

## Wimbotsham Parish Council

### Minutes of the Annual Parish Council Meeting of the above-named Parish Council held on Tuesday 13<sup>th</sup> May 2025 at Wimbotsham Methodist Church

Parish Councillors: D Chilvers (Chairman), C Hitchins, S Mingay, A Smith and J Squires  
Parish Clerk: N Forrest  
Public: One

#### **19/24 Election of Chairman**

Cllr Chilvers invited nominations for Chairman.

Cllr Smith proposed Cllr Chilvers to be Chairman seconded by Cllr Squires.

**With no further nominations, it was unanimously agreed to elect Cllr Chilvers to serve as Chairman for the coming 12 months.**

#### **20/24 Declaration of Acceptance of Office**

Cllr Chilvers and the Parish Clerk signed the Acceptance of Office.

#### **21/24 Election of Vice-Chairman**

Cllr Chilvers invited nominations for Vice-Chairman.

Cllr Smith proposed Cllr Hitchins to be Vice-Chair seconded by Cllr Squires.

**With no further nominations, it was unanimously agreed to elect Cllr Hitchins to serve as Vice-Chairman for the coming 12 months.**

#### **22/24 Apologies for absence**

Apologies were received from Cllr Fendley and BCKLWN Councillor Cllr C Rose.

#### **23/24 To receive Declarations of Interest**

None received.

#### **24/24 Minutes of the ordinary meeting held on 22<sup>nd</sup> April 2025**

Having been circulated previously, the minutes of the ordinary meeting held on 22<sup>nd</sup> April 2025 were approved and signed by the Chairman as an accurate record.

#### **25/24 To report progress on items not on the agenda from the last meeting (information only)**

The Clerk is seeking permission to install new bus stops at the top of Church Road and near the green.

#### **26/24 Public Participation**

A member of the public raised concerns about overgrown bushes at the roundabout near Honey Hill.

**ACTION: Following discussion, it was agreed that the underlying issue appeared to be speeding vehicles. The Clerk will contact NCC Highways to request suggestions for appropriate traffic calming measures.**

#### **27/24 Reports**

##### **27.1 Norfolk County Council**

No representative was present and no report was received.

##### **27.2 Borough Council of King's Lynn and West Norfolk**

Cllr No representative was present and no report was received.

## **28/24 To receive Correspondence**

Correspondence received and noted.

## **29/24 Parking on the Village Green**

Cllr Chilvers reported that a van had been seen parking on the smaller village green. After speaking with the van owner, it was agreed that they will no longer park on the smaller green.

## **30/24 Tree maintenance**

A quote was received from Holly Landscapes to trim the lower branches ("skirts") of the trees on the Village Green.

**ACTION: It was unanimously agreed to accept the quote from Holly Landscapes**

## **31/24 Reports**

### **41.1 Village Hall**

No representative was present and no report was received.

### **41.2 Recreation Ground**

The committee are looking forward to the Midsummer Fayre, which will be held in June 2025. Volunteers are welcomed and would be greatly appreciated.

It was noted that some of the play equipment is damaged, and there is currently limited funding available to replace it. Cllr Mingay reported that the Motorcycle Show will not continue, due to issues including insurance costs.

The Clerk reported receiving correspondence enquiring whether some of the existing play equipment could be replaced with a skatepark. Cllr Mingay advised that there are insufficient funds to support the purchase of new equipment at this time.

### **41.3 Village Green**

The village green is in good condition, and the newly planted oak tree is now in place.

### **41.4 Footpaths**

Cllr Chilvers stated the footpaths are in good condition.

### **41.5 100 Acre Trust**

A report was received at the Annual Parish Meeting.

### **41.6 Allotments**

A full report was received at the Annual Parish Meeting.

## **32/24 Appointed Representatives**

### **32.1 Village Hall**

**It was unanimously agreed to appoint Cllr Fendley.**

### **32.2 Recreation Ground**

**It was unanimously agreed to appoint Cllr Mingay.**

### **32.3 Village Green**

**It was unanimously agreed to appoint Cllr Hitchins.**

### **32.4 Footpaths**

**It was unanimously agreed to appoint Cllr Chilvers.**

### **32.5 100 Acre Trust**

**It was unanimously agreed to not appoint a representative.**

### **32.6 Allotments**

**It was unanimously agreed to appoint Cllr Squires.**

### **33/24 Policies**

- 33.1 Internal Control Statement
- 33.2 Biodiversity Policy
- 33.3 Privacy Policy
- 33.4 Information Data Protection Policy

**ACTION: After a discussion, it was unanimously agreed to adopt all the policies**

### **34/24 Planning Applications**

- 34.1 Results on Applications  
None received

- 34.2 Applications Received

**24/00740/F** Two-storey rear and single-storey extensions to side and rear of existing dwelling, following removal of existing extensions and shed & construction of a new garage/garden store & alterations to existing vehicular access. At Bernina 22 Church Road Wimbotsham King's Lynn Norfolk PE34 3QG

**ACTION: After a discussion, it was unanimously agreed there were no objections to the application.**

- 34.3 Information Received  
None received.

