

## *Wickmere with Wolterton Parish Council*

Minutes of the ordinary meeting held in the Village Hall, Regent Street, Wickmere  
on Wednesday 14th January 2026 at 7.00 pm

### **Present:**

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

Also in attendance:

District Councillor John Toye

Vicky Tovell, Clerk to the Council

- 1. APOLOGIES FOR ABSENCE** were received from County Councillor Saul Penfold.
- 2. DECLARATIONS OF INTEREST** – There were no declarations of interest or requests for individual dispensations.
- 3. MINUTES** - The minutes of the ordinary parish council meeting of 12<sup>th</sup> November 2025 were approved and signed by the Chair as a true record.
- 4. CO-OPTION** – it was agreed to fill the vacancy with the co-option of Mr Alwin Harmer. Mr Harmer signed the Declaration of Acceptance of Office and would complete his Register of Interests within 28 days of the meeting. Councillors were reminded of their responsibility if required, to update details on the Register of Interests.
- 5. ADJOURNMENT** - the meeting was adjourned to receive NNDC & NCC reports, comments from members of the public and those with a disclosable interest.

**District Councillor JOHN TOYE** advised council that the new North Norfolk Local Plan is accessible and should be referenced in any comments on planning applications.

Cllr Toye reported progress in the bid to improve network coverage in rural areas as BT and representatives from mobile networks would come in front of a committee meeting this month.

Cllr Toye reminded council that the consultation window on Local Government Reorganisation had closed and the government would make its decision on LGR for Norfolk. Cllr Toye left the meeting at 7.20pm.

- 6. CLERK'S REPORT & MATTERS ARISING** - to receive information on matters arising from previous meeting and those not mentioned elsewhere on the agenda.
  - To appoint an internal auditor for 2025-2026: it was agreed to appoint Elaine Tinsley as internal auditor for 2025-26 at a cost of £30.
  - To note progress of switching email to [clerk@wickmere-pc.gov.uk](mailto:clerk@wickmere-pc.gov.uk) : clerk reported the switch had occurred; forwarding was set up from previous gmail account; relevant organisations were informed and website update in progress. Clerk reported some issues with the mail client and transfer of the archives.
  - To update on Adult Learning information for the notice board: the revised course information format is untenable to display due to space limitations. Clerk has asked for a generalised poster.
  - To note scheduled clerk/councillor training sessions: clerk would attend Assertion 10 training online and Cllr Harmer would attend Councillor induction Training

5. To note Clerk's invite to North Walsham and surrounding Areas Clerks' Group meeting: clerk would attend first informal meeting 22-01-26
6. Any other matters arising from the previous meeting not mentioned below: none

## 7. FINANCE

1. **The bank reconciliation** was received, approved, and signed. There was a balance of £21,831.45 in the bank on 15<sup>th</sup> December 2025. Bank statements 106 and 107 were received and noted.
2. To hear update on online banking and council's application to open a linked savings account to current bank account with Co-operative Bank and review funds accordingly: the 95 day linked savings account was in place. It was noted interest rates fluctuate and since applying the rate had dropped from 2.03% to 1.93%. It was agreed to transfer £15,000 into the savings account.
3. Payments (see below) were noted and approved.

## 8. BUDGET AND PRECEPT FOR 2026-2027

1. To receive and consider draft budget 2026-2027: The draft budget 2026-2027 and year end forecast 2025-2026 were reviewed line by line and approved. There was discussion around reserve funds and the funding of the village hall. It was requested that the funding of the village hall be discussed at the next ordinary meeting of the parish council.
2. To set the precept: **It was agreed**, in view of rising costs, to set the precept at £4070 for 2026-27. The taxbase for Wickmere 2026-27 is 59.90, resulting in a parish council tax charge of £67.95 for a Band D property; an increase of 5.04%, or £3.26 from the previous year.

## 9. PLANNING – to consider and review applications and decisions:

1. To consider Planning Applications received:
  - **PF/25/2666** *26 Regent Street: two storey front extension, single storey rear extension and double garage with vehicle access. Circulated by email (15-12-25)* Clerk reminded council to use clerk's delegated authority, a minimum of 3 councillors need to respond giving their view, with the majority decision being reported to NNDC's Planning Department.
2. Planning Decisions as available:
  - **NP/25/2557** *Prior notification of proposed erection of a building for agricultural use; Land on the West Side of Wolterton Road, Wolterton, Norfolk*  
**DECISION: Prior Approval Required (09-12-25)** It was noted that although a site notice seeking Prior Approval (**NP2/25/2809**) was displayed, the parish council had not been consulted. Clerk would investigate and request extension to consultation. Councillors re-iterated their concerns and objections to the proposal; including but not limited to the size, scale and non-traditional construction materials of the proposed building being at odds with the location; the impact on the historic landscape, local settlement area and Wolterton and Mannington conservation area; the perceived need for a large storage facility for contract farmers; the impact on local rural roads and the potential for change of use in time.
  - **PF/25/2032** *Installation of one subterranean LPG gas tank with associated connecting trenches to act as a back-up for air source heat pump array.*  
**DECISION: Approved (19-11-25)**

