

# WRETHAM PARISH COUNCIL

5 September 2018

**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, 14 June 2018 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, 14 June 2018.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
  - 6.1. [Meeting of 10 May 2018] **Grass cutting of verges.** Following County Councillor Fabian Eagle saying that he was sanctioning and additional cut of verges at more dangerous locations, the Clerk had asked for the junction of Church Road and the A1075 to be included, and this has now been cut back further.
  - 6.2. [6.3 Minutes of 12 April 2018] **Wheelie bin.** After chasing Breckland Council, the bin is now in position in the lay-by south of the junction of the A1075 and Church Road.
  - 6.3. [10] **Battle Area Tour.** The rearranged tour took place on 25 July, when a full coach enjoyed an excellent evening, including visits to Langford Church and the Police Station within the Eastmere Urban Afghani Village. A trip round the Rural Village had to be cancelled because of the arrival of a Special Forces unit in two Ospreys. One

passenger was also able to visit the site of the house of his grandparents, of which only mounds in the earth remain.

7. **To receive** Correspondence (available at the meeting).
  - 7.1. Norfolk County Council: *Delivering local highway improvements in partnership with Town and Parish Councils*.
  - 7.2. *Came & Company*: Confirmation of renewal of insurance policy.
  - 7.3. *Clerks & Councils Direct* - July 2018.
  - 7.4. Barclays Bank Plc: *Your Business Accounts – at a glance*.
  - 7.5. Barclays Bank Plc: *Your Community Account Statement – 1-29 June 2018*.
  - 7.6. Barclays Bank Plc: *Your Active Saver Account Statement – 1 May – 29 June 2018*.
  - 7.7. Barclays Bank Plc: *Barclays Brandon branch is closing – on Friday 2 November 2018*.
  - 7.8. Norfolk Constabulary- Attleborough Safer Neighbourhood Team: *Minutes of the Safer Neighbourhood Action Panel (SNAP) Meeting – 28 June 2018*.
  - 7.9. Campaign to Protect Rural England: *Countryside Voice – Summer 2018*.
  - 7.10. Campaign to Protect Rural England: *Fieldwork – Summer 2018*.
  - 7.11. Norfolk Constabulary: *Parish Newsletter – August 2018*.
  - 7.12. Society of Local Council Clerks: *Email quoting from the “technical consultation” on the draft local government finance settlement, which confirms that the government intends to continue the deferral of setting referendum principles for town and parish councils regarding precepts*.
  - 7.13. Barclays Bank Plc: *Your Business accounts – at a glance – on 31 July 2018*.
  - 7.14. Barclays Bank Plc: *Your Community Account – 30 June – 31 July 2018*.
  - 7.15. Campaign to Protect Rural England: *CPRE Norfolk Alliance – update*. (re. Breckland Local Plan).
8. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
  - 8.1. **3PL/2018/0161/F: The Estate Office, Larkshall, Thetford Road, Wretham.** Proposed extension to existing pack house and office building. Planning Permission dated 10 April 2018.
  - 8.2. **3PL/2018/0320/F: Wretham Village Hall, Church Road, Wretham.** Installation of two adult exercise equipment pieces and one tyre swing. Planning Permission dated 21 June 2018
  - 8.3. **3PL/2018/0527/F: Church Lane (recte Road), Wretham.** New dwelling. To receive notice that this has been referred to Breckland Planning Committee on 30 July 2018, with a recommendation for refusal, and **to receive** notice of Planning Permission dated 1 August 2018.
  - 8.4. **3PL/2018/0935/LB: Wretham Manor, Church Road, Wretham.** Application for Listed Building Consent to Demolish two internal walls to join the utility room & kitchen to create a larger usable family space through creation of a kitchen diner. (Extension in response deadline to 15 September agreed by Breckland Council.)
9. **To consider** the responses received from the Police and NCC Highways concerning the speed of vehicles on and around the junction of the A1075 and Croxton Road through to Forestry Cottages, and **to determine** any resultant actions. **Note:** The Clerk emailed both the Police and NCC Highways. The Police have said they will try to make an appearance on the odd occasion, but probably not before this meeting. After chasing, NCC Highways replied to County Councillor Fabian Eagle saying, in effect, that they were perfectly happy with the present situation.