### **35/24 Policies**

- 35.1 Internal Control Statement
- 35.2 Bio Diversity Policy
- 35.3 Reserves Policy

**ACTION: After a discussion, it was unanimously agreed to adopt all the policies**

### **36/24 Finance Matters**

- 36.1 Internal Audit Report and Recommendations

The report was received and recommendations were noted.

- 36.2 To approve the Annual Governance Statement and Accountability Return 2024-2025

**ACTION: It was unanimously agreed to approve all the sections of the Annual Governance and Accountability Return 2024-2025.**

- 36.3 To approve the Accounting Statements 2024-2025

**ACTION: It was unanimously agreed to approve the Accounting Statements 2024-2025**

- 36.4 To add or remove signatories

**ACTION: It was agreed to have Cllr Squired and Cllr Chilvers on the accounts.**

- 36.5 To receive the end-of-year report from the Internal Control Officer  
The report was received and noted.

- 36.6 Internal Audit Control Officer

**ACTION: It was unanimously agreed to appoint Cllr Hitchens to be the Internal Control Officer.**

- 36.7 To approve receipts from April 2025

**ACTION: It was unanimously agreed to approve the accounts for April 2025.**

- 36.8 To approve payments of accounts and Bank Reconciliation for May 2025

**ACTION: It was unanimously agreed to approve the payments of accounts and Bank Reconciliation for May 2025.**

**37/24 It was agreed the next Ordinary Parish Meeting of the Parish Council will be held on 22<sup>nd</sup> July 2025, at 7pm.**

Meeting Closed 8pm

Chairman \_\_\_\_\_

Date \_\_\_\_\_

| Accounts to 30 April 2025                     | IN (£) | OUT (£)    | TOTAL (£)                         |
|-----------------------------------------------|--------|------------|-----------------------------------|
| <u>Parish Business Saver Account 00971790</u> |        |            |                                   |
| Amount carried forward                        |        |            | <b><u>£41,621.62</u></b>          |
| Wimbotsham Current Account                    |        |            |                                   |
| Interest Credited                             |        | £15,000    |                                   |
| Balance                                       |        |            | <b><u>£56,621.62</u></b>          |
| <u>Parish Community Account 00971782</u>      |        |            |                                   |
| Amount carried forward                        |        |            | <b><u>£14,433.26</u></b>          |
| Amount credited                               |        |            |                                   |
| St Mary's Wimbotsham                          |        | £81.90     |                                   |
| BCKLWN                                        |        | £12,143.89 |                                   |
| Amount debited                                |        |            |                                   |
| Clerk Payment                                 |        | £224.31    |                                   |
| Clerk Expenses                                |        | £128.99    |                                   |
| Pension                                       |        | £83.05     |                                   |
| Age UK                                        |        | £100       |                                   |
| Holly Landscapes                              |        | £616.67    |                                   |
| Signs of Cheshire (Keys)                      |        | £27        |                                   |
| Lime Tree Printing                            |        | £600.23    |                                   |
| Cloud Next                                    |        | £59.98     |                                   |
| AJGIBL Insurance                              |        | £552.17    |                                   |
| K&M Lighting                                  |        | £29.40     |                                   |
| Total                                         |        | £2,421.80  | <b><u>£9,237.25</u></b>           |
| No outstanding payments                       |        |            |                                   |
|                                               |        |            | Balance: <b><u>£65,858.87</u></b> |
|                                               |        |            | CIL:                              |
|                                               |        |            | Balance: <b><u>£65,858.87</u></b> |

Chairman \_\_\_\_\_

Date \_\_\_\_\_

## Bank Reconciliation 08 April 2025

### Represented by bank statements as of 08 April 2025

|                                          |            |
|------------------------------------------|------------|
| Wimbotsham PC Community Account 00971782 | £9,237.25  |
| Wimbotsham PC Premium Account 00971790   | £56,621.62 |
| Wimbotsham PC Account                    |            |
|                                          | £65,858.87 |

### May Payments

|                             |            |
|-----------------------------|------------|
| Norfolk Pension             | £83.05     |
| L Jarrett (Internal Audit)  | £60        |
| Clerk Payment               | £224.31    |
| N Forrest Norton Protection | £84.99     |
| HMRC                        | £37.64     |
|                             | £489.99    |
| Total                       | £65,368.88 |