

WRETHAM PARISH COUNCIL

Minutes of a Meeting of Wretham Parish Council on Thursday, 9 February 2017 at 7.00 p.m. in Wretham Village Hall, Church Road.

**Present: Councillors: Harold Smith (Chairman), Sharon Ford, Jean Foster.
Clerk: Julian Gibson**

The meeting scheduled for 12 January 2017 did not take place.

- 1 **Apologies for absence.** It was **resolved** to accept the reasons for apologies for absence offered by Councillor Schofield and Councillor Townsend.
- 2 **Declarations of interest.** None.
- 3 **Dispensations.** None.
- 4 **Public participation session.** Norfolk County Councillor Ian Monson told the meeting that the proposal being put to his Council by the officers was that it should put up their part of the Council Tax by 4.8%. Of this, 3% of the increase would be earmarked for social care, and the balance for other services. This would increase the County Council share of the Tax to £1,247, to which must be added the portion for the Police, Breckland Council and the Parish Council. He said that an increase of this size had not been considered for many years, and for it to happen in an election year was an indication of how great the need in this area of expenditure was. He also said that his Council owned various properties and plots of land across the county, many of which were let out for what amounts a peppercorn rent, and they had now decided that they would in future issue a demand for the full commercial rental. Tenants would then be able to apply for a rent relief grant of up to 100%. This will mean that if the tenant had moved into a more commercial enterprise, they would need to pay a more reasonable rent, and the system would be fairer to all.
- 5 **Minutes.** The minutes of the meeting held on Thursday, 8 December 2016 were **confirmed** and **signed**.
- 6 **Matters arising.**
 - 6.1 [11.3, Minutes of 10 July 2014] **Grass cutting direct debit.** Although the Council signed a direct debit authority to cover grass cutting payments to Serco and sent it to them, they did not get round to setting it up. Now that the company has agreed to invoice annually rather than monthly, a direct debit is not really needed. So the Clerk has checked with Serco and been told that they no longer have the document, and with the bank to confirm that it has not been lodged with them. The Council will pay future invoices by cheque.
 - 6.2 [6.2] **SAM2.** The replacement device has arrived and is in use. The Clerk has purchased padlocks which hopefully will prevent future theft.
 - 6.3 [6.4] **BT.** BT has at last responded to the correspondence from Elizabeth Truss MP, but has basically just outlined what their policy is, and not provided any acceptable justification for it. They state, "... as there has to be a named person who can take financial responsibility ...", thus implying that the Council is not a body in its own right, or is not financially responsible. The Clerk has responded to Ms Truss, asking her to try to explain the situation in words that BT can understand, and also pointing out that he has found that BT does operate accounts in the names of some parish councils.
- 7 **Correspondence.** The following correspondence was **received**:
 - 7.1 Norfolk Age UK: *Appeal letter.* The Chairman suggested that the Council should consider making a grant, and it was **agreed** that this be put on the next agenda.

- 7.2 Breckland Council: *Breckland Outdoor Sport and Children's Play Funds*.
- 7.3 The Pensions Regulator: *Your staging date [1 April 2017] is approaching - what you will need to do next*. The Clerk confirmed that he would be taking the necessary action immediately after the Staging Date.
- 7.4 Norfolk County Council: *Recycling Credits advice*. The Clerk pointed out that the volume of glass collected was clearly reducing, presumably as a result of the possibility of doing this in the black bin. The Clerk said he would ask for something to be put in the next *Wretham Village News* encouraging use of the Bottle Bank.
- 7.5 *Clerks & Council Direct* - January 2017.
- 7.6 Barclays Bank Plc: *Your Community Account statement* - 1-30 December 2016.
- 7.7 Barclays Bank Plc: *Your Active Saver Account statement* - 1-30 December 2016.
- 7.8 Breckland Council: *To all Breckland Council Suppliers*.
- 7.9 Department for Communities and Local Government: *Attempt to justify statement about tax-payer concerns about increases in parish precepts when the Government has absolutely no evidence of this*.
- 7.10 Smaller Authorities' Audit Appointments Limited: *Audit of Smaller Authorities Scales of Fees 2017-18 to 2021-22*.
- 7.11 Breckland Council: *Five Year Housing Land Supply*.
- 7.12 Norfolk County Council: *Highway and community Ranger visit* - w/c 27 February 2017.
- 7.13 Barclays Bank Plc: *Your Community Account statement* - 31 December 2016 - 31 January 2017.

