

WRETHAM PARISH COUNCIL

Minutes of the Annual Meeting of Wretham Parish Council on Thursday, 25 June 2015 at 7.00 p.m. in Wretham Village Hall, Church Road.

Present: Paul Adams (Retiring Chairman)

Councillors: Will Townsend (Chairman), Sharon Ford, Jean Gray, Ann Schofield,
Harold Smith.

Julian Gibson (Clerk)

In the absence of any important business to be discussed the meeting scheduled for 9 April 2015 did not take place.

The elections on 7 May only had one candidate nominated, so a further election took place on 18 June. It was, therefore, not possible to hold the Annual Meeting of the Council within the period specified by The Local Government Act 1972, Sch 12, para 7(2).

Before the start of meeting, the newly elected Councillors signed their Declaration of Acceptance of Office forms. The Clerk reminded the one re-elected member of the need for him to update his Disclosable Pecuniary Interests & Other Registrable Interests form if necessary. These forms had already been distributed to newly elected members, and the Clerk reminded them of the need to return the completed forms to him promptly.

The Retiring Chairman opened the meeting.

1 Election of Chairman. Councillor Townsend **was elected** Chairman.

2 Chairman's Declaration of Acceptance of Office. Councillor Townsend signed the declaration, which was **received**.

Mr Adams relinquished the Chair, which was taken by the Chairman.

3 Election of Vice Chairman. *Councillor WST* Mr Smith **was elected** Vice Chairman.

4 Apologies for absence. None.

5 Declarations of interest. Councillor Schofield said that, as she had a Disclosable Pecuniary Interest in the property which was the subject of item 11.6, which she would be declaring on her *Disclosable Pecuniary Interests & Other Registrable Interests* form. She would leave the room for the discussion of that item.

6 Dispensations. None.

7 Public participation session.

7.1 A member of the public said that the development at manor Farm now appeared not to be going ahead as predicted, and some plots had been sold. The trees that were overhanging Church Road would, it now seemed, be retained for some time, and so needed cutting back. The Clerk said he would contact the developer to ask him to do something about this, and the member of the public offered to provide an email address.

7.2 Regarding item 9.1 a member of the public said that a number of boxes in the area had been stolen recently.

7.3 The applicant and a family member spoke in favour of their planning application (item 11.6), and disputed the objections made by the Council relating to their previous identical application which had been refused by Breckland Council because it was outside the Settlement Boundary. The Clerk advised the Council that as there was no Settlement Boundary in the parish, by definition every development was outside a settlement boundary. Another member of the public voiced his concerns that consent

for one development in the garden of an existing property could set a precedent for many other owners, which would result in a dramatic change to the village.

- 7.4 District Councillor Phil Cowen said that various Government changes, including the Universal Credit, meant that his Council needed to reorganise some departments and restructure the management teams. He also said that the BT roll-out of super-fast broadband, which his Council had contributed to financially, was getting into difficulties because of the “rural nature” of the area. This he said should have been known, and the Scrutiny and Review Committee (of which he is Chairman) was going to look into this.

8 **Minutes.** The minutes of the meeting held on Thursday, 12 March 2015 were **confirmed** and **signed**.

9 **Matters arising.**

- 9.1 [6.4, Minutes of 12 February 2015] **Illington Road post box.** It being over four months since it was confirmed that this box would be replaced, and as the Royal Mail officer involved had always refused to provide any contact details, the Clerk once again contacted the Postal Review Panel. They were appalled that the matter was still not resolved, and although they have no direct power over Royal Mail, said they would take it up again. A few days later Grant Greetham from Royal Mail called, and the Clerk obtained his phone number (07553 365909). He said he was arranging for the box to be installed during the second week of June. The Clerk was also assured that Mrs Chris Walker of the Postal Review Panel would be checking to ensure that everything is done as promised. In the third week in June, with no sign of a post box, the Clerk chased again, and is still waiting for Mr Greetham to return his call. The Clerk also wrote a letter of complaint to Moya Greene, Chief Executive, Royal Mail, telling the whole story. The very next day after sending this by email (and before the paper copy had been posted) he received a holding response, and this afternoon he had received a call from Steve Buckley who is chasing the matter on behalf of his CEO. Mr Buckley had ascertained that the box was in Mt Greetham’s office and will be installed by the end of next week. When this had been done the Council would receive a letter of apology from Ms Greene. The Clerk had suggested that a letter should be sent to all local residents, making it clear that the delay was the responsibility of Royal Mail, and not in any way due any failure by this Council to push for action.

