

WRETHAM PARISH COUNCIL

Minutes of the Annual Meeting of Wretham Parish Council on Thursday, 11 May 2017 at 7.15 p.m. in Wretham Village Hall, Church Road.

Present: Councillors: Harold Smith (Chairman), Sharon Ford, Jean Foster, Ann Schofield, William Townsend.
Clerk: Julian Gibson

As the previous Annual Parish Meeting overran slightly, the start of this meeting was delayed.

- 1 **Election of Chairman.** Councillor Smith was **elected** Chairman.
- 2 **Chairman's Declaration of Acceptance of Office.** Councillor Smith signed the declaration, which was **received**.
- 3 **Election of Vice-Chairman.** Councillor Ford was **elected** Vice-Chairman.
- 4 **Apologies for absence.** None.
- 5 **Declarations of interest.** None.
- 6 **Dispensations.** None.
- 7 **Public participation session.** None.
- 8 **Minutes.** The minutes of the meeting held on Thursday, 13 April 2017 were **confirmed** and **signed**.
- 9 **Matters arising.**
 - 9.1 [7.7] **Complaint about noise from Middle Farm.** The Breckland Environmental Protection Team (EPT) say that the Environment Agency (EA) have confirmed that the site has an Environmental Permit, and their Noise Management Plan states that feed delivery times should be between 07:00 and 23:00. The Planning Permission for the site did include a noise level condition, but the Permit and Noise Management Plan would be the way of dealing with the complaint. However the EA has spoken with the company and so it is hoped this will have resolved the issue. If not the EPT need the resident to keep a record of dates and times to provide suitable evidence. The Clerk has advised the parishioner accordingly, and so far he says there has been no repetition.
- 10 **Correspondence.** The following correspondence was **received**:
 - 10.1 The Pensions Regulator: *It's time to complete your declaration: your staging date has passed.*
 - 10.2 Information Commissioner's Office: *Certificate of Registration - 20 April 2017 - 19 April 2018.*
 - 10.3 Information Commissioner's Office: *Register of Data Controllers.*
 - 10.4 The Pensions Regulator: *Act now - your duties have started.*
 - 10.5 Barclays Bank Plc: *Your Community Account Statement - 1-28 April 2017.*
 - 10.6 Barclays Bank Plc: *Your Active Saver Account Statement - 1-28 April 2017.*
 - 10.7 Came & Company: *Insurance policy renewal invitation.*
 - 10.8 Aviva: *Your Parish Council Policy Schedule.*
 - 10.9 Aviva: *Your Parish Council Policy Summary.*
 - 10.10 Aviva: *certificate of Employers' Liability Insurance.*
 - 10.11 Came & Company: *Important information - Please read.*
 - 10.12 Came & Company: *Terms of Business.*
 - 10.13 Breckland Council: *Payment Remittance advice - Fabric Recycling £135.26.*
 - 10.14 Norfolk Age UK: *Letter of thanks for donation.*

- 11 Planning.**
- 11.1 **3PL/2017/0506/VAR: Manor Farm, Church Road.** Application for Revision of 3PL/2014/0686/F Condition 1 - Amended house design (Plot 4). It was **resolved** that the Council had no objections.
- 11.2 **3OB/2015/0009/OB: Stonebridge Camp, Thetford Road.** Modify S106 of 3TL/2015/0030/TL to allow works to commence prior to details of a sale to a registered provider being submitted. Planning Permission dated 17 November 2016 was **received**. **Post meeting note:** The Permission document confirms that the Council was correct when in its response to this application, it pointed out that the accompanying plan listed plots 1-8 inclusive as Affordable Housing, whereas the S.106 Agreement dated 28 January 2013, which it sought to amend, speaks only of 'at least 6 Dwellings'. Breckland Planning say that currently the requirement is only of 6 affordable dwellings, although there is still an outstanding application seeking to vary this.
- 12 Pension Automatic Enrolment.** It was **noted** that the Council's staging date for automatic enrolment with the Pensions Regulator has passed, that the Clerk has written the required letter to all employees on behalf of the Council. The Clerk said that he was having difficulty in completing the required Declaration of Compliance online, so that still needs to be made.
- 13 Report of the Internal Auditor.** The report of the Internal Auditor on the year ended 31 March 2017 was **received**.
- 14 Annual governance statement.** The Annual governance statement 2016/17 in the Annual Return was **approved** and **signed** by the Clerk and the Chairman on behalf of the Council.
- 15 Accounting statements.** The Accounting statements 2016/17 in the Annual Return were **approved** and **signed** by the Clerk and the Chairman on behalf of the Council. The Bank reconciliation and the Explanation of variances were **agreed**. The Clerk confirmed that the *Notice of appointment of date for the exercise of electors' rights* would now be posted on the Wretham Village website and notice boards.
- 16 Internal Auditor.** It was **resolved** that Mr Michael Corrie be reappointed as Internal Auditor for the year 2017-2018. It was **agreed** that the Clerk should send a garden voucher with the Council's thanks.
- 17 Finance.**
- 17.1 **Telephones.** It was **noted** that on 7 May 2017 BT collected £49.08 (£40.90 + £8.18 VAT) from the Council's account by direct debit, in settlement of their bill reference M014 4H, for provision of broadband services. (*Local Government Act 1972 s.111*)
- 17.2 **Insurance.** It was **resolved** that cheque number 100663 for £333.08 to Came & Company be signed, being the renewal premium of the Council's insurance policy with Aviva for the year ending 31 May 2018, under the long term agreement due to expire on that date. (*Local Government Act 1972 s.111*)
- 17.3 **Subscriptions.** It was **resolved** that cheque number 100664 for £34.80 (£29.00 + £5.80 VAT) to the Clerk in reimbursement of his having paid Speednames for renewal of the wretham.net Domain Name for the year ending 16 June 2018. (*Local Government Act 1972 s.111*)
- 17.4 **Monthly Financial Report.** The report for the month ending 30 April 2017 was **received**.
- 18 Matters for consideration at next meeting.** None.



19 **Next meeting.** The next meeting was scheduled to be on 8 June, but in view of the General Election will now be on **Thursday, 15 June 2017, at 7.00 p.m. in Wretham Village Hall.**

Confirmed:



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Harold Smith (Chairman)

15 June 2017

Future Meeting dates:

Thursday, 15 June 2017
Thursday, 13 July 2017
Thursday, 10 August 2017
Thursday, 14 September 2017

Thursday, 12 October 2017
Thursday, 9 November 2017
Thursday, 7 December 2017

Thursday, 11 January 2018
Thursday, 8 February 2018
Thursday, 8 March 2018