- **PF/25/0643 and LA/25/0644** Wolterton Hall, Wolterton Park, Wall Road, NR11 7LY Repair and restoration works to existing brick portion of piggery structure and yard walls, including a new roof structure, windows and doors and thermal internal wall linings. Demolition of derelict post-war timber structure. New single storey studio building enclosed by the existing yard walls **DECISION: Approved (19-11-25)**
- **CD/25/2679** Wolterton Hall, Wolterton Park, Wall Road, NR11 7LY Discharge of condition 3 (archaeology) of PF/25/2032 (Installation of one subterranean LPG gas tank with associated connecting trenches to act as a back-up for air source heat pump array) **DECISION: Condition Discharge Reply (19-11-25)**

#### 10. **MEETING DATES for Council Year 2026-27**

Meeting dates were agreed as follows:

Wednesday 11<sup>th</sup> March 2026 – and Annual Parish Meeting

Wednesday 13<sup>th</sup> May 2026– Annual Council Meeting)

Wednesday 8<sup>th</sup> July 2026

Wednesday 9<sup>th</sup> September 2026

Wednesday 11<sup>th</sup> November 2026

Wednesday 13<sup>th</sup> January 2027

Wednesday 10<sup>th</sup> March 2027 – and Annual Parish Meeting

#### 11. **HIGHWAYS**

1. To note Highways response to enquiry ref adding third grit bin to NCC filling schedule: Highways would review the location of the third grit bin in Summer 2026 and would add to Gritting Schedule if approved. The third bin, at the church crossroads between the Aldborough Road and Lower Street, does currently have some grit in it and more can be purchased if required.
2. To note any other highway matters – it was noted clerk could report potholes on council behalf.

#### 12. **VILLAGE HALL**

1. To hear any reports and updates from the VHMC – The VHMC Chair Cllr Hembling reported a successful Christmas Lights switch on event and a Friday social. The VHMC AGM would take place in February date tbc.
2. To refer any relevant matters to the VHMC – clerk requested AGM dates from VHMC

#### 13. **CORRESPONDENCE** – council noted receipt of the following correspondence:

- Professor Robert Irvine's enquiry re the origins/provenance of the carving of the lute player at St Andrews Church (email forwarded to PCC 30-11-25) Cllr Harmer suggested Historic England could be informative as could UEA research.
- Open letter to parish councils from Wells Town Council regarding their views on proposals for Local Government Consultation from NCC and NNDC (circulated 09-12-25)
- North Norfolk District Council draft response to Government consultation on Local Government Reorganisation in Norfolk (circulated email 23-12-25) It was noted the consultation ended 11-01-25
- ONHomer offering free online seminar on 20-01-26 re changes to the National Planning Policy Framework. NPPF (email circulated 23-12-25)

#### 14. **PARISH MEETING** – would be held Wednesday 11th March 2026 at 7pm. Councillors would consider items for inclusion.

**15. TO NOTE LATE CORRESPONDENCE AND REFER TO NEXT MEETING**

To include reports from Councillors: there were none.

**16. NEXT ORDINARY COUNCIL MEETING** – the next ordinary meeting of the council would be held Wednesday 11<sup>th</sup> March 2026 – to follow Annual Parish Meeting.

There being no further business the Chair closed the meeting at 8.30pm

**Receipts & Payments**

Date	Payee	Description	Receipt	Payment	Balance
<b>BACS, DD, SO or Transfer</b>					
<b>15-11-25</b>	<b>Bank Statement 105</b>				<b>22,652.76</b>
12-11-25	V Tovell	Salary and office Oct-Nov		259.13	
<b>14-11-25</b>	<b>Bank Statement 106</b>				<b>22,393.63</b>
24-11-25	NPTS			57.60	
24-11-25	V Tovell	Travel and expenses Sep-Oct		83.45	
24-11-25	The Community Heartbeat Trust	Defib annual support cost		162.00	
11-12-25	V Tovell	Salary and Office Nov-Dec		259.13	
<b>15-12-25</b>	<b>Bank Statement 107</b>				<b>21,831.45</b>
05-01-25	NPTS	Clerk Training		43.20	
<b>For Approval</b>					
14-01-26	V Tovell	Travel and expenses Nov-Dec		67.30	