- 9.2 [4.3] **Gipsy encampment on Croxton Road.** Within a few days of the last meeting the group moved off and the site was cleared.

10 **Correspondence.** The following correspondence was **received**:

- 10.1 The Pensions Regulator: *Act now: you have new legal duties.*
10.2 Campaign to Protect Rural England: *CPRE Norfolk Light Pollution Survey, Guidance Note and Conference.*
10.3 Norfolk Association of Local Councils: *Subscription Form 2015/16.*
10.4 Norfolk Association of Local Councils: *Election of members of the Norfolk Association of Local Councils Executive Committee.*
10.5 Department for Communities and Local Government: *Changes to the smaller authorities’ local audit and accountability framework: a guide.*
10.6 Norfolk County Council: *Recycling Credit advice.*
10.7 Came & Company: *Council Matters* - Spring 2015.
10.8 Campaign to Protect Rural England: *Fieldwork* - Spring 2015.
10.9 Campaign to Protect Rural England: *Countryside Voice* - Spring 2015.
10.10 Barclays Bank Plc: *Community Account statement* - 28 February - 31 March 2015.
10.11 Barclays Bank Plc: *Active Saver Account statement* - 28 February - 31 March 2015.

- 10.12 Norfolk County Council: *Highway and Community Ranger Visit* - 18 May 2015.
- 10.13 Breckland Council: *Payment Remittance advice*.
- 10.14 HM Revenue & Customs: *BACS Remittance Advice*.
- 10.15 Breckland Council: *(Fabric) Recycling Payment 2014-15*.
- 10.16 Barclays Bank Plc: *Advance Notification of Charges*.
- 10.17 Norfolk County Council: *Stow Bedon: Watering Farm. (Copy letter from Senior Engineer, Highways Development Management to Planning, Breckland Council)*.
- 10.18 Norfolk County Council: *Email concerning proposal to introduce 50 m.p.h. speed limit between Watton and Wretham*.
- 10.19 Norfolk County Council: *Better Broadband for Norfolk Information Sheet 20*.
- 10.20 Norfolk Association of Local Councils: *Annual Joint Summer Conference*.
- 10.21 Jason Parker: *Housing in the Village*.
- 10.22 Barclays Bank Plc: *Community Account statement* - 1-30 April 2015.
- 10.23 Barclays Bank Plc: *Active Saver Account statement* - 1-30 April 2015.
- 10.24 Breckland Council: *Open Space and Play Space Provision and Improvement*.
- 10.25 *Clerks & Councils Direct*.
- 10.26 Came & Company: *Insurance renewal documentation*.
- 10.27 Breckland Council: *Payment Remittance advice*.
- 10.28 Campaign to Protect Rural England: *Norfolk Voice* - May 2015.
- 10.29 Campaign to Protect Rural England: *Reducing Light Pollution*.
- 10.30 Campaign to Protect Rural England: *Light Pollution Conference 2015*.
- 10.31 Campaign to Protect Rural England: *CPRE Norfolk AGM 2015*.
- 10.32 United Kingdom Debt Management Office: *Loan Payment due 15 June 2015*.
- 10.33 Norfolk Constabulary- Attleborough Safer Neighbourhood Team: *Minutes of the Safer Neighbourhood Action Panel (SNAP) Meeting* - 26 May 2015.
- 10.34 Barclays Bank Plc: *Your Community Account Statement* - 1-29 May 2015.
- 10.35 Barclays Bank Plc: *Changes to the way you receive statements*.

