

WRETHAM PARISH COUNCIL

7 September 2017

Members of the public are invited to attend a Meeting of Wretham Parish Council to be held in Wretham Village Hall, Church Road, on Thursday, 14 September 2017 at 7.00 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 consider accepting** the reasons for any apologies for absence.
2. **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.
3. **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.
4. **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.
5. **To confirm** and **sign** the minutes of the meeting held on Thursday, 13 July 2017.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
 - 6.1. [14, Minutes of 15 June 2017] **Damage to the Trod.** Following the last meeting the Clerk had reported the damage to Highways, and also the weeds which are beginning to take over again. David Jacklin, Highway Engineer, has said that they will inspect the Trod and the useless grass strip which separates the lay-by from the A1075, and programme work "as necessary to repair it". The Clerk fears that they will decide that it does not reach their intervention criteria. He also confirmed that the Trod is on the weed-killing schedule, and should be treated on the next visit. This now seems to have taken place.
7. **To receive** Correspondence (pre-circulated).

- 7.1. Norfolk Constabulary: *Thetford & Attleborough Newsletter* - June 2017.
 - 7.2. Breckland Council: *Stages of Local Plan Production: Where are we?*
 - 7.3. Barclays Bank Plc: *Your Community Account Statement* - 1-31 July 2017.
 - 7.4. Barclays Bank Plc: *Your Active Saver Account Statement* - 1-31 July 2017.
 - 7.5. Campaign to Protect Rural England: *Countryside Voice* - Summer 2017.
 - 7.6. Campaign to Protect Rural England: *Fieldwork* - Summer 2017.
 - 7.7. Elizabeth Truss MP: *Letter inviting contact if the Council has issues or concerns.*
 - 7.8. *Copy of Parishioner's letter to Breckland Council detailing objections to Planning Application 3PL/2017/0920/VAR.*
 - 7.9. Citizens Advice Mid Norfolk: *Citizens Advice Mid-Norfolk Appeal 2017.*
 - 7.10. Citizens Advice Mid Norfolk: *Annual General Meeting* - 27 September 2017.
 - 7.11. Mazars: *Overdue Payment - Wretham Parish Council.*
 - 7.12. Barclays Bank Plc: *Your Business accounts - at a glance.*
 - 7.13. Barclays Bank Plc: *Your Community Account Statement* - 1-31 August 2017.
 - 7.14. *Clerks & Council Direct* - September 2017.
8. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
- 8.1. **3PL/2017/0874/VAR: Manor Farm, Church Road, Wretham.** Application for Conversion of barn to two dwellings & erection of 7 houses (resubmission of 3PL/2005/1159/F 3PL/2014/0686/F Conditions(s) Condition No 1. **To note** that the Clerk has objected using his delegated powers, on the grounds the cladding, roof and chimney make it out of character with East Wretham and the conservation area, and **to note** that although no advice has been given, it appears from the website that this applications has been withdrawn as it is invalid.
 - 8.2. **3PL/2017/0750/HOU: Hilton House, Hockham Road, Wretham.** Single storey rear and side extension, and removal of a tree. **To receive** notice that the application has been withdrawn 25 July 2017.
 - 8.3. **3PL/2017/0929/VAR: Development of Three Dwellings, Church Road, Wretham.** Application for Proposed development of three detached dwellings. 2016/1133 Conditions(s) 2, 3 and 4 - Plots 1 & 2. (Extension of response deadline until 18 September agreed.)
 - 8.4. **3PL/2017/1031/F: Manor Farm, Church Road, Wretham.** Application for Conversion of existing barn into two dwellings with associated garages and carports. (Extension of response deadline until 18 September agreed.)
 - 8.5. **3PL/2016/0939/VAR: Stonebridge Camp, Thetford Road, Stonebridge.** Development of Stonebridge Camp inc. erection of 27 dwellings (revised scheme). **To note** receipt of Planning Permission dated 11 August 2017, and **to note** that the decision notice (a) contains no mention of the fact that the minutes of the Breckland Planning Committee agreed to delegate “to Planning Officers, in consultation with the Chairman of the Planning Committee, for the relocation of the substation and the retention of the current footpath ‘trod’ located along the Thetford Road frontage”, nor (b) in the section referring to completion of a legal agreement, to the provision of £80,000 index-linked from the date of the original planning permission for an extension to the Village Hall. The Clerk asked District Council Phil Cowen to investigate these omissions, and (after chasing) has been advised: (a) that a new version M of the site plan has been agreed, which shows the relocation of the substation away from the entrance to the site; (b) that the trod will retain its rural

nature; and (c) that the section of the original s.106 Agreement which set out the Village Hall contribution is still in effect.

