

2 July 2014

Members of the public are invited to attend a Meeting of Wretham Parish Council to be held in Wretham Village Hall, Church Road, on Thursday, 9 July 2015 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 consider accepting** the reasons for any apologies for absence.
2. **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.
3. **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.
4. **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.
5. **To confirm** and **sign** the minutes of the meeting held on Thursday, 25 June 2015.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
7. **To receive** Correspondence (pre-circulated)
 - 7.1. Norfolk County Council: *Delivering local highway improvements in partnership with Town and Parish Councils.*
 - 7.2. *Clerks & Councils Direct - July 2015*
 - 7.3. Breckland Council: *Textile Bank Service Wretham Village Hall.*
 - 7.4. Breckland Council: *Breckland Council Tour of Britain Community Grant Scheme - Deadline for entry - 12 July.*
 - 7.5. Information Commissioner: *Data Protection Registration documentation.*
 - 7.6. Came & Company: *Aviva insurance documents.*
8. **To receive** a letter from Norfolk County Council, Community and Environmental Services, concerning *Watton Road, Watton to Stonebridge. Proposed 50 mph speed limit*, and **to agree** a response. (**Note:** NCC omitted to send this letter to at least two

parishes which the road passes through, but has said that comments will still be taken into account.)

9. **To receive** Planning Applications, planning decisions and correspondence (including any detailed below), and to decide on comments to be made where necessary.
 - 9.1. **3PL/2015/0730/EU: Mill House, Watton Road, Wretham.** Application for Vehicle restoration, repairs and maintenance, including spare parts storage (Certificate of Lawfulness). This is a claim that a use has existed for such a length of time that the use is now the established or legal use. The planning authority requests any historic information that the Council may have which will either prove or disprove the statement made by the applicant. With an application of this type, the planning merits of the submission are not relevant only whether the information supplied is correct or not.
10. **To consider** whether there is any action the Council could take to make faster broadband access available in the parish.
11. **To consider** a request from Mr David Wells to agree a grant of up to £350 to fund the cost of grass cutting in Illington Churchyard.
12. **To consider** purchasing one or more copies of *The Parish Councillor's Guide: Law and Practice of Parish, Town and Community Councils in England and Wales*, by Paul Claydon (2009), either at the Special Members price of £19.50 from the Society of Local Council Clerks, or £17.00 from Amazon, for new members to use for reference.
13. **To receive** a report on recycling glass and textiles in the parish.
14. **To receive** a report on the statistics produced by the Speed Awareness Message (SAM2) device, and to agree any resulting action.
15. **Finance.**
 - 15.1. **To receive** the Monthly Financial Report.
16. **To decide** on any matters for consideration at next meeting.
17. **To confirm** the date of the next meeting as Thursday, 6 August 2015 at 7.00 p.m. in Wretham Village Hall. 17 June 2014

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, 25 June 2015 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

Note: Before the meeting, newly elected Councillors will sign their Declaration of Acceptance of Office forms.

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.
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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 March 2015.
9. **To report** matters arising from the minutes not on the agenda: **for information only.**
 - 9.1. [6.4, Minutes of 12 February 2015] **Illington Road post box.** It being over four months since it was confirmed that this box would be replaced, and as the Royal Mail officer involved had always refused to provide any contact details, the Clerk once again contacted the Postal Review Panel. They were appalled that the matter was still not resolved, and although they have no direct power over Royal Mail, said they would take it up again. A few days later Grant Greetham from Royal Mail called, and the Clerk obtained his phone number (07553 365909). He said he was arranging for the box to be installed during the second week of June. The Clerk was also assured that Mrs Chris Walker of the Postal Review Panel would be checking to ensure that everything is done as promised. It now being the third week in June, and no sign of a post box, the Clerk has chased again, and is waiting for Mr Greetham to return his call.
 - 9.2. [4.3] **Gipsy encampment on Croxton Road.** Within a few days of the last meeting the group moved off and the site was cleared.
10. **To receive** Correspondence (pre-circulated)
 - 10.1. The Pensions Regulator: *Act now: you have new legal duties.*
 - 10.2. Campaign to Protect Rural England: *CPRE Norfolk Light Pollution Survey, Guidance Note and Conference.*
 - 10.3. Norfolk Association of Local Councils: *Subscription Form 2015/16.*
 - 10.4. Norfolk Association of Local Councils: *Election of members of the Norfolk Association of Local Councils Executive Committee.*
 - 10.5. Department for Communities and Local Government: *Changes to the smaller authorities' local audit and accountability framework: a guide.*
 - 10.6. Norfolk County Council: *Recycling Credit advice.*
 - 10.7. Came & Company: *Council Matters - Spring 2015.*