11 **Planning.**

- 11.1 **3PL/2015/0381/F: Thorpe Farm Cottages, Croxton Road.** Application to Continue use of existing mobile home as an annexe. It was **noted** that the Clerk has responded 'No objection' under his delegated authority, and planning permission dated 27 May 2015 was **received**.
- 11.2 **3PL/2015/0157/A: Grove Farm Nurseries, Thetford Road.** Application for Erection of two wooden hoardings both non illuminated. It was **noted** that the Clerk has responded 'No objection' under his delegated authority, and Refusal of Consent to Display Advertisements dated 15 May 2015 was **received**.
- 11.3 **3AG/2015/0012/AG and 3AG/2015/0013/AG:** Breckles Farm Site, Breckles Heath. Applications under The Town and Country Planning (General Permitted Development) Order 1995 for Erection of Poultry Arcs. It was **noted** that the Clerk has responded under his delegated authority and Notices that prior permission is not required dated 20 April 2015 were **received**.
- 11.4 **3PL/2015/0434/F: Wretham Stud, West Wretham.** Application to Replace redundant & derelict stables & general purpose building with a modern general purpose stud building. It was **noted** that the Clerk has responded 'No objection' under his delegated authority.
- 11.5 **3PL/2015/0663/F: 6 Hall Farm Cottages, Low Road, Illington.** Application for 2 storey side extension proposed. Minor internal alterations. It was **resolved** that the Council had no objection.

Councillor Schofield left the room.

- 11.6 **3PL/2015/0636/F: 10 Manor Farm Cottage, Church Road, Wretham.** Application for Erection of dwelling with vehicular access. It was **resolved** that the Council objected on the grounds that it was outside any Settlement Boundary without there being any suitable extenuating circumstances, and that such garden development could set a precedent for many similar developments, which would change the nature of the village, it predominately consisting of properties with large plots of amenity land.

Councillor Schofield rejoined the meeting.

- 12 **Transparency Code.** Following the coming into force of *The Smaller Authorities (Transparency Requirements) (England) Regulations 2015*, the Clerk pointed out that the Council should publish various documents and information on a website, as specified in the *Transparency code for smaller authorities*. It had been the Council's policy not to publish the Meeting Minutes until they were confirmed as being accurate at a subsequent meeting, but the Code requires draft minutes to be published within one month, and then republished what any changes or amendments were made (including confirmation). It was **agreed** that all documents required under the Code be published on the Wretham Village Website administered by Mrs Townsend, and that draft minutes should in future be displayed on the Council's notice boards.
- 13 **New notice boards.** It was **noted** that Norfolk County Council has given permission for a new notice board to be placed adjacent to the grit bin on Illington Road. Mrs Haynes has already agreed to have a board on her land in West Wretham. The Clerk asked for volunteers to help locating both of these boards. The Chairman and Councillor Smith both offered to help, and Councillor Ford said her husband would do so. The Clerk will arrange a date.
- 14 **Annual Parish Meeting.** The draft Minutes of the Annual Parish Meeting held on Thursday, 14 May 2015 (to be signed at the next Parish Meeting) were **confirmed**. There were no actions arising.
- 15 **Meeting dates.** It was **agreed** that the present normal date for meetings (second Thursday of the month) and time (7.00 p.m.) should remain. It was **agreed** to move the scheduled August Meeting forward a week, to 6 August. This was necessary because the Village Hall was having a new floor installed.
- 16 **Electronic summonses.** Under *The Local Government (Electronic Communications) (England) Order 2015* it is legal, where Councillors request it, for summonses to Council Meetings to be sent electronically. Councillors Ford, Gray, Smith and Townsend **completed** the necessary consent.
- 17 **Bank authorised signatures.** It was **resolved** that Councillors Ford and Schofield be authorised to sign on the Council's accounts, in addition to the Chairman who is already a signatory. The new mandate was signed.
- 18 **Receipts & payments account.** The Receipts & Payments Account 2014/2015 was **approved** by the Council and **signed** by the Chairman.
- 19 **Report of the Internal Auditor.** The report of the Internal Auditor on the year ended 31 March 2015 was **received**.
- 20 **Annual Return.** The Accounting statements and Annual governance statement in the Annual Return for the year ended 31 March 2015 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 notice boards.

