

# WRETHAM PARISH COUNCIL

**Minutes of the Annual Meeting of Wretham Parish Council held on Thursday, 12 May 2022 at 7.00 p.m. in Wretham Village Hall, Church Road.**

**Present:** Councillors: Sharon Ford (Vice-Chairman), Paul Barley, Paul Barnard, Jonathan Ford.  
Clerk: Julian Gibson.

**Absent:** Councillor Harold Smith.

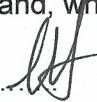
*In the absence of the Council Chairman, the Vice-Chairman assumed the Chair.*

- 1 **Election of Chairman.** Cllr. Smith was **elected** Chairman.
- 2 **Chairman's Declaration of Acceptance of Office.** It was **agreed** that the Declaration of Acceptance of Office of Cllr. Smith should be received at the next meeting on 9 June 2022.
- 3 **Appointment of Vice-Chairman.** Cllr. Sharon Ford was **appointed** Vice-Chairman.
- 4 **Apologies for absence.** It was **resolved** to approve and accept the reason for submitting an apology for absence from the Chairman of the Council, Cllr. Smith.
- 5 **Declarations of interest.** None
- 6 **Dispensations.** None.
- 7 **Public participation session.**

7.1 **Peddars Way.** A member of the public asked what was happening to the stretch of Peddars War between the A1075 and Illington Road. The Clerk said he had been speaking to the NCC Trail's Officer that morning, and that he had expressed some concern that, despite the Order approving the temporary closure of that section of the unclassified road, and the gates putting that closure into effect, there had been a number of occasions when the public had made their way onto what is, in effect, a building site in progress, and he asked people not to do this. NCC was carrying out work aimed primarily in dealing with the flooding which has occurred in recent years at the north end between the old bridge pillars, and rendered the Trail impassable. They commenced work last autumn so as not to disturb birds during the nesting season, and out back the vegetation, creating a "dead hedge" on the east side, which would encourage ecology. The surface has been scraped away, levelling sections and removing the ruts caused and beloved by off road bikers. They have now laid a new surface of granite chippings which is permeable, and will also be installing French drains and a large soakaway which should solve the flooding issue. The officer had said that the initial impact will be quite stark, but within a few months this will soften, and the trail will be safer for all users, and probably less exciting for motorbikes. As the weather had been kind, they expect to be finished within a few weeks, so that it will reopen in time for the peak usage period of the summer. The Clerk added that he had also spoken with the NCC Highways Engineer about replacing the sign which used to advise vehicles as they entered the 40-mph speed limit zone, and been assured that this would be done in due course.

7.2 **Dog Waste bin on Trod.** One of the Village Hall Trustees asked whether it might be possible to reposition the bin to the corner of Church Road in an attempt to stop dog owners using the bin on the Hall's grounds by the play equipment. As this was not on the agenda the Chairman said this would have to be considered at the next meeting

7.3 **Grass cutting at Letchmere Corner and corner of Illington Road and A1075.** A member of the public complained that these areas appeared no to be being cut this year. The Clerk said that, although these areas and Millennium Row were in the past all cut by Serco, this company was actually working for three different councils, NCC, Breckland and the Parish, although Breckland actually dealt with cutting on behalf of NCC. However, he had been advised that from January NCC was taking on responsibility for its land itself. He would make enquiries. **Post Meeting note.** It seems that the land to the east of the A1075 is owned and should be cut by Breckland, while Letchmere corner on the west is





owned and meant to be cut by NCC, which appears to regard it as a "verge". The Clerk has emailed both councils.

**8 Minutes.** The minutes of the meeting held on Thursday, 10 March 2022 were **confirmed**, and **signed** by the Chairman.

**9 Matters arising.**

9.1 [8.3] **3PL/2022/0171/VAR: 10 Manor Cottages, Church Road.** Removal of condition(s) 2 and 8 on PP 3PL/2018/1498/F. An Officer from NCC Highways has now revisited the site, and says that, now that the access has been formed, albeit not surfaced, she is satisfied that two cars can pass adjacent to the site and that the localised widening along the entire site frontage would not be necessary. She has also reviewed the requirement for a formal passing place to the east of the site and has concluded that, whilst desirable, the engineering works required to achieved this, together with the potential adverse effect on the ditch, may render the works unviable given the scale of the development proposed. On this basis her Authority considers it would be difficult to substantiate an objection to the removal of conditions. The Chairman commented that at the time the Parish Council had objected to the proposal, the advice from the experts had been that the passing spaces were necessary to mitigate against the increase in traffic on the road, but had that advice been different it was entirely possible that the Council would have come to a different decision.

9.2 [6.1, Minutes of 10 March 2022] **Old trod outside Stonebridge Camp/Mill Stone Green.** Work on replacing the remaining section of the old A1075 with a footway so that it is safe to walk from Windmill Lane to Illington Road via the new footway and the Trod had now been completed.