8 Planning.

- 8.1 **3PL/2016/1492/LB: Dog and Partridge Public House, Watton Road.** Application for listed building consent for Internal Works to improve disabled access (Previous app denied permission - 3PL/2015/1446/LB). It was **noted** that the Clerk has responded "No objection" under delegated powers, and subsequent Notice that the application had been withdrawn dated 9 February 2017 was **received**.
- 8.2 **3PL/2016/1318/F: Plot C at Manor Farm Church Road.** Re-design 3-bed detached dwelling with attached garage on plot 5. Planning Permission dated 3 January 2017 was **received**.
- 8.3 **3AG/2016/0001/AG: Mere Farm, Larkshall.** Application under the Town and Country Planning (General Permitted Development) Order 1995 for the Erection of an agricultural shed (1 of 4). Notice that no prior approval is required dated 30 November 2016 was **received**.

- 9 **Bank Mandate.** It was **agreed** to amend the bank mandate following the change of Chairmanship, by removing Councillor Townsend from the list of authorised signatories, and adding Councillor Smith. The other two signatories are Councillors Ford and Schofield.

- 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 **Finance.**

- 14.1 **Clerk's salary.** It was **resolved** that cheques numbered 100652 & 100653 totalling £791.01 (salary for 1 January 2017 to 31 March 2017: £769.56; Mileage Allowance

Payment for 30 November 2016 - 29 January 2017: £21.45) to the Clerk and HM Revenue and Customs be signed. (*Local Government Act 1972 s. 112(2)*)

14.2 **Clerk's reimbursement.** It was **resolved** that cheque number 100654 for £29.98 (Padlocks for SAM2 £24.99 + £4.99 VAT) to the Clerk be signed, as reimbursement for items paid on behalf of the Council for 30 November 2016 to 29 January 2017. (*Local Government Act 1972 s.111*)

14.3 **Telephones.** It was **noted** that BT collected £20.45 (£12.27 + £8.18 VAT) on 3 January 2017 and £49.08 (£40.90 + £8.18 VAT) on 4 February 2017 from the Council's account in settlement of invoices nos. M010 PN and M011 TM for broadband services. (*Local Government Act 1972 s.111*)

14.4 **SAM2.** It was **resolved** that cheque number 100655 for £3,432.00 (£2,860.00 + £572.00 VAT) to Westcotec Limited be signed, in settlement of invoice no. 7119 for a replacement SAM2 device. (*Road Traffic Regulation Act 1984 s.72*)

14.5 **Monthly Financial Report.** The report for the month ending 31 January 2017 was **received**.

15 Matters for consideration at next meeting.

15.1 To consider making a grant to Norfolk Age UK in response to their appeal letter.

15.2 Revision of two sections of the Council's Standing Orders.

16 Next meeting. The next meeting will be on **Thursday, 9 March 2017, at 7.00 p.m. in Wretham Village Hall.**

Confirmed:



Harold Smith (Chairman)

13 April 2017

Future Meeting dates:

Thursday, 9 March 2017

Thursday, 13 April 2017

Thursday, 11 May 2017

Thursday, 8 June 2017

Thursday, 13 July 2017

Thursday, 10 August 2017

Thursday, 14 September 2017

Thursday, 12 October 2017

Thursday, 9 November 2017

Thursday, 7 December 2017

Thursday, 11 January 2018

Thursday, 8 February 2018

Thursday, 8 March 2018

