

WRETHAM PARISH COUNCIL

Minutes of a Meeting of Wretham Parish Council held on Thursday, 12 March 2020 at 7.00 p.m. in Wretham Village Hall, Church Road.

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

- 1 **Apologies for absence.** It was resolved to accept the reason for absence given by Cllr. Jon Ford.
- 2 **Declarations of interest.** None
- 3 **Dispensations.** None.
- 4 **Public participation session.**
 - 4.1 A member of the public asked whether the Council was participating in the *Great British Spring Clean* being promoted by *Keep Britain Tidy*. The Council asked the Clerk to try to borrow the kit to run a Litter Pick. **Post meeting note:** The Litter Pick will be from 10.00 - 11.30 a.m. on Saturday, 4 April, starting from the Village Hall.
 - 4.2 It was pointed out that some of the branches from recent tree felling in Church Road had been left in the stream. The Clerk said he would ask the arboriculturalist who did the work about clearing them away.
 - 4.3 In view of the Covid19 virus issue, the Clerk said he would continue to follow Government advice with regard to meetings, but he asked members firstly to tell him if they were not going to be able to attend a meeting, so that if there was not a quorum others could avoid setting out, and also to check for an email before they left home for a meeting, in case there was a cancellation notice.
- 5 **Minutes.** The minutes of the meeting held on Thursday, 13 February 2020 were **confirmed** and **signed** by the Chairman.
- 6 **Matters arising.**
 - 6.1 [4] **Post partially obstructing Woodcock Road.** This was removed soon after the last meeting.
 - 6.2 [11] **Lost grips in Illington Road.** Unfortunately NCC Highways failed to re-create the lost grips when clearing out the others in the parish, presumably because they could not find them as they no longer existed. The resident who reported the matter has now marked the locations with canes wrapped in plastic bags, and the Area Technician has said he will come to carry out an inspection.
 - 6.3 [12] **War Memorial plaque.** The Clerk passed of the Council's comments to the RAF Association contact, who is gathering answers to the questions from the Czechoslovak association.
 - 6.4 [11, Minutes of 14 November 2019] **Proposal to maintain existing Recycling Credit rate for 2020/21.** Norfolk County Council has decided not to adopt the proposed freeze so the Recycling Credits payment for 2020/21 will increase by 3% as usual.
 - 6.5 [9, Minutes of 14 November 2019] **Vehicle Activated Sign (Deer) for A1075.** The Clerk reported that at the meeting of the NCC Cabinet on 2 March, this project was approved as part of the Parish Partnership Scheme. However, the funding for all 35 vehicle activated sign schemes approved is not provided by NCC but by the Safety Camera Partnership, which (unlike NCC) has not already set the budget aside, and so has yet to approve making the money available. Last year this decision was not made until the end of May, so it could be some time before it is definitely confirmed that the grant is

available. However, it was **agreed** that the three parishes should identify the four locations within their parish where they would like their posts to be located. The Clerk will also produce a form of Agreement between the parishes, relating to on-going costs.

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

- 7.1 Norfolk Constabulary: *All Saints & Wayland Newsletter* - February 2020.
- 7.2 Pricilla Bacon Hospice: *Appeal letter*.
- 7.3 Elizabeth Truss MP: *Community Access to Cash Pilots*.
- 7.4 Defence Infrastructure Organisation: *Fencing Wretham Camp*.
- 7.5 Norfolk Constabulary: *Minutes of the Safer Neighbourhood Action Panel (SNAP) Meeting* - 16 January 2020.
- 7.6 HM Treasury: *Public Works Loan Board (PWLB) - Change of Governance*.
- 7.7 *Clerks & Councils Direct* - March 2020.
- 7.8 Barclays Bank Plc: *Your Business accounts - at a glance* - Balances on 28 February 2020.
- 7.9 Barclays Bank Plc: *Your Community Account* - 1 January - 28 February 2020.
- 7.10 Barclays Bank Plc: *Your Active Saver Account* - 1 January - 28 February 2020.
- 7.11 The Pensions Regulator: *Work out your legal duties now*.