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

- 10.1 Norfolk County Council: *Information about works: Wretham, Peddars Way, Temporary path closure for resurfacing.*
- 10.2 Campaign to Protect Rural England: *Countryside Voices - Spring 2022.*
- 10.3 District Cllr. Phil Cowen: *District Councillor's report on Breckland achievements 2021-2022.*
- 10.4 Gallagher Insurance Brokers: *Invitation to renew.*
- 10.5 Hiscox: *Policy summary.*
- 10.6 Gallagher: *Terms of Business Agreement.*
- 10.7 Hiscox: *Important information: changes to your policy.*
- 10.8 Hiscox: *Policy Wording.*
- 10.9 Hiscox: *Quote Schedule.*
- 10.10 Hiscox: *Statement of fact.*
- 10.11 Barclays Bank Plc: *Your Business accounts - at a glance - Your balances on 29 April 2022.*
- 10.12 Barclays Bank Plc: *Your Community Account - 1-29 April 2022.*

**11 Planning.**

11.1 **3PL/2022/0413/HOU: Hatchery Cottage, 1 Windmill Lane.** Extend to the side with a 1/2 storey extension to include a new garage, Games room and bedroom/Study above the garage, It was **resolved** that the Council had no objections.

**12 Receipts & Payments Account.** The Receipts and Payments Account for the year 2021-2022 was **approved** and **signed** by the Chairman.

**13 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) 2021/22 were **received** and **noted**.

**14 Annual Governance Statement.** The AGAR 2021/22 Form 2 Section 1 - Annual Governance Statement 2021/22 was **approved** by the Council.

**15 Accounting Statements.** The AGAR 2020/21 Form 2 Section 2 - Accounting Statements 2021/22, already signed off by the Clerk as Responsible Financial Officer (RFO), were **approved** by the Council.



- 16 Certificate of Exemption.** The Certificate of Exemption on Page 3 of the AGAR 2021/22 Form 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.
- 17 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.
- 18 Electors' rights.** It was **noted** that the Clerk, as RFO has set the commencement date for the exercise of public rights as 13 June 2022.
- 19 Signing of Certificate of Exemption.** The RFO and the Chairman were **authorised** to sign the Certificate of Exemption.
- 20 Explanation of variances and Bank reconciliation.** The Explanation of variances and Bank reconciliation for the year ended 31 March 2022 were **approved**.
- 21 Internal Auditor.** It was **resolved** that Mr. Michael Corrie be reappointed as Internal Auditor for the year 2022-2023.
- 22 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.
- 23 Finance.**
- 23.1 **Subscriptions.** It was **resolved** that cheque number 100830 for £52.88 to the Society of Local Council Clerks be signed, being this Council's share of invoice no. MEM239438-1 for the Clerk's membership subscription for the year ending 31 May 2023. (*Local Government Act 1972 s.143*)
- 23.2 **Training.** It was **noted** that, because it was able to get sponsorship for its Summer Conference, Norfolk Association of Local Councils has reduced the cost of attendance. Cheque no. 100820 for £11.25 has therefore been returned and destroyed. (*Local Government Act 1972 s.111*)
- 23.3 **Training.** It was **resolved** that cheque numbered 100831 for £6.25 to Norfolk Association of Local Councils be signed, being this parish's share of the cost of the Clerk attending the Summer Conference and AGM on 6 July 2022. (*Local Government Act 1972 s.111*)
- 23.4 **Insurance.** It was **resolved** that cheque number 100833 for £630.01 to Arthur J Gallagher Insurance Brokers Limited, be signed in acceptance of their quote no. 496867512, being the renewal of the Council's insurance for the year ending 31 May 2023, the second year of a three-year fixed-term agreement. (*Local Government Act 1972 s.111 & 140(1)*)
- 23.5 **Audit & Elections.** It was **resolved** that cheque number 100834 for £50.00 to Mr Michael Corrie be signed, as an honorarium for the completion of the Internal Audit for the year ended 31 March 2022. (*Local Government Act 1972 s.111*)
- 23.6 **Monthly Financial Report.** The report for the month ending 30 April 2022 was **received**.
- 24 Matters for consideration at next meeting.**
- 24.1 "Dog" waste bin.
- 24.2 War Memorial.
- 25 Next meeting.** The next meeting, of the Parish Council will be on Thursday, 9 June 2022, at 7.00 p.m. in Wretham Village Hall.

Confirmed:

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**Harold Smith (Chairman)**

9 June 2022

Minutes 12 May 2022

Chairman's Initials .....  


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**Future Meeting dates:**

Thursday, 9 June 2022  
Thursday, 14 July 2022  
Thursday, 11 August 2022  
Thursday, 8 September 2022

Thursday, 13 October 2022  
Thursday, 10 November 2022  
Thursday, 8 December 2022

Thursday, 12 January 2023  
Thursday, 9 February 2023  
Thursday, 9 March 2023

