

WRETHAM PARISH COUNCIL

1 September 2016

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, 8 September 2016 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, 14 July 2016.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
 - 6.1. [4.4] **Eastmere Barn** (formerly Manor Farm). A Breckland Planning Enforcement Officer has visited the site and spoken to the occupants, and says that as they are undertaking the conversion of the barn themselves he does not consider that the temporary residential use of the caravan to be a breach of planning control. The Clerk asked for clarification of the difference between this situation and that at Grove Nurseries, and received a rather detailed and convoluted explanation.
 - 6.2. [10] **Breckland Local Plan.** The Clerk attended the Breckland Local Plan Working Group meeting, at which it was confirmed that, as Wretham does not have a Settlement Boundary, it should not have been included in the list of parishes where retention or otherwise of Settlement Boundaries was to be discussed!

7. **To receive** Correspondence (pre-circulated)
 - 7.1. Norfolk County Council: *Remittance advice* - Recycling credits.
 - 7.2. Came & Company: *Change of Trading Style*.
 - 7.3. Historic England: *Wretham War Memorial, Church Lane* - Invitation to comment.
 - 7.4. Silson Communications: *BWSC East Anglia Limited - Snetterton renewable Energy Plant*.
 - 7.5. Barclays Bank Plc: *Your Community Account Statement* - 1-29 July 2016.
 - 7.6. Barclays Bank Plc: *Your Active Saver Account Statement* - 1-29 July 2016.
 - 7.7. Norfolk County Council: *Wretham – Highway and community Ranger Visit* - w/c 12 September.
 - 7.8. Campaign to Protect Rural England: *Countryside Voice* - Summer 2016.
 - 7.9. Campaign to Protect Rural England: *Fieldwork* - Summer 2016.
 - 7.10. Norfolk Constabulary - Attleborough Safer Neighbourhood Team: *Minutes of the Safer Neighbourhood Action Panel (SNAP) Meeting* - 31 May 2016.
 - 7.11. Norfolk Constabulary - Attleborough Safer Neighbourhood Team: *Agenda for the Safer Neighbourhood Action Panel (SNAP) Meeting* - 7 September 2016.
8. **To receive** Planning Applications, planning decisions and correspondence, and to decide on comments to be made where necessary.
 - 8.1. **3PL/2016/0639/F: Grove Farm Nurseries, Thetford Road, Wretham.** Application to Retain temporary mobile home for security & during building works. Planning Permission dated 15 July 2016 (to expire 28 July 2019).
 - 8.2. **3PL/2016/0939/VAR: Stonebridge Camp, Thetford Road, Stonebridge.** Application for Development of Stonebridge Camp inc. erection of 27 dwellings (revised scheme). (Extension of response deadline until 12 September agreed.)
 - 8.3. **3PL/2015/1446/LB: Dog and Partridge Public House, Watton Road.** Listed building consent to Create disabled access to the dining room. Notice that the Planning Inspector will again try to carry out a site visit on Tuesday 30 August at 12.15, relating to the Appeal against non-determination.
9. **To note** that Historic England has awarded Wretham War Memorial Grade II Listed Building Status.
10. **To receive** the External Auditor's report for the year ended 31 March 2016. This confirmed that nothing has come to the External Auditor's attention giving cause for concern. However, under "Other matters" the Auditor points out that one of the six identical dates required on two pages of the Annual Return had not been completed, and recommends that all dates are completed before submission of the annual return in future. Luckily they made no charge for inserting the date after the Clerk suggested they might do this. The Clerk will now comply with the conclusion of audit requirements of *The Accounts and Audit (England) Regulations 2015*.
11. **To receive** confirmation from the Chairman that he has carried out an Annual Appraisal of the Clerk's performance, assessing it as being fully satisfactory, and **to agree** his recommendation that, in accordance with his contract, w.e.f. 17 July 2016 he is awarded an additional Spinal Column Point to take him to SCP 25, which increases his pay rate by 35.8p/hour or £94.51 p.a., making the total salary £3,078.24 p.a. This increase is within the planned budget. (As part of the agreed 2016-2018 National Salary Award, his annual salary w.e.f. 1 April 2017 will now be £3,107.28.)

12. **Finance.**

- 12.1. **To approve** payment to the Clerk and HM Revenue & Customs totalling £810.34 (salary for 1 July 2016 to 30 September 2016: £765.49; Mileage Allowance Payment for 2 June 2016 - 31 August 2016: £44.85).
- 12.2. **UPDATE To approve** payment of £7.75 (Postage & Telephones) to the Clerk as reimbursement for items paid on behalf of the Council for 3 June 2016 to 1 September 2016.
- 12.3. **To approve** payment of £77.71 (£61.71 + £16.00 VAT) to BT in settlement of their bills reference M0010L, N002Z4, M003WM and M004&3 for internet and telephone services. The total bill amount is £109.87, but this includes a price rise (which came in before the service was connected but well after the contract was entered into) and a late payment charge (after BT had assured the Clerk that “You won’t be expected to pay the bills until we get this sorted.”). The Clerk has therefore deducted these. He is still waiting for the name on the account to be changed to that of the Parish Council, and for one of the two accounts that BT originally set up in error to be closed.
- 12.4. **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.
- 12.5. **To approve** signing of a direct debit authority to BT (provided the form for this ordered on-line two weeks ago arrives).
- 12.6. **To note** that there have been no transactions on the account since the last meeting.

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

14. **To confirm** the date of the next meeting as Thursday, 6 October 2016 at 7.00 p.m. in Wretham Village Hall.

Future Meeting dates:

Thursday, 6 October 2016	Thursday, 12 January 2017	
Thursday, 10 November 2016	Thursday, 9 February 2017	
Thursday, 8 December 2016	Thursday, 9 March 2017	