

WRETHAM PARISH COUNCIL

Minutes of a Meeting of Wretham Parish Council held on Thursday, 11 June 2020 at 7.00 p.m.
This was a virtual on-line meeting.

Present: Councillors: Harold Smith (Chairman), Paul Barley, Paul Barnard, Jon Ford,
Sharon Ford.
Clerk: Julian Gibson

- 1 Apologies for absence. None.
- 2 Declarations of interest. None
- 3 Dispensations. None.
- 4 Public participation session. None.
- 5 Minutes. The minutes of the meeting held on Thursday, 28 May 2020 were **confirmed** for retrospective signing by the Chairman of the next face-to-face meeting of the Council.
- 6 Matters arising. None.
- 7 Correspondence. Receipt of the following correspondence was **acknowledged**:
 - 7.1 Breckland Council: *Recycling Payment 2019-20 - Textiles £98.62, Glass £237.74.*
 - 7.2 Defence Infrastructure Organisation: *Ash dieback - Stanford Training Area (STANTA).*
Note: DIO is carrying out a tree-felling scheme during June to protect the future of uninfected trees and estate users, neighbours, etc.
 - 7.3 Barclays Bank Plc: *Your Business accounts - at a glance - Your balances on 29 May 2020.*
 - 7.4 Barclays Bank Plc: *Your Community Account statement - 1-29 May 2020.*
 - 7.5 Barclays Bank Plc: *Your Active Saver Account statement - 1-29 May 2020.*
- 8 Planning.
- 9 **3OB/2020/0014/OB: Stonebridge Camp, Thetford Road.** Modify Affordable Housing Requirement on pp 3TL/2011/0030/TL. The Clerk reported that he had noticed that there had still been no documentation on the Breckland website, and had contacted the Officer dealing with the case asking how this could be considered to be a public consultation. As a result the consultation period had been extended to the required period after the documents were published. It was **resolved** that the Council objected to the proposed abandonment of the promised affordable housing, largely on the grounds that the applicant took on a business risk when starting the development, and may well have made the minimum 15% profit to which the Government believes he is entitled had he got on with the work faster. The Council **noted** that the Breckland-commissioned viability assessment report concludes that four affordable houses plus other agreed contributions totalling £164,482 (including a Village Hall contribution of £94,581) was viable.
- 10 **Recycling Credits.** The Clerk produced a graph showing that the introduction of collection of bottles in the black bins in the 2014/15 year had resulted in a considerable drop in glass collected in the bottle bank. It was **agreed** that he should ask for a piece to be published in *Wretham Village News* encouraging use of the Bank.
- 11 **Internal Audit.** The report of the Internal Auditor and the Annual Internal Audit Report from the Annual Governance and Accountability Return (AGAR) 2019/20 was **received** and **noted**.
- 12 **Annual Governance Statement.** The AGAR 2019/20 Part 2 Section 1 - Annual Governance Statement 2019/20 was **approved** by the Council.

- 13 Accounting Statements.** The AGAR 2019/20 Part 2 Section 2 - Accounting Statements 2019/20, already signed off by the Clerk as Responsible Financial Officer (RFO), were **approved** by the Council.
- 14 Certificate of Exemption.** The Certificate of Exemption on Page 3 of the AGAR 2019/20 Part 2, confirming 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 a limited assurance review, was **approved** by the Council.
- 15 Signing of Annual Governance Statement and Accounting Statements.** The Chairman and the Clerk were **authorised** to sign the Annual Governance Statement, and the Chairman was **authorised** to sign the Accounting Statements.
- 16 Electors' rights.** It was **noted** that the Clerk, as Responsible Financial Officer (RFO) has set the commencement date for the exercise of public rights as 1 September 2020.
- 17 Signing of Certificate of Exemption.** The RFO and the Chairman were **authorised** to sign the Certificate of Exemption. The Clerk will then send this to the External Auditor, and publish all the required documents on the website and notice boards.
- 18 Explanation of variances and Bank reconciliation.** The Explanation of variances and Bank reconciliation for the year ended 31 March 2020 were **approved**.
- 19 Internal Auditor.** It was **resolved** that Mr. Michael Corrie be reappointed as Internal Auditor for the year 2020-2021.
- 20 Finance.**
- 20.1 **Clerk's salary.** It was **resolved** that cheques numbered 100770 & 100771 totalling £1,053.50 (salary for 1 April 2020 to 30 June 2020; £1,025.70; Homeworking allowance £13.50; Mileage Allowance Payment for 6 March 2020 - 4 June 2020: £14.30) to the Clerk and HM Revenue & Customs be signed. (*Local Government Act 1972 s. 112(2)*)
- 20.2 **Clerk's reimbursement.** It was **resolved** that cheque number 100772 for £21.89 (Postage & Telephones £14.43; Stationery £1.68; VAT £5.78) to the Clerk be signed, in reimbursement for items paid on behalf of the Council for 6 March 2020 to 6 June 2020. (*Local Government Act 1972 s.111*)
- 20.3 **Audit.** It was **resolved** that cheque number 100773 for £50.00 to Mr Michael Corrie be signed, as a honorarium for carrying out the Internal Audit for the financial year ended 31 March 2020. (*Local Government Act 1972 s. 111*)
- 20.4 **Credits.** Receipt of the following credits was **noted**:
- 20.4.1 HM Revenue & Customs - VAT Reclaim: £139.88 - 6 May 2020.
- 20.4.2 Breckland Council - Recycling (Textiles £98.62, Glass £237.74): £336.36 - 2 June 2020.
- 20.5 **Budgets.** It was **agreed** to vire the sum of £54.00 from the Staff Costs budget (formerly Clerk's salary) to Other Staff Related Costs (formerly Clerk's Mileage Allowance) in order to accommodate the changes made to the way of reporting the costs of Homeworking Allowances in the 2020/21 AGAR.
- 20.6 **Monthly Financial Report.** The report for the month ending 31 May 2020 was **received**.
- 21 Matters for consideration at next meeting.** Report on COVID related activities in the parish.
- 22 Next meeting.** The next meeting of the Parish Council will be on **Thursday, 9 July 2020, at 7.00 p.m. via video link.**

Because of the difficulties in signing minutes as required by The Local Government Act 1972, Sch, 12 para 41(1), these minutes were approved by the Council at its meeting on 10 September 2020, and later signed by the Chairman of the meeting held on 8 October 2020.

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Harold Smith, Chairman

Future Meeting dates:

Thursday, 9 July 2020	Thursday, 8 October 2020	Thursday, 14 January 2021
Thursday, 13 August 2020	Thursday, 12 November 2020	Thursday, 11 February 2021
Thursday, 10 September 2020	Thursday, 10 December 2020	Thursday, 11 March 2021

