

WRETHAM PARISH COUNCIL

Minutes of the Annual Meeting of Wretham Parish Council held on Thursday, 9 May 2019 at 7.15 p.m. in Wretham Village Hall, Church Road.

**Present: Councillors: Harold Smith (Chairman), Paul Barley, Jon Ford, Sharon Ford.
Clerk: Julian Gibson**

Before the start of meeting, the newly elected Councillors signed their Declaration of Acceptance of Office forms, and the Clerk distributed Disclosable Pecuniary Interests & Other Registrable Interests forms for completion and return to him in time for him to take copies and send them to Breckland Council within the 28 days deadline.

- 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 Appointment of Vice-Chairman.** Councillor Sharon Ford was **elected** Vice-Chairman.
- 4 Apologies for absence.** It was **resolved** to accept the reason for absence offered by Councillor Barnard.
- 5 Declarations of interest.** None
- 6 Dispensations.** None.
- 7 Public participation session.** The applicant for agenda item 11.1 spoke in support of the application.
- 8 Minutes.** The minutes of the meeting held on Thursday, 11 April 2019 were **confirmed** and **signed**.
- 9 Matters arising.**
 - 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 Correspondence.** The following correspondence was **received**:
 - 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 HOU04 and HOU05.*
 - 10.16 Breckland Council: *Recycling Payment 2018-19.*

- 10.17 Barclays Bank Plc: *Your Business Accounts - at a glance - Your balances on 30 April 2019.*
- 10.18 Barclays Bank Plc: *Your Community Account - 30 March - 30 April 2019.*

11 Planning.

- 11.1 **3PL/2019/0321/F: Tofts Barns, Church Road, Wretham.** Application for Erection of dwelling and detached garage. It was **resolved** that the Council had no objections.
- 11.2 **3PL/2019/0379/CU: Dog and Partridge Public House, Watton Road, Wretham.** Application for Change of use of Public House to residential. It was **resolved** that the Council objected on the grounds that this would result in the loss of a key local facility, to the detriment of the function and amenity of the local area. The Council also felt that under suitable management the pub would thrive, especially with the expanding population caused by new development currently under way and with permission in the parish.

- 12 **Receipts & Payments Account.** The Receipts and Payments Account for the year 2018-2019 was **approved** and **signed** by the Chairman.

- 13 **Electors' rights.** It was **confirmed** that the 30 working day period during which electors' rights to inspect the accounts may be exercised will commence on Monday 17 June 2019 and end on Friday 26 July 2019.

- 14 **Direct Debit payments.** The schedule of Direct Debit payments set up on the Council's bank account was **confirmed**.

- 15 **Internal Audit.** The report of the Internal Auditor on the business of the Council in the year ended 31 March 2019 was **received**, and the recommendations made noted. The Clerk said he would introduce changes to the Council's System of Internal Control as a result of the Internal Auditor's comments.

- 16 **Certificate of Exemption.** The Council **confirmed** that it is a Smaller authority where the higher of gross annual income or gross annual expenditure does not exceed £25,000, met the qualifying criteria, and is therefore exempt from sending the completed Annual Governance and Accountability Return (AGAR) to the external auditor for a limited assurance review. The Certificate of Exemption on Page 3 of the AGAR 2018/19 Part 2 was **signed** by the Responsible Financial Officer (the Clerk) and the Chairman.

- 17 **Annual Governance Statement.** The AGAR 2018/19 Part 2 Section 1 - Annual Governance Statement 2018/19 was **approved** by the Council and **signed** by the Chairman and the Clerk.

- 18 **Accounting Statements.** The AGAR 2018/19 Part 2 Section 2 - Accounting Statements 2018/19 which the Responsible Financial Officer (the Clerk) had, as required, signed previously, were presented, and were **approved** by the Council and **signed** by the Chairman.

- 19 **Explanation of variances and Bank reconciliation.** The Explanation of variances and Bank reconciliation for the year ended 31 March 2019 were **approved**.

- 20 **Internal Auditor.** It was **resolved** that Mr Michael Corrie be reappointed as Internal Auditor for the year 2019-2020.

21 Finance.

- 21.1 **Subscriptions.** It was **resolved** that cheque number 100736 for £112.19 to the Norfolk Association of Local Councils be signed, in settlement of their invoice no. 2892 for the annual subscription for 2019/2020. (*Local Government Act 1972 s.143*)

- 21.2 **Insurance.** It was **resolved** that cheque number 100739 for £388.95 to Came & Company be signed, being the renewal premium for the Council's insurance policy for

the year ending 31 May 2020, as the second year of a Long Term Agreement due to expire on 31 May 2021. (*Local Government Act 1972 s.111 & 140(1)*)

21.3 **Subscriptions.** It was **resolved** that cheque number 100738 for £43.00 to the Society of Local Council Clerks be signed, being this Council's share of the Clerk's membership subscription for 2019/2020. (*Local Government Act 1972 s.143*)

21.4 **Credits.** Receipt of the following credit was **noted:** £58.60 - Norfolk County Council - Glass Recycling Credit.

21.5 **Monthly Financial Report.** The report for the month ending 30 April 2019 was **received.**

22 **Matters for consideration at next meeting.** Bank signatories.

23 **Next meeting.** The next meeting of the Parish Council will be on **Thursday, 13 June 2019**, at **7.00 p.m.** in **Wretham Village Hall.**

Confirmed:

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Harold Smith (Chairman)

13 June 2019

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		