

# WRETHAM PARISH COUNCIL

**Minutes of the Annual Meeting of Wretham Parish Council held on Thursday, 6 May 2021 at 7.00 p.m. This was a virtual on-line meeting.**

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

**Absent:** None.

- 1 **Election of Chairman.** Cllr. Smith was **elected** Chairman.
- 2 **Chairman's Declaration of Acceptance of Office.** Cllr. Smith signed the declaration, which was **received**.
- 3 **Appointment of Vice-Chairman.** Cllr. Sharon Ford was **appointed** Vice-Chairman.
- 4 **Apologies for absence.** None.
- 5 **Declarations of interest.** None
- 6 **Dispensations.** None.
- 7 **Public participation session.** County Cllr. Fabian Eagle said he was pleased to see the Deer sign in position. He was proud that this Council and that of Stow Bedon & Breckles had, with the assistance of himself and Norfolk County Council, come together in this innovative new venture to improve road safety. He was intending (when matters had settled down after the elections, and if he was still in post) to invite the NCC Cabinet Member and Head of Highways to come to see the sign in action. He described it as "brilliant!" The Clerk advised the meeting that he had received a request from a resident, who was being highly critical of highway safety measures in the parish, that he be given a copy of the data collected by the SAM2 device because he "would like to analyse it." Members said that the device was largely paid for by Norfolk County Council, which had agreed to fund the module which collects data on the understanding that it was for the use of the Parish Council. Members therefore agreed that this data should not be realised to third parties.
- 8 **Minutes.** The minutes of the meeting held on Thursday, 8 April 2021 were **confirmed**, and **signed** by the Chairman.
- 9 **Matters arising.**
  - 9.1 [10, Minutes of 11 March 2021] **Fly-tipping on land south of Illington Road.** Having had no response from the director of the site-owning company, the Clerk has reported this to Breckland Council as an Unseen Site.
- 10 **Correspondence.** The following correspondence was **received**:
  - 10.1 Royal British Legion Industries: *VE Day 8<sup>th</sup> May 2021.*
  - 10.2 Barclays Bank Plc: *Your Business accounts - at a glance - Your balances on 31 March 2021.*
  - 10.3 Barclays Bank Plc: *Your Community Account - 27 February - 31 March 2021.*
  - 10.4 Barclays Bank Plc: *Your Active Saver Account - 30 January - 31 March 2021.*
  - 10.5 Information Commissioner's Office: *ICO Registration Certificate - End date 19 April 2022.*
  - 10.6 Campaign to Protect Rural England: *Countryside Voices - Spring 2021.*
  - 10.7 Breckland Cllr. Phil Cowen: *District Councillor report May 2021.*
- 11 **Planning.**
  - 11.1 **3PL/2021/0369/F: Land at Thorpe Camp, Croxton Road Wretham.** Upgrade to existing refuelling and vehicle wash down facilities. Notice dated 15 April 2021 that the application has been Approved was **received**.
  - 11.2 **3PL/2021/0256/LB: Old Dog and Partridge Public House, Watton Road, Wretham.** Proposed internal works, remove existing staircase replace with new staircase, new windows to rear elevation, removal of some first-floor walls and rebuilding to create

useable bedroom space. Notice dated 28 April 2021 that the application has been Approved was **received**.