- 10.8. Campaign to Protect Rural England: *Fieldwork* - Spring 2015.
 - 10.9. Campaign to Protect Rural England: *Countryside Voice* - Spring 2015.
 - 10.10. Barclays Bank Plc: *Community Account statement* - 28 February - 31 March 2015.
 - 10.11. Barclays Bank Plc: *Active Saver Account statement* - 28 February - 31 March 2015.
 - 10.12. Norfolk County Council: *Highway and Community Ranger Visit* - 18 May 2015.
 - 10.13. Breckland Council: *Payment Remittance advice* (Precept).
 - 10.14. HM Revenue & Customs: *BACS Remittance Advice*.
 - 10.15. Breckland Council: *(Fabric) Recycling Payment 2014-15*.
 - 10.16. Barclays Bank Plc: *Advance Notification of Charges*.
 - 10.17. Norfolk County Council: *Stow Bedon: Watering Farm. (Copy letter from Senior Engineer, Highways Development Management to Planning, Breckland Council)*.
 - 10.18. Norfolk County Council: *Email concerning proposal to introduce 50 m.p.h. speed limit between Watton and Wretham*.
 - 10.19. Norfolk County Council: *Better Broadband for Norfolk Information Sheet 20*.
 - 10.20. Norfolk Association of Local Councils: *Annual Joint Summer Conference*.
 - 10.21. Jason Parker: *Housing in the Village*.
 - 10.22. Barclays Bank Plc: *Community Account statement* - 1-30 April 2015.
 - 10.23. Barclays Bank Plc: *Active Saver Account statement* - 1-30 April 2015.
 - 10.24. Breckland Council: *Open Space and Play Space Provision and Improvement*.
 - 10.25. *Clerks & Councils Direct*.
 - 10.26. Came & Company: *Insurance renewal documentation*.
 - 10.27. Breckland Council: *Payment Remittance advice* (Fabric recycling).
 - 10.28. Campaign to Protect Rural England: *Norfolk Voice* - May 2015.
 - 10.29. Campaign to Protect Rural England: *Reducing Light Pollution*.
 - 10.30. Campaign to Protect Rural England: *Light Pollution Conference 2015*.
 - 10.31. Campaign to Protect Rural England: *CPRE Norfolk AGM 2015*.
 - 10.32. United Kingdom Debt Management Office: *Loan Payment due 15 June 2015*.
 - 10.33. Norfolk Constabulary- Attleborough Safer Neighbourhood Team: *Minutes of the Safer Neighbourhood Action Panel (SNAP) Meeting* - 26 May 2015.
 - 10.34. Barclays Bank Plc: *Your Community Account Statement* - 1-29 May 2015.
 - 10.35. Barclays Bank Plc: *Changes to the way you receive statements*.
11. **To receive** Planning Applications, planning decisions and correspondence (including any detailed below), and to decide on comments to be made where necessary.
- 11.1. **3PL/2015/0381/F: Thorpe Farm Cottages, Croxton Road.** Application to Continue use of existing mobile home as an annexe. **To note** that the Clerk has responded 'No objection' under his delegated authority, and **to receive** planning permission dated 27 May 2015.
 - 11.2. **3PL/2015/0157/A: Grove Farm Nurseries, Thetford Road.** Application for Erection of two wooden hoardings both non illuminated. **Tonote** that the Clerk has responded 'No objection' under his delegated authority, and **to receive** Refusal of Consent to Display Advertisements dated 15 May 2015.
 - 11.3. **3AG/2015/0012/AG and 3AG/2015/0013/AG:** Breckles Farm Site, Breckles Heath. Applications under The Town and Country Planning (General Permitted Development) Order 1995 for Erection of Poultry Arcs. **To note** that the Clerk

has responded under his delegated authority and **to receive** Notice that prior permission is not required dated 20 April 2015.