10. **To consider** action necessary regarding the dead Tree No. 10 on Millennium Row, and if appropriate, to authorise the Clerk to arrange for its replacement. (**Note:** Following the last Meeting the Clerk spoke with one of the donors, who says that they replaced the original tree within a few years of it having been planted, so in total four have been planted in this position and none have lived for many years.)
11. **To consider** authorising the Clerk to arrange for the trees on Millennium Row to be checked by an arboriculturalist, to raise the crowns so as to make it possible to walk down the Trod safely.
12. **To consider** a proposal from the Chairman regarding the location of a litter bin in Stonebridge.
13. **To approve** the contents of the draft Welcome Pack prepared by Councillor Ford, and **to agree** its distribution to new residents of the parish.
14. **To approve** and where appropriate **adopt** the following documents required as a result of the General Data Protection Regulations:
  - 14.1. Inventory of Data Captured, Stored and Processed by the Council;
  - 14.2. Privacy Notice;
  - 14.3. Privacy notice for Councillors and employees.
  - 14.4. Information & Data Protection Policy;
  - 14.5. Publication Scheme (revised);
  - 14.6. Retention and Disposal Policy;
  - 14.7. Appendix A: List of Documents for Retention or Disposal;
  - 14.8. Subject Access Request Form;
  - 14.9. Social Media and Electronic Communication Policy;
  - 14.10. Removable Media Policy;and **to agree** that appropriate items be posted on the Wretham Village Website, together with the Council's Standing Orders and Financial Regulations.
15. **To note** that the Clerk has deposited the Minutes of Council Meetings and Parish Meetings from 1 April 2013 to 31 March 2017 at the Norfolk Records Office under Accession number ACC 2018/48. These will be catalogued and stored with previous sets of Minutes
16. **To receive** confirmation from the Chairman that he has carried out an Annual Appraisal of the Clerk's performance, assessing it as being fully satisfactory, and **to agree** his recommendation that, in accordance with his contract, w.e.f. 17 July 2018 he is awarded an additional Spinal Column Point to take him to SCP 27, which increases his pay rate by 41.1p/hour or £108.504 p.a., making a total salary of £3,383.16 p.a. This increase is within the planned budget.
17. **Finance.**
  - 17.1. **To approve** payment to the Clerk and HM Revenue & Customs totalling £875.66 (salary for 1 July 2018 to 30 September 2018: £818.66; Mileage Allowance Payment for 3 June 2018 - 4 September 2018: £57.33).
  - 17.2. **To approve** payment of £5.84 (Postage & telephones) to the Clerk as reimbursement for items paid on behalf of the Council for 3 June 2018 to 4 September 2018.

- 17.3. **To approve** a donation of £75.00 to the Royal British Legion (under the Local Government Act, 1972, s. 137) in relation to the provision of the wreath for the Remembrance Day services.
- 17.4. **To approve** payment of £45.00 (£25.00 + £20.00 VAT) to the Clerk, in reimbursement for his having paid this parish's share of invoice no 6387 from Bailiwick IT, being the cost of transferring the Council's data from the damaged laptop to a new one.
- 17.5. **To approve** issuing a replacement cheque for £34.80 (£29.00 + £5.80 VAT) to the Clerk as cheque no, 100699 issued on 10 May 2018 as reimbursement for his having paid for the renewal of the Wretham.net domain name appears to have been lost somewhere in the system and has not been presented for payment.
- 17.6. **To note** that on 8 July 2018 BT collected payment of £47.20 (£39.33 + £7.87), on 6 August collected payment of £49.08 (£40.90 + £8.18 VAT), and on 6 September will collect payment of £49.08 (£40.90 + £8.18 VAT) from the Council's account by direct debit in settlement of their bills reference M028, M029 and M030, for provision of broadband services.
- 17.7. **To approve** payment of £371.00 to STANTA Central Bank, being a donation under Local Government Act 1972 s.137, from the surplus arising from the recent Tour of the Battle Area, which the authorities will distribute equally between The Army Benevolent Fund, Help for Heroes, The Sailors, Soldiers and Air Force Association and the Battle Area Churches Restoration Trust.
- 17.8. **To receive** the Monthly Financial Report.
18. **To decide** on any matters for consideration at next meeting.
19. **To confirm** the date of the next meeting as Thursday, 11 October 2018 at 7.00 p.m. in Wretham Village Hall.
20. **To resolve** under *Public Bodies (Admission to Meetings) Act 1960, s.1(2)* to exclude the public and press for the discussion of the next item as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted
21. **To consider** a review of the Clerk's paid working hours, and other matters.

**Future Meeting dates:**

Thursday, 11 October 2018	Thursday, 10 January 2019
Thursday, 8 November 2018	Thursday, 14 February 2019
Thursday, 6 December 2018	Thursday, 14 March 2019