- 12 **Litter Pick.** It was **agreed** that the Clerk should try to borrow the necessary kit and organise a litter pick in the parish in support of the Keep. Britain Tidy *Great British Spring Clean Campaign 2021*, which runs from 28 May to 13 June (although after 21 June might be a better time).
- 13 **Action in the High Court.** It was **noted** that the Court ruling on whether parish councils should be able to meet virtually was that the decision had been "made legislatively for Scotland by the Scottish Parliament and for Wales by the Senedd", and therefore that in England this decision was one "for Parliament, not the Courts". It was **agreed** that, in the interests of the safety of the public, Council and its employees, the Council should avoid physical meetings until the end of the Government roadmap out of Covid, i.e. not before 21 June. Therefore, should the meeting scheduled for 10 June be required, this would be a virtual meeting of the Councillors, and not a legal meeting of the Council, although in all ways but one this would be identical to a formal Council meeting. The difference will be that, at a meeting of the Councillors, members would comment on issues raised, but the decisions would be taken by the Clerk using his delegated powers. The Council would look to return to face-to-face meetings in July, subject to the Covid situation then, and the availability of the Wretham Village Hall.
- 14 **Larkshall Mill.** There was a brief discussion about the impact on the parish of possible future use of the Mill by OCO Technology Limited, and in particular in relation to the traffic volumes. The Clerk pointed out that any application for waste matters would be handled by Norfolk County Council, and from past experience, involved a high level of monitoring not usually exercised by Breckland Council. Cllr. Barnard said that the last he had heard the company was still discussing taking over the premises.
- 15 **Receipts & Payments Account.** The Receipts and Payments Account for the year 2020-2021 was **approved** and **signed** by the Chairman.
- 16 **Internal Audit.** The report to Council of the Internal Auditor and the completed Annual Internal Audit Report from the Annual Governance and Accountability Return (AGAR) 2020/21 were **received** and **noted**. It was **agreed** that the issue raised by the Internal Auditor regarding Council information on the website would be considered at a future meeting.
- 17 **Annual Governance Statement.** The AGAR 2020/21 Part 2 Section 1 - Annual Governance Statement 2020/21 was **approved** by the Council.
- 18 **Accounting Statements.** The AGAR 2020/21 Part 2 Section 2 - Accounting Statements 2020/21, already signed off by the Clerk as Responsible Financial Officer (RFO), were **approved** by the Council.
- 19 **Certificate of Exemption.** The Certificate of Exemption on Page 3 of the AGAR 2020/21 Part 2, confirming 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 a limited assurance review, was **approved** by the Council.
- 20 **Signing of Annual Governance Statement and Accounting Statements.** The Chairman and the Clerk were **authorised** to sign the Annual Governance Statement, and the Chairman was **authorised** to sign the Accounting Statements.
- 21 **Electors' rights.** It was **noted** that the Clerk, as RFO has set the commencement date for the exercise of public rights as 14 June 2021.
- 22 **Signing of Certificate of Exemption.** The RFO and the Chairman were **authorised** to sign the Certificate of Exemption.
- 23 **Explanation of variances and Bank reconciliation.** The Explanation of variances and Bank reconciliation for the year ended 31 March 2021 were **approved**.
- 24 **Internal Auditor.** It was **resolved** that Mr. Michael Corrie be reappointed as Internal Auditor for the year 2021-2022.

**25 External Audit.** It was **noted** that the Clerk will then send the Certificate of Exemption to the External Auditor, and publish all the required documents on the website and notice boards.

**26 Finance.**

26.1 **Training.** It was **resolved** that cheque number 100797 for £20.25 (£11.25 + £9.00 VAT) to SLCC Enterprises, be signed being this parish's share of invoice no. BK201819 for the Clerk to attend the Virtual Regional Training Seminar - East on 21 April 2021. (*Local Government Act 1972 s. 111*)

26.2 **Subscriptions.** It was **resolved** that cheque number 100798 for £47.79 to the Society of Local Council Clerks be signed, being this Council's share of invoice no. MEM23490 for the Clerk's membership subscription for the year ending 31 May 2022 (*Local Government Act 1972 s.143*)

26.3 **Credits.** Receipt of the following credits was **noted**:

26.3.1 Breckland Council - Precept: £3,825.00 - 9 April 2021.

26.3.2 HM Revenue & Customs - VAT reclaimed: £1,513.83 - 9 April 2021.

26.4 **Monthly Financial Report.** The Clerk reported that he had been unable to present this month's report as the meeting was so early in the month, so it was **agreed** to carry this over.

**27 Matters for consideration at next meeting.**

27.1 Council information on website.

27.2 Payment to Internal Auditor.

**28 Next meeting.** The Councillors are planning to meet virtually on **Thursday, 10 June 2021 at 7.00 p.m.** via **Zoom video link**. The agenda for this Meeting of Councillors and the necessary link for the public to attend will be published in the same way as for formal meetings of the Parish Council.

**Confirmed:**



**Harold Smith (Chairman)**

8 July 2021

**Future Meeting dates:**

Thursday, 8 July 2021	Thursday, 14 October 2021	Thursday, 13 January 2022
Thursday, 12 August 2021	Thursday, 11 November 2021	Thursday, 10 February 2022
Thursday, 9 September 2021	Thursday, 9 December 2021	Thursday, 10 March 2022