT MEETING

14. TO HEAR REPORTS FROM COUNCILLORS AND OTHER BUSINESS

1. To hear from Cllr Hembling reference a MOP enquiry regarding the potential for a playing field.

15. EMPLOYMENT – to resolve to exclude the press and members of the public to discuss employment matters if required.

16. NEXT COUNCIL MEETING – Ordinary Parish Council Meeting 9th September 2026

17. TO CLOSE THIS MEETING

Receipts & Payments

Date	Payee	Description	Receipt	Payment	Balance
BACS, DD, SO or Transfer					
15-06-26	Bank Statement	112			5,475.23
20-04-26	HMRC	Tax refund	27		
30-04-26	NNDC	Precept	2,035.00		
11-05-26	ICO	Data Protection fee		47.00	
11-05-26	V Tovell	Salary & Expenses		259.13	
15-05-26	Bank Statement	113			7,231.10
21-05-26	V Tovell	Travel & other Expenses March-April		158.00	
21-05-26	NPTS	Annual Subscription		162.00	
21-05-26	E Tinsley	Annual Audit		30.00	
28-05-26	WVHMC	Grant 26-27		1,650.00	
01-06-26	NPTS	Refund overpayment	90.00		
01-06-26	Zurich	Insurance yr1		345.10	
11-06-26	V Tovell	Salary & Expenses		259.13	
					4,716.87
Draft Payments Tabled for Approval					
09-07-25	V Tovell	Travel and other expenses (May/June)		XXXXXX	

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		15,063.35
02-07-26					15,063.35