

WRETHAM PARISH COUNCIL

29 April 2021

Members of the public are invited to attend the Annual Meeting of Wretham Parish Council to be held **via video link** on Thursday, 6 May 2021 at 7.00 p.m. for the purpose of transacting the following business. Join the meeting using computer, iPad, mobile phone or the like, via this link: <https://us02web.zoom.us/j/85736668197>, or using a land-line telephone, dial 0203 695 0088 and follow the instructions, entering meeting number 857 3666 8197.



Julian Gibson

Clerk to the Council

The Jays, Watton Road, Wretham, Thetford, NORFOLK IP24 1QS (01953 499980)

Agenda

1. **To elect** a Chairman of the Council.
2. **To receive** the Chairman's declaration of acceptance of office, or if not then received, to decide when it shall be received.
3. **To appoint** a Vice-Chairman of the Council.
4. **To consider accepting** the reasons for any apologies for absence.
5. **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.
6. **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.
7. **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.
8. **To confirm** and **sign** the minutes of the Meeting held on Thursday, 8 April 2021.
9. **To report** matters arising from the minutes not on the agenda: **for information only.**
 - 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 Unightly Site.
10. **To receive** the following correspondence:
 - 10.1. Royal British Legion Industries: *VE Day 8th 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.
11. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
- 11.1. **3PL/2021/0369/F: Land at Thorpe Camp, Croxton Road Wretham.** Upgrade to existing refuelling and vehicle wash down facilities. **To receive** notice dated 15 April 2021 that the application has been Approved.
- 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. **To receive** notice dated 28 April 2021 that the application has been Approved.
12. **To consider** trying to organise a litter pick as part of Keep Britain Tidy's Great British Spring Clean campaign 2021 running from 28 May to 13 June.
13. **To note** that the case in the Administration Court trying to get agreement that virtual meetings were permitted until current legislation was dismissed, and so any Council Meetings after 6 May will have to be physical, and **to consider** what to do as a result.
14. **To consider** any issues arising from the possible future use of the old waste site at Larkshall.
15. **To approve** and **sign** the Receipts and Payments Account for the year 2020/21.
16. **To receive** and **note** the report to Council of the Internal Auditor and the Annual Internal Audit Report from the Annual Governance and Accountability Return (AGAR) 2020/21.
17. **To approve** the AGAR 2020/21 Part 2 Section 1 - Annual Governance Statement 2020/21.
18. **To approve** the AGAR 2020/21 Part 2 Section 2 - Accounting Statements 2020/21.
19. **To approve** the Certificate of Exemption on Page 3 of the AGAR 2020/21 Part 2, to confirm 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 sending the completed AGAR to the external auditor for a limited assurance review.
20. **To authorise** the Chairman and Clerk of the meeting to sign the Annual Governance Statement, and the Chairman to sign the Accounting Statements.
21. **To note** that the Clerk, as Responsible Financial Officer (RFO), has set the commencement date for the exercise of public rights as 14 June 2021.
22. **To authorise** the RFO and the Chairman to sign the Certificate of Exemption.
23. **To approve** the Explanation of variances and Bank reconciliation.
24. **To appoint** the Internal Auditor for 2021-2022.
25. **To note** that 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. **To approve** payment of £20.25 (£11.25 + £9.00 VAT) to SLCC Enterprises Limited, being this parish's share of invoice no. BK201819 for the Clerk to attend the Virtual Regional Training Seminar - East on 21 April 2021.
- 26.2. **To approve** payment of £47.79 to the Society of Local Council Clerks, being this Council's share of invoice no. MEM23490 for the Clerk's membership subscription for the year ending 31 May 2022.
- 26.3. **To note** receipt of the following credit: Breckland Council - Precept - £3,825 - 9 April 2021.
- 26.4. **To receive** the Monthly Financial Report.
27. **To decide** on any matters for consideration at next meeting.

28. Date of next meeting **to be confirmed.**

Possible Future Meeting dates:

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|--------------------------|----------------------------|----------------------------|
| Thursday, 6 May 2021 | Thursday, 9 September 2021 | Thursday, 13 January 2022 |
| Thursday, 10 June 2021 | Thursday, 14 October 2021 | Thursday, 10 February 2022 |
| Thursday, 8 July 2021 | Thursday, 11 November 2021 | Thursday, 10 March 2022 |
| Thursday, 12 August 2021 | Thursday, 9 December 2021 | |