- 11.4. **3PL/2015/0434/F: Wretham Stud, West Wretham.** Application to Replace redundant & derelict stables & general purpose building with a modern general purpose stud building. **To note** that the Clerk has responded 'No objection' under his delegated authority.
- 11.5. **3PL/2015/0663/F: 6 Hall Farm Cottages, Low Road, Illington.** Application for 2 storey side extension proposed. Minor internal alterations.
- 11.6. **3PL/2015/0636/F: 10 Manor Farm Cottage, Church Road, Wretham.** Application for Erection of dwelling with vehicular access.
12. **To agree** any action required following the coming into force of *The Smaller Authorities (Transparency Requirements) (England) Regulations 2015*.
13. **To note** that Norfolk County Council has given permission for a new notice board to be placed adjacent to the grit bin on Illington Road, and **to arrange** for this and the one for West Wretham to be installed.
14. **To agree** the contents of the Draft Minutes of the Annual Parish Meeting held on Thursday 14 May 2015, to be confirmed and signed at the next Parish Meeting, and **to consider** any actions arising as a result of this meeting.
15. **To confirm** the list of scheduled meeting dates (including moving the August meeting from 13th to 6th).
16. **To invite** newly elected Members to complete the necessary consent for summonses to Council Meetings to be sent electronically (as per *The Local Government (Electronic Communications) (England) Order 2015*)
17. **To appoint** new signatories for the Barclays Bank accounts.
18. **To approve** and **sign** the Receipts and Payments Account for the year 2014-2015.
19. **To receive** the report of the Internal Auditor.
20. **To approve** and **sign** the Accounting statements and Annual governance statement in the Annual Return for the year ended 31 March 2015, and **to agree** the Bank Reconciliation and Explanation of variances.
21. **To appoint** the Internal Auditor for 2015-2016.
22. **Finance.**
 - 22.1. **To approve** payment of £35.00 to the Information Commissioner, being the cost of renewal of the Council's registration under the Data Protection Act.
 - 22.2. **To approve** payment of £102.00 to Norfolk Association of Local Councils, being the annual subscription for 2015/16.
 - 22.3. **To approve** payment of £42.00 to the Clerk in reimbursement for his having paid £35.00 + £7.00 VAT to NetBenefit on 11 June 2014 for the renewal of the Wretham.net website domain name for 2014-2015. (**Note:** In item 9.4 of the last meeting the Clerk reported that the Council's cheque for this payment had not been presented for payment. At the time he did not realise that his credit card account has been charged, but this would account for it.)

- 22.4. **To approve** payment of £34.80 to the Clerk in reimbursement for his having paid £29.00 + £5.80 VAT to Speednames for the renewal of the Wretham.net website domain name for 2015-2016.
- 22.5. **To approve** payment of £56.25 to Wretham Village Hall for hire of the hall to hold Council Meetings in 2014-2015.
- 22.6. **To approve** payment of £306.00 to Broker Network Limited, being the first year of a 3-year fixed agreement for the renewal of the Council's insurance policy with Aviva arranged through Came & Company, or alternatively **to approve** payment of £322.10 for the annual premium without the fixed agreement.
- 22.7. **To approve** payment of £32.75 to the Society of Local Council Clerks, being this parish's share of the Clerk's Annual Subscription.
- 22.8. **To approve** payment of £36.00 to the Campaign to Protect Rural England, being the membership subscription for 2015/2016.
- 22.9. **To approve** payment to the Clerk and HM Revenue & Customs totalling £700.54 (salary for 1 April 2015 to 30 June 2015: £650.16; Mileage Allowance Payment for 5 March 2015 - 12 June 2015: £50.38 (of which £2.20 is the VAT element)).
- 22.10. **To approve** payment of £50.71 (Postage & Telephones: £13.05; Gift for Internal Auditor: £50.00; VAT: £0.12) to the Clerk as reimbursement for items paid on behalf of the Council for 5 March 2015 to 12 June 2015.
- 22.11. **To approve** payment of £11.25 to Norfolk Association of Local Councils, being this parish's share of the cost of the Clerk attending the Annual Joint Summer Conference on 26 June 2015, as per invoice SC2015/20.
- 22.12. **To approve** payment of £90.00 to Norfolk Parishes Training Partnership, being the cost of Councillors Gray and Smith attending *Introductory Training for Clerks and Councillors* courses, per invoices nos. 15084 & 1586.
- 22.13. **To receive** the Monthly Financial Report.
23. **To decide** on any matters for consideration at next meeting.
 - 23.1. To consider whether there is any action the Council could take to make faster broadband access available in the parish.
 - 23.2. To consider a request from Mr David Wells to agree a grant of up to £350 towards the cost of grass cutting in Illington Churchyard
24. **To confirm** the date of the next meeting as Thursday, 14 May 2015 at 7.00 p.m. in Wretham Village Hall.