8 Planning. 3PL/2020/0190/F: 4 Manor Cottages, Church Road, Wretham. Erection of 3 bed single storey detached dwelling with attached double garage & detached tractor port. It was **resolved** that the Council had no objections, but was concerned about the further increase in traffic on a narrow country lane, bearing in mind that the passing space required in PP 3PL/2018/1498/F may not come to fruition.

9 Fuel syndicate. The Clerk reported that nobody has offered to take over the role of coordinating the syndicate. He had found that there was a different sort of syndicate run by Rix Oil, under which they contact their customers in the parish four times a year, and offer them a “competitive syndicate rate”. The Council asked that details be published in *Wretham Village News*.

10 Financial Regulations. The Council’s Financial Regulations were reviewed, and **approved**.

11 Asset Register. The Asset Register was **reviewed** and the valuations for insurance purposes **agreed**.

12 Risk Assessment. The Council’s Risk Assessment was **reviewed** and amendments **agreed**.

13 System of Internal Control. The Council **reviewed** and **approved** its system of internal control.

14 Meeting dates. It was **agreed** to move the date of the Annual Parish Meeting and the Annual Meeting of the Parish Council from 14 May to 28 May 2020.

15 Finance.

15.1 **Clerk’s salary.** It was **resolved** that cheques numbered 100758 & 100759 totalling £1,087.54 (salary for 1 January 2020 to 31 March 2020: £1,025.70; payment for use of home as office: £13.50; Mileage Allowance Payment for 30 November 2019 - 5 March 2020: £28.34; Telephone Allowance Payment: £20.00) to the Clerk and HM Revenue & Customs be signed. (*Local Government Act 1972 s. 112(2)*)

15.2 **Clerk’s reimbursement.** It was **resolved** that cheque number 100760 for £2.70 (Postage & Telephones) to the Clerk be signed, in reimbursement for items paid on behalf of the Council for 30 November 2019 to 5 March 2020. (*Local Government Act 1972 s.111*)

15.3 **Village Website.** It was **resolved** that cheque number 100761 for £111.75 (£93.13 + £18.62 VAT) to Mrs Joy Townsend be signed, in reimbursement of her having paid Wix.com Limited in settlement of invoice no. 598405741 for hosting the Wretham

Village Website for 15 February 2020 - 15 February 2021. (*Local Government Act 1972 s. 111*)

15.4 **Grant.** In accordance with its powers under section 137 of the Local Government Act 1972, it was **resolved** that cheque number 100762 for £75.00 to MAGPAS be signed as a grant, which in the opinion of the Council is in the interests of the area and its inhabitants and will benefit them in a manner commensurate with the expenditure. (*Local Government Act 1972 s. 137*)

15.5 **Monthly Financial Report.** The report for the month ending 29 February 2020 was received.

16 **Matters for consideration at next meeting.** None.

17 **Next meeting.** The next meeting of the Parish Council will be on **Thursday, 9 April 2020**, at **7.00 p.m. in Wretham Village Hall.**

Because of the difficulties in signing minutes as required by The Local Government Act 1972, Sch, 12 para 41(1), these minutes were approved by the Council at its meeting on 9 April 2020, and later signed by the Chairman of the meeting held on 8 October 2020.

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Harold Smith, Chairman

Future Meeting dates:

Thursday, 9 April 2020	Thursday, 13 August 2020	Thursday, 10 December 2020
Thursday, 28 May 2020*	Thursday, 10 September 2020	Thursday, 14 January 2021
Thursday, 11 June, 2020	Thursday, 8 October 2020	Thursday, 11 February 2021
Thursday, 9 July 2020	Thursday, 12 November 2020	Thursday, 11 March 2021

* Annual Parish Meeting and Annual Meeting of the Parish Council.