- 8.6. **3PL/2017/0638/HOU: Peddars, Keepers Corner, Wretham.** Extensions and alterations. Planning Permission dated 15 August 2017.
- 8.7. **3PL/2017/0827/HOU: Jasmine Cottage, Keepers Corner, Wretham.** Extension of outbuildings to provide garage & wild bird and deer viewing room. Planning Permission dated 16 August 2017.
- 8.8. **3PL/2017/0857/VAR: Development of Three Dwellings, Manor Farm, Church Road, Wretham.** Variation of condition 2 on 3PL/2016/1133 (Proposed development of three detached dwellings), changes to plot 3 & discharge of conditions 3 & 5. Planning Permission dated 22 August 2017.
9. **To note** that The Norfolk Planning Authorities are consulting on a draft Norfolk Strategic Framework document, and **to consider** making comments. This document is prepared jointly by Breckland Council, Broadland District Council, Broads Authority, Great Yarmouth Borough Council, Borough Council of King's Lynn & West Norfolk, North Norfolk District Council, Norwich City Council, Norfolk County Council and South Norfolk Council, and sets out their shared objective on housing, employment and infrastructure. The public consultation runs from 2 August to 22 September, and the draft document can be viewed and commented upon at <https://norfolk.citizenspace.com/consultation/norfolk-strategic-framework>.
10. **To receive** the *Breckland Local Plan Pre-submission publication* and **to consider** making comments. NOTE: any representations made should primarily be concerned with compliance with legal requirements and the 'soundness' of the document, which can be viewed on the Breckland Council website.
11. **To receive** notice of the consultation on the first formal draft of the Croxton and Brettenham & Kilverstone Joint Neighbourhood Plan, which runs from 11 August to 29 September, and **to consider** making a response if appropriate. The plan can be viewed at <http://c-bandkjointplan.norfolkparishes.gov.uk/>.
12. **To receive** the External Auditor's "clean" report for the year ended 31 March 2017. This is the last year that the vast majority of parish councils will have to undergo an External Audit, as the new regime started on 1 April 2017. The Clerk will now carry out the actions as required by *The Accounts and Audit (England) Regulations 2015* on the conclusion of the audit.
13. **To consider** authorising the Clerk to purchase a copy of *Arnold-Baker on Local Council administration* (10th Edition) at a cost of £73.60 plus delivery, in order to ensure that he has access to the most up to date information and guidance. (Stow Bedon & Breckles Parish Council bought 9th edition, Roudham & Larling Parish Council and Whinburgh & Westfield Parish Council both bought the 8th, Wretham currently has only the 7th.)
14. **To adopt** a Protocol for the Reporting at Meetings of the Council or Committees, now that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council or its committees when they are open to the public.
15. **To adopt** revised and updated Standing Orders, based on the Model Standing Orders published by the National Association of Local Councils.
16. **To adopt** revised and updated Financial Regulations, based on the Model Financial Regulations published by the National Association of Local Councils.

17. **To note** that the General Data Protection Regulation comes into effect on 25 May 2017 (see <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/>). The Clerk has booked himself on a training session on 1 November. He will then be in a position to ensure that the Council takes all necessary steps to comply with this Regulation, and to assess the work involved.
18. **Finance.**
- 18.1. **To approve** payment to the Clerk and HM Revenue & Customs totalling £875.62 (salary for 1 July 2017 to 30 September 2017: £776.82; Mileage Allowance Payment for 22 May 2017 - 7 September 2017: £98.90).
- 18.2. **To approve** payment of £4.72 (Postage & telephones) to the Clerk as reimbursement for items paid on behalf of the Council for 7 June 2017 to 7 September 2017.
- 18.3. **To approve** payment of £120.00 (£100.00 + £20.00 VAT) to Mazars LLP in settlement of their Fee note 1305730-SB09739 for external audit work for the year ended 31 March 2017.
- 18.4. **To approve** payment of £30.00 (£25.00 + £5.00 VAT) to Norfolk Association of Local Councils in settlement of invoice no. 1185, being this Council's share of the cost of the Clerk attending the Role of the Clerk training on 20 & 27 July 2017.
- 18.5. **To approve** a donation of £75.00 to the Royal British Legion (under the Local Government Act, 1972, s. 137) in relation to the provision of the wreath for the Remembrance Day services.
- 18.6. **To note** that on 5 August 2017 and 5 September BT collected two payments of £49.08 (£40.90 + £8.18 VAT) from the Council's account by direct debit in settlement of their bills reference M017 GC and M018 KZ, for provision of broadband services.
- 18.7. **To note** receipt of the following credits:
- 18.7.1. Transparency Fund Grant from Norfolk Association of Local Councils: £961.23.
- 18.8. **To receive** the Monthly Financial Report.
19. **To decide** on any matters for consideration at next meeting.
20. **To confirm** the date of the next meeting as Thursday, 12 October 2017 at 7.00 p.m. in Wretham Village Hall.

Future Meeting dates:

Thursday, 12 October 2017	Thursday, 11 January 2018
Thursday, 9 November 2017	Thursday, 8 February 2018
Thursday, 7 December 2017	Thursday, 8 March 2018