

# WRETHAM PARISH COUNCIL

2 May 2019

## To all members of the Council

You are hereby summoned to attend the Annual Meeting of Wretham Parish Council to be held in Wretham Village Hall, Church Road, on Thursday, 9 May 2019 at 7.15 p.m. for the purpose of transacting the following business.



Julian Gibson

Clerk to the Council

The Jays, Watton Road, Wretham, Thetford, NORFOLK IP24 1QS (01953 499980)

## Agenda

1. **To elect** a Chairman of the Council.
2. **To receive** the Chairman's declaration of acceptance of office, or if not then received, to decide when it shall be received.
3. **To appoint** a Vice-Chairman of the Council.
4. **To consider accepting** the reasons for any apologies for absence.
5. **Declarations of interest** in items on the agenda. Members are no longer required to declare personal or prejudicial interests but are to declare any new Disclosable Pecuniary Interests or Other Interests that are not currently included in the Register of Interests. Members are reminded that under the Code of Conduct they are not to participate in the whole of an agenda item in which they have an Interest. In the interests of transparency, Members may also wish to declare any other interests they have in relation to an agenda item, in support of the seven Nolan Principles, namely Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.
6. **To consider** any applications made by Members for a dispensation to allow them to participate and vote on an agenda item in spite of a Disclosable Pecuniary Interest.
7. **Public participation session.** The Council's Standing Orders allow members of the public to make representations, answer questions, and give evidence in respect of any item of business included in the agenda. This session should not exceed 20 minutes, and members of the public are requested to keep their comments brief. Please note that the Council is unable to make a decision binding in law at this meeting unless the item is already included on the published agenda. It can, though, place the matter on the agenda for discussion at a future meeting.
8. **To confirm** and **sign** the minutes of the meeting held on Thursday, 11 April 2019.
9. **To report** matters arising from the minutes not on the agenda: **for information only.**
  - 9.1. [9, Minutes of 11 January 2019] **Tree Protection Order.** The Tree Preservation Order 2018 No.15 at Lantern Cottage, Watton Road, Wretham, has been confirmed by Breckland Council.

10. **To receive** Correspondence (available at the meeting).
  - 10.1. Norfolk Association of Local Councils: *List of services provided.*
  - 10.2. Norfolk Association of Local Councils: *Nominations for our new Norfolk ALC Executive (following May elections).*
  - 10.3. Norfolk Constabulary: *All Saints & Wayland Newsletter - April 2019.*
  - 10.4. Norfolk Constabulary: *Breckland District Community Speedwatch Monthly Returns – March 2019.*
  - 10.5. Campaign to Protect Rural England: *Countryside Voice - Spring 2019.*
  - 10.6. Campaign to Protect Rural England: *Fieldwork – Spring 2019.*
  - 10.7. Clerks & Councils Direct: *List of Services offered.*
  - 10.8. AXA Insurance: *Your statement of fact.*
  - 10.9. Came & Company: *Local Council Insurance Core Cover Summary.*
  - 10.10. Axa Insurance: *Policy Summary.*
  - 10.11. Came & Company: *Important information – Please read.*
  - 10.12. Axa Insurance: *Certificate of Employers' Liability Insurance.*
  - 10.13. Axa Insurance: *Your Policy Schedule.*
  - 10.14. Information Commissioner's Office: *Certificate.*
  - 10.15. Breckland Council: *Members Briefing note – Local Plan Main Modifications consultation – rural housing policies Hou4 ad HOU5.*
11. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
  - 11.1. **3PL/2019/0321/F: Tofts Barns, Church Road, Wretham.** Application for Erection of dwelling and detached garage. (Extension of response deadline to 10 May agreed by Breckland Council.)
  - 11.2. **3PL/2019/0379/CU: Dog and Partridge Public House, Watton Road, Wretham.** Application for Change of use of Public House to residential.
12. **To approve** and **sign** the Receipts and Payments Account for the year 2018-2019.
13. **To confirm** that the 30 working day period during which elector's rights to inspect the accounts may be exercised will commence on Monday 17 June 2019 and end on Friday 26 July 2019.
14. **To confirm** the list of Direct Debit payments set up on the Council's account.
15. **To receive** the report of the Internal Auditor.
16. **To approve** and **sign** the Certificate of Exemption on Page 3 of the Annual Governance and Accountability Return (AGAR) 2018/19 Part 2, to confirm that the Council is a Smaller authority where the higher of gross annual income or gross annual expenditure does not exceed £25,000 and meets the qualifying criteria, and is therefore exempt from sending the completed AGAR to the external auditor for a limited assurance review. The Clerk will then send this certificate to the external auditor.
17. **To approve** and **sign** the AGAR 2018/19 Part 2 Section 1 - Annual Governance Statement 2018/19.
18. **To approve** and **sign** the AGAR 2018/19 Part 2 Section 2- Accounting Statements 2018/19.
19. **To approve** the Analysis of variances and Bank reconciliation.
20. **To appoint** the Internal Auditor for 2019-2020.

21. **Finance.**

21.1. **To approve** payment of £112.19 to Norfolk Association of Local Councils, in settlement of their invoice no 2892, being the Annual Subscription for 2019-20.

21.2. **To approve** payment of £338.95 to Came & Company, being the renewal premium of the Council's insurance policy with AXA Insurance for the year ending 31 May 2020, as the second year in a long term agreement due to expire on 31 May 2011.

21.3. **To approve** payment of £43.00 to the Society of Local Council Clerks, being this Council's share of the Clerk's membership subscription for the year ending 31 May 2020.

21.4. **To note** receipt of the following credit: £58.60 - Norfolk County Council – Glass Recycling Credit.

21.5. **To receive** the Monthly Financial Report.

22. **To decide** on any matters for consideration at next meeting.

23. **To confirm** the date of the next meeting as Thursday, 13 June 2019 at 7.00 p.m. in Wretham Village Hall.

**Future Meeting dates:**

Thursday, 13 June 2019

Thursday, 10 October 2019

Thursday, 9 January 2020

Thursday, 11 July 2019

Thursday, 14 November 2019

Thursday, 13 February 2020

Thursday, 8 August 2019

Thursday, 12 December 2019

Thursday, 12 March 2020

Thursday, 12 September 2019