



## A MEETING OF PICKMERE PARISH COUNCIL (710) WILL BE HELD ON

**Date:** Thursday 3<sup>rd</sup> April 2025  
**Time:** 7.45 pm  
**Venue:** Pickmere Village Hall, Pickmere Lane, Pickmere, WA16 0JP

Members of the Council are summoned to attend to consider and resolve upon the business to be transacted at the meeting as set out in the agenda.

Signed: Lucy Merry – Clerk to the Council

### AGENDA PART A – PUBLIC

1. To receive apologies for absence
2. Procedural matters
  - 2.1 To approve and authorise the signing of the minutes of the meeting held on 6<sup>th</sup> March 2025.
  - 2.1 Update on action list from the Chair
3. **Declaration of Interests** To provide an opportunity for members to declare any personal and/or prejudicial interest concerning any item on the Agenda.
4. **Public forum**

Members of the public may normally ask a question or comment on any item that is on the meeting agenda. (A total of 3 minutes is normally allocated for each member of the public wishing to speak, limited to 15 minutes in all. The decision on the time allocated to each topic rests with the meeting chairperson. Advice as to other means of raising matters with the Parish Council or commenting can be found on the Council's website.)
5. **REPORT FROM CE CLLR K HAGUE**
6. **Finance**
  - 6.1 To note current financial position. (Please see Appendix Table 1 for detailed March income and expenditure)

Balance Forward 01.03.25	£47,120.02
Income	£748.00
Expenditure	-£1,644.49
Carry Forward 28.03.25	£46,223.53
Current Account 28.03.25	£5,399.43
Instant Access 28.03.25	£40,824.10
Balance	£46,223.53

Email [clerk@pickmeparishcouncil.gov.uk](mailto:clerk@pickmeparishcouncil.gov.uk)

**6.1 To authorise new payments**

Payee	Description	Cost
Clerk salary	March pay 40 hours	£459.60
Clerk Expenses	Stationary and sensor light	£44.07
HMRC	Income Tax	£114.80
Microsoft	Annual subscription	£84.99

**6.3 To confirm the appointment of JDH Business Services to conduct Internal Audit for yr end 24/25**

**6.4 To confirm the annual fishing lease fees at Pickmere Lake for the next 3 years**

**6.5 To discuss the Clerks monthly hours increase**

**6.6 To approve the Fixed Assets Register for year end 24/25**

**7 Planning matters**

**7.1 To consider planning applications received and other planning matters**

25/0542/HOUS - Holly House Park Lane, WA16 0JX. - [Replacement of existing shed and greenhouse with single storey garage](#) – **Deadline 14/04/25**

**7.2 To note updates on planning applications received**

24/4517/DSC - Land Off Spinks Lane. - [Discharge of condition 8 on approved application 24/0821M - Conversion / change of use of the existing Barn off Spink Lane into a single dwelling for the owners to run their market gardening business whilst being on the site and being able to be hands on at all times and maintaining the security of the site.](#) – **APPROVED by CE 10/03/25**

25/0049/TPO - Willow House Park Lane, WA16 0JX - [Works to TPO Trees](#) – **CE Consent for works in TPO with conditions 26/03/25**

**8 Update on actions from previous meetings (Please see Appendix Table 3)**

**9 Reports from the Clerk and the Councillors**

**9.4 To consider the request to help establish a Mental Health Support Group**

**9.5 To discuss ideas proposed for donations**

**9.6 To discuss VE Day activities**

**9.7 To discuss Warm Welcome Group use of the Village Hall for yr end 25/26**

**10 To confirm the date of Wednesday 23<sup>rd</sup> April at 6-7pm for the Annual Parish Meeting. To confirm the date of the next meeting as Thursday 1<sup>st</sup> May 2025 at 7:45pm in the Village Hall.**

**11 To consider a resolution to exclude the public and press under the Public Bodies (Admission to Meetings) Act 1960 1 (2) by reason of the confidential nature of the items of business to be transacted if required.**

**12 To consider quotes for Clover Dr annual grass cutting**

**13 To consider quotes for the window repair damage at the Village Hall**

**14 To consider appointing a property manager for the village hall**

## Appendix

**Table 1 Income and Expenditure March 1<sup>st</sup> to March 28<sup>th</sup> 2025.**

03-Mar-25	Donation	£100.00	£6,395.92
03-Mar-25	Accounting software	-£34.56	£6,361.36
04-Mar-25	VH WIFI and phone	-£44.66	£6,316.70
05-Mar-25	Pavilion electricity	-£16.34	£6,300.36
05-Mar-25	VH Hire	£32.00	£6,332.36
10-Mar-25	Pavilion water	-£24.73	£6,307.63
11-Mar-25	HMRC tax	-£100.60	£6,207.03
11-Mar-25	CLERK PAY FEB	-£402.00	£5,805.03
11-Mar-25	Tree works	-£720.00	£5,085.03
12-Mar-25	VH Hire	£16.00	£5,101.03
21-Mar-25	Donation for tree works	£600.00	£5,701.03
24-Mar-25	VH electricity	-£68.74	£5,632.29
24-Mar-25	VH GAS	-£107.97	£5,524.32
25-Mar-25	Pavilion electricity	-£15.39	£5,508.93
27-Mar-25	Payroll accounting	-£12.00	£5,496.93
27-Mar-25	VH Cleaning fees	-£97.50	£5,399.43

**Table 3 Actions List**

Item	Action	Date set	Status
Leaning Tree	Works undertaken 6 <sup>th</sup> March -donation kindly received	07/11/24	Complete
Asset maintenance	VH outside lights still to be adjusted. Window damage in VH awaiting quotes.	07/11/24	Ongoing
VH security measures	Battery operated sensor light for key box to be installed	05/12/24	Ongoing
Defib box	Pickmere Community Group have committed to fund the village hall defib external box and the installation. Miles Electrician has been authorised to install when box has been purchased.	05/12/24	Ongoing
Waterless Brook Bridge	Public meeting with 3 parishes & Highways. Awaiting confirmation of date from CE	06/02/25	Ongoing
H&S at VH	Fire Assessor instructed, 4 <sup>th</sup> April. Quotes for Electrical Condition report gathered, date to be confirmed.	06/03/25	Ongoing
CE Highways parking amendments	To be circulated to neighbouring councils, available on the PC website, to attend meeting for feedback from residents	06/03/25	Complete
Pickmere Lake group	To organise meeting to formalise a plan for the erosion zone	06/03/25	Ongoing