- 21 **Internal Auditor.** It was **resolved** that Mr Michael Corrie be reappointed as Internal Auditor for the year 2015-2016. It was **agreed** that the Clerk should send a garden voucher with the Council's thanks.
- 22 **Finance.**
- 22.1 **Subscriptions.** It was **resolved** that cheque number 100583 for £35.00 to the Information Commissioner be signed, being the cost of renewal of the Council's registration under the Data Protection Act. (*Local Government Act 1972 s. 111(1)*)
- 22.2 **Subscriptions.** It was **resolved** that cheque number 100584 for £102.00 to Norfolk Association of Local Councils be signed, being the Annual Subscription for 2015/16. (*Local Government Act 1972 s. 143*)
- 22.3 **Subscriptions.** It was **resolved** that cheque number 100585 for £42.00 to the Clerk be signed, in reimbursement for his having paid £35.00 + £7.00 VAT to NetBenefit on 11 June 2014 for the renewal of the Wretham.net website domain name for 2014-2015. (**Note:** In item 9.4 of the last meeting the Clerk reported that the Council's cheque for this payment had not been presented for payment. At the time he did not realise that his credit card account has been charged, but this would account for it.) (*Local Government Act 1972 s. 111(1)*)
- 22.4 **Subscriptions.** It was **resolved** that cheque number 100586 for £34.80 to the Clerk be signed, in reimbursement for his having paid £35.00 + £7.00 VAT to NetBenefit on 11 June 2014 for the renewal of the Wretham.net website domain name for 2014-2015. (*Local Government Act 1972 s. 111(1)*)
- 22.5 **Hire of venue.** It was **resolved** that cheque number £56.25 to Wretham Village Hall be signed, in settlement of invoice no. 58 for hire of the Hall during 2014/15. (*Local Government Act 1972 s. 132*)
- 22.6 **Insurance.** It was **resolved** that cheque number 100588 for £306.00 to Broker Network Limited be signed, being the annual premium for 1 June 2015 to 31 May 2016 for renewal of the Council's insurance policy with Aviva arranged through Came & Company. This is the first year of a three-year fixed agreement. (*Local Government Act 1972 s. 111(1) & 140(1)*)
- 22.7 **Subscriptions.** It was **resolved** that cheque number 100589 for £32.75 to the Society of Local Council Clerks be signed, being this parish's share of the Clerk's Annual Subscription. (*Local Government Act 1972 s. 143*)
- 22.8 **Subscriptions.** It was **resolved** that cheque number 100590 for £36.00 to the Campaign to Protect Rural England be signed, being the membership subscription for 2015/2016. (*Local Government Act 1972 s. 111(1)*)
- 22.9 **Clerk's salary.** It was **resolved** that cheques numbered 100591 & 100592 to the Clerk and HM Revenue & Customs totalling £700.54 (salary for 1 April 2015 to 30 June 2015: £650.16; Mileage Allowance Payment for 5 March 2015 - 12 June 2015: £50.38 (of which £2.20 is the VAT element)) be signed. (*Local Government Act 1972 s. 112(2)*)
- 22.10 **Clerk's reimbursement.** It was **resolved** that cheque number 100593 for £50.71 (Postage & Telephones £0.59, Internal Audit £50.00, VAT £0.12) to the Clerk be signed, as reimbursement for items paid on behalf of the Council for 5 March 2015 to 12 June 2015. (*Local Government Act 1972 s. 111*)
- 22.11 **Training.** It was **resolved** that cheque number 100594 for £11.25 to Norfolk Association of Local Councils be signed, being this parish's share of the cost of the

Clerk attending the Annual Joint Summer Conference on 26 June 2015, as per invoice SC2015/20. (*Local Government Act 1972 s.111*)

22.12 **Training.** It was **resolved** that cheque number 100595 for £90.00 to Norfolk Parishes Training Partnership be signed, being the cost of Councillors Gray and Smith attending *Introductory Training for Clerks and Councillors* courses, per invoices nos. 15084 & 1586. (*Local Government Act 1972 s.111*)

22.13 **Monthly Financial Report.** The report for the month ending 31 May 2015 was received.

23 Matters for consideration at next meeting.

23.1 To consider whether there is any action the Council could take to make faster broadband access available in the parish.

23.2 To consider a request from Mr David Wells to agree a grant of up to £350 towards the cost of grass cutting in Illington Churchyard

24 Next meeting. The next meeting will be on **Thursday, 9 July 2015**, at **7.00 p.m.** in **Wretham Village Hall.**

Confirmed:

.....*W J Townsend*.....

Will Townsend, Chairman

9 July 2015

Future Meeting dates:

Thursday, 6 August 2015	Thursday, 12 November 2015	Thursday, 11 February 2016
Thursday, 10 September 2015	Thursday, 10 December 2015	Thursday, 10 March 2016
Thursday, 8 October 2015	Thursday, 7 January 2016	