

WRETHAM PARISH COUNCIL

Clerk: Julie (Jules) Challenor, Tofts Barn, Church Road, Wretham, IP24 1RL
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Minutes of the **Ordinary Monthly Parish Meeting of Wretham Parish Council** held on Thu 8th June 2023 at 7:00pm in Wretham Village Hall.

Present: Cllr Harold Smith (HS) - Chair, Cllr Sharon Ford (SF) - Vice Chair, Cllr Paul Barnard (PB), Cllr Jonathon Ford (JF) and Parish Clerk, Julie Challenor (JC)

One member of the public present, John Kitson reporting on behalf of the Village Newsletter.

APOLOGIES OF ABSENCE - None

1. TO RECEIVE DECARATIONS OF INTEREST ON ITEMS ON THE AGENDA - None

2. TO CONSIDER any applications made by Members for a dispensation to allow them to participate and vote on an agenda item in spite of Disclosable Pecuniary Interest

None received

3. CONFIRM AND SIGN THE MINUTES – To confirm and sign the minutes as a true record of the meeting held on 11th May 2023

Approved by all and signed by Chair.

4. PUBLIC PARTICIPATION – This session should not exceed 20 minutes

No one from the public attended.

5. DISTRICT AND COUNTY COUNCILLORS REPORT

5.1 District Councillors Report – HS & Clerk reported no communication

5.2 County Councillors Report – HS & Clerk reported no communication

6. MATTERS ARISING

6.1 OUTSTANDING HIGHWAY MATTERS – to discuss any outstanding issues and to report any new issues

Clerk reported no further communication from Rangers. SF asked if it was the Rangers who damaged the tree. HS reported he had received an email from Townsends informing of damage. The plaque informs who the tree belongs to and SF informed there is not anything the Parish Council can do.

JF raised the question, do the Rangers organise culling of the deer, as there's a lot around. HS stated it is the wrong time of year, as having their young.

Chairmans initials



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6.2 COUNCILLOR VACANCY – update on applicants from the Clerk

Clerk reported nothing received.

6.3 ANY OTHER MATTERS

HS reported that the deer and the speed signs need to be moved. PB offered to assist as the signs are too heavy to move on own. **Action: HS to liaise with PB about dates.**

The previous clerk's family have dropped off the dog bin, pole and litter picking equipment – HS asked does the litter picking items belong to Breckland. SF seemed to believe items on a "long loan" to us. HS and PB to sort out the placement of the dog bin. **Action: HS/PB**

7. CORRESPONDENCE – To report on any outstanding correspondence received by the Council(available at the meeting *distributed by email)

Everything sent to Cllrs on a regular basis via email. Nothing to report.

8. FINANCE

8.1 To approve and sign the payments for June 2023

Monthly financial report showing account receipts/payments, together with payment schedule for Jun 23 given to all councillors (copy attached).

One invoice this month, approved for Mrs Pauline Angus, the Interim Clerk from Mar to May 23, plus expenses, sum £1,143.04 (cheque numbered 100860) - this was duly signed by authorised signatories and will be posted.

Clerk in the process of moving bank account to online banking. HS has received a letter from Barclays and will be communicating with them.

HMRC PAYE/NI payments currently paid via cheque, moving forward for simplicity, it was agreed to pay by Direct Debit, the form was duly signed by authorised signatories and to be posted. Also confirmed, clerks salary to be paid quarterly.

Barclays change of address form completed showing current clerks address – this was duly signed by authorised signatories and will be posted.

8.2 Amendment to the Certificate of Exemption – AGAR 2022/2023 Part 2 – There was an error on this part of the AGAR that was signed at the May meeting, the external auditors have been informed and the Chair and Clerk signed the amended form at this meeting, this will then be sent to the external auditors and posted on the notice board and website.

9. PLANNING APPLICATIONS – new planning applications, planning decisions and correspondence, and to decide on comments to be made where necessary

No new applications.

