

WRETHAM PARISH COUNCIL

5 May 2022

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, 12 May 2022 at 7.00 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 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 reminded that they should declare any new Disclosable Pecuniary Interests or Other Interests that are not currently included in the Register of Interests, and 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, 14 April 2022.
9. **To report** matters arising from the minutes not on the agenda: **for information only**.
 - 9.1. [8.3] **3PL/2022/0171/VAR: 10 Manor Cottages, Church Road.** Removal of condition(s) 2 and 8 on PP 3PL/2018/1498/F. n Officer from NCC Highways has now revisited the site, and says that, now that the access has been formed, albeit not surfaced, she is satisfied that two cars can pass adjacent to the site and that the localised widening along the entire site frontage would not be necessary. She has also reviewed the requirement for a formal passing place to the east of the site and has concluded that, whilst desirable, the engineering works required to achieved this, together with the potential adverse effect on the ditch, may render the works unviable given the scale of the development proposed. On this basis her Authority considers it would be difficult to substantiate an objection to the removal of conditions.

10. **To receive** the following correspondence (available at the meeting, *distributed by email):
 - 10.1. *Norfolk County Council: *Information about works: Wretham, Peddars Way, Temporary path closure for resurfacing.*
 - 10.2. .
 - 10.3. Campaign to Protect Rural England: *Countryside Voices - Spring 2022.*
 - 10.4. *District Cllr. Phil Cowen: *District Councillor's report on Breckland achievements 2021-2022.*
 - 10.5. *Gallagher Insurance Brokers: *Invitation to renew.*
 - 10.6. *Hiscox: *Policy summary.*
 - 10.7. *Gallagher: *Terms of Business Agreement.*
 - 10.8. *Hiscox: *Important information: changes to your policy.*
 - 10.9. *Hiscox: *Policy Wording.*
 - 10.10. *Hiscox: *Quote Schedule.*
 - 10.11. *Hiscox: *Statement of fact.*
11. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
 - 11.1. **3PL/2022/0413/HOU: Hatchery Cottage, 1 Windmill Lane.** Extend to the side with a 1/2 storey extension to include a new garage, Games room and bedroom/Study above the garage, (Extension of response deadline unto 15 May agreed by Breckland.)
12. **To approve** and **to authorise** the Chairman to sign the Receipts and Payments Account for the year 2021-2022.
13. **To receive** and **note** the report to Council from the Internal Auditor and completed and signed Annual Internal Audit Report from the Annual Governance and Accountability Return (AGAR) 2021/22.
14. **To approve** the AGAR 2021/22 Form 2 Section 1 - Annual Governance Statement 2021/22.
15. **To approve** the AGAR 2021/22 Form 2 Section 2 - Accounting Statements 2021/22.
16. **To approve** the Certificate of Exemption on Page 3 of the AGAR 2021/22 Form 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.
17. **To authorise** the Chairman and Clerk of the meeting to sign the Annual Governance Statement, and the Chairman to sign the Accounting Statements.
18. **To note** that the Clerk, as Responsible Financial Officer (RFO), has set the commencement date for the exercise of public rights as 13 June 2022.
19. **To authorise** the RFO and the Chairman to sign the Certificate of Exemption.
20. **To approve** the Explanation of variances and Bank reconciliation.
21. **To appoint** the Internal Auditor for 2022-2023.
22. **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.
23. **Finance**
 - 23.1. **To approve** payment of £52.88 to the Society of Local Council Clerks, being this Council's share of invoice no. MEM239438-1 for the Clerk's membership subscription for the year ending 31 May 2023.
 - 23.2. **To note** that, because it was able to get sponsorship for its Summer Conference, Norfolk Association of Local Councils has reduced the cost of attendance. Cheque no. 100820 for £11.25 has therefore been returned and destroyed.

- 23.3. **To approve** payment of £6.25 to Norfolk Association of Local Councils, being this parish's share of invoice 425, being the cost of the Clerk attending the Summer Conference on 6 July 2022.
- 23.4. **To approve** payment of £630.01 to Arthur J Gallagher Insurance Brokers Limited, in acceptance of their quote no. 496867512, being the renewal of the Council's insurance for the year ending 31 May 2023, the second year of a three-year fixed-term agreement.
- 23.5. **To approve** payment of £50.00 to Mr Michael Corrie as an honorarium for the completion of the Internal Audit for the year ended 31 March 2022.
- 23.6. **To receive** the Monthly Financial Report.
24. **To decide** on any matters for consideration at next meeting.
25. **To confirm** the date of the next meeting as Thursday, 9 June 2022 at 7.00 p.m. in Wretham Village Hall.

Scheduled future Meeting dates:

Thursday, 12 May 2022	Thursday, 8 September 2022	Thursday, 12 January 2023
Thursday, 9 June 2022	Thursday, 13 October 2022	Thursday, 9 February 2023
Thursday, 14 July 2022	Thursday, 10 November 2022	Thursday, 9 March 2023
Thursday, 11 August 2022	Thursday, 8 December 2022	