

WRETHAM PARISH COUNCIL

3 May 2018

Members of the public are invited to attend the Annual Meeting of Wretham Parish Council to be held in Wretham Village Hall, Church Road, on Thursday, 10 May 2018 at 7.30 p.m. for the purpose of transacting the following business.



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 elect** 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, 12 April 2018.
9. **To report** matters arising from the minutes not on the agenda: **for information only.**
10. **To receive** Correspondence (available at the meeting).
 - 10.1. Society of Local Council Clerks: *Statement from the Information Commissioner's Office* - regarding General Data Protection Regulation implementation.
 - 10.2. Information Commissioner's Office: *Data Protection Registration - confirmation of renewal.*
 - 10.3. HM Revenue & Customs: *Important changes to the way you make your VAT126*

Claim.

- 10.4. National Association of Local Councils: *PBo1-18 / Information Commissioner's Office Statement on the General Data Protection Regulation.*
- 10.5. Norfolk Age UK: *Letter of thanks for donation.*
11. **To receive** two emails from Norfolk Association of Local Councils regarding the General Data Protection Regulations and **to determine** what action, if any, is necessary. The first email, dated 19 April, following many questions from Parish Councils about how they should comply with the Regulation's requirement that a Data Protection Officer be appointed, proposed arranging member councils to participate in a county-wide DPO Scheme. this would cost £25.00 p.a. for councils with an annual spend not exceeding £25,000, and provide some telephone support through initial paperwork issues, and then (if needed) a referral to negotiate any further professional support (initially free but then at £50.00/hour) from a "support partner" for more significant GDPR issues, e.g. dealing with a data breach. The second email, dated 26 April, confirmed that the Government has tabled an amendment to its own Data Protection Bill to exempt parish and town councils from the requirement to appoint a DPO, although all other measures will apply, Appointing a DPO would become discretionary and just regarded as good practice.
12. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
 - 12.1. **3PL/2018/0263/F: Manor Farm, Church Road, Wretham.** Application for Erection of two dwellings & garages (New build due to barn collapse). **To note** that this has been referred to Breckland Planning Committee on 8 May with a recommendation of approval.
 - 12.2. **3PL/2018/0320/F: Wretham Village Hall, Church Road, Wretham.** Application for Installation of two adult exercise equipment pieces and one tyre swing.
13. **To receive** an update from Councillor Ford on the production of a Welcome Pack for new residents in the parish, and **to consider** suggestions as to what it should contain.
14. **To approve** and **sign** the Receipts and Payments Account for the year 2017-2018.
15. **To confirm** that the 30 working day period during which elector's rights to inspect the accounts may be exercised will commence on Monday 4 June 2018 and end on Friday 13 July 2018.
16. **To confirm** the list of Direct Debit payments set up on the Council's account.
17. **To receive** the report of the Internal Auditor.
18. **To approve** and **sign** the Certificate of Exemption on Page 3 of the Annual Governance and Accountability Return 2017/18 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 Annual Governance and Accountability Return to the external auditor for a limited assurance review. The Clerk will then send this certificate to the external auditor.
19. **To approve** and **sign** the Annual Governance and Accountability Return 2017/18 Part 2 Section 1 - Annual Governance Statement 2017/18.
20. **To approve** and **sign** the Annual Governance and Accountability Return 2017/18 Part 2 Section 2- Accounting Statements 2017/18.
21. **To approve** the Explanation of variances and Bank reconciliation.
22. **To appoint** the Internal Auditor for 2018-2019.

23. **To receive** notice of the 2018-2019 National Salary Award from the National Association of Local Councils. This gives the Clerk, on Spinal Column Point 26, a 2% increase and a pay scale of £12.404/hour (£3,274.66 p.a.) from 1 April 2018.
24. **Finance.**
- 24.1. **To approve** payment of £110.09 to the Norfolk Association of Local Councils in settlement of their invoice no. 1572 for the annual subscription for 2018/19..
- 24.2. **To approve** payment of £44.25 to the Society of Local Council Clerks, being this parish's share of the Clerk's subscription for the year ending 31 May 2019.
- 24.3. **To approve** payment of £34.80 (£29.00 + £5.80 VAT) to the Clerk in reimbursement of his having paid Speednames for renewal of the wretham.net Domain Name for the year ending 17 June 2019.
- 24.4. **To approve** payment of £325.00 to Simonds Coach & Travel in settlement of invoice no. 58366 for hire of the coach for the STANTA Tour.
- 24.5. **To approve** payment of £33.75 (£18.75 + £15.00 VAT) to SLCC Enterprises, being this Council's share of the cost of the Clerk attending the East of England Regional Training Seminar on 11 July 2018.
- 24.6. **To approve** payment of £12.37 to Norfolk SLCC, being this Council's share of the cost of the Clerk attending the Norfolk Local Council's Conference on 1 June 2018.
- 24.7. **To note** that on 8 May 2018 BT will collect payment of £49.08 (£40.90 + £8.18 VAT) from the Council's account by direct debit in settlement of their bill reference M026, for provision of broadband services.
- 24.8. **To note** receipt of the following credits:
- 24.8.1. £252.00 for seats on the STANTA Tour.
- 24.9. **To receive** the Monthly Financial Report.
25. **To decide** on any matters for consideration at next meeting.
26. **To confirm** the date of the next meeting as Thursday, 14 June 2018 at 7.00 p.m. in Wretham Village Hall.

Future Meeting dates:

Thursday, 14 June 2018	Thursday, 11 October 2018	Thursday, 10 January 2019
Thursday, 12 July 2018	Thursday, 8 November 2018	Thursday, 14 February 2019
Thursday, 9 August 2018	Thursday, 6 December 2018	Thursday, 14 March 2019
Thursday, 13 September 2018		