3PL/2023/0384/F 1 The Row Access Roads in And Around Wretham Park Change of use of land to residential curtilage and the erection of a two-storey side extension, front porch and detached rear/side 2 bay carport dated 19th April 2023 – No objections from the Council.

Approved 22nd May 2023

3PL/2023/0460/F Sunnýtrees Hockham Road Proposed agricultural storage barn dated 9th May 2023. No objections from the Council

Chairmans initials



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At the May meeting concerns were raised regarding the position of the planning application sign and if the immediate neighbours were informed – the Clerk received the following reply from planning “My colleague erected the site notice on my behalf and confirmed it was positioned outside the application site itself. However, I can confirm all neighbours within the immediate area have now been formally consulted and will receive letters in due course. It is normally properties which abut the red line site plan that are consulted as direct neighbours but this has been extended following concerns raised”

3PL/2023/0498/HOU Staddles Cottage Peddars Way Proposed Garage Extension to provide covered and secure parking dated 18th May 2023 – No objections received from the Council


10. ITEMS FOR NEXT AGENDA AND DATE FOR NEXT MEETING

- 11.1 **County Broadband** – originally informed works to be completed by end May 23. JF going to write to CB and see if he can get a public response and report back at next council meeting.
- 11.2 **4 Manor Cottages** – No update from 4 Manor Cottages – date to appeal was by 4th May 23. When District Councillor appears next, we will ask for an update.
- 11.3 **Asset List** – this needs to be updated and will be carried out at the next meeting.

11. Date for Next Meetings to be held in Wretham Village Hall at 7pm.

Scheduled Thu 13th Jul, Thu 10th Aug, Thu 21st Sep (**NB** change due to Clerk away), 12th Oct, 9th Nov, 14th Dec 23, 11th Jan 24, 8th Feb 24.

The meeting closed at 19:22 pm

Signed Chairman:-  Date:- 13/07/23

Wretham Payments Agreed on 8th June 2023

The following payments were authorised on Thu 8th Jun 23, the payments were signed off by the Chair

Current Account *****675 balance to statement 28Apr23 £5,773.84

Plus the following receipts received May

£0.00

**NEW CLERK JULIE CHALLENGOR HAS NOT SEEN SIGHT OF
MAY BANK STATEMENT**

Total Income

£0.00

Total after Direct Debits and Income

£5,773.84

PAYMENTS ALREADY SIGNED OFF AND AGREED AS PER MAY 23 MEETING

Cheques/Bacs/DD	Description	Total
100854	NALC subscription	£140.34
100855	AJG Insurance Brokers	£647.13
100856	J Gibson - Speednames web hosting	£34.80
100857	HMRC PAYE 4th quarter	£261.20
100858	J Gibson - final pay	£1,044.80
100859	CPRE - The Country Side Charity	£36.00

PAYMENTS AGREED AS PER JUN 23 MEETING

Cheques/Bacs/DD	Description	Total
100860	Mrs P Angus - Invoice Temp Clerk 3 Mths Mar-May23 + Exps	£1,143.04

Total for Cheques / BACS/DD JUNE 23

£1,143.04

Total for Cheques / BACS/DD MAY23

£2,164.27

Balance in Current Account *****675 LESS payments May + Jun 2023

£3,307.31

Business Savings Account *****897 balance to statement 28Apr23

£5,535.13

Total in Parish Accounts

£8,001.66 *

Total for Cheques / BACS/DD

Bank Reconciliation as per last month as not seen May bank statement

Current Account *****675 balance to statement 28Apr23

£5,773.84

Business Savings Account *****897 balance to statement 28Apr23

£5,535.13

Outstanding payments to be made todate

£3,307.31

Balance - always match balance marked *

£8,001.66 *

Signed _____

HAROLD SMITH

CHAIR OF WRETHAM PARISH COUNCIL

Dated: 8th June 23