

## WRETHAM PARISH COUNCIL

Minutes of a Meeting of Wretham Parish Council on Thursday, 12 May 2016 at 7.15 p.m. in Wretham Village Hall, Church Road.

**Present:** Councillors Will Townsend (Chairman), Sharon Ford, Jean Gray, Ann Schofield, Harold Smith  
Julian Gibson (Clerk)

*As the previous Annual Parish Meeting overran, the start of this meeting was delayed.*

- 1 **Election of Chairman.** Councillor Townsend was **elected** Chairman.
- 2 **Chairman's Declaration of Acceptance of Office.** Councillor Townsend signed the declaration, which was **received**.
- 3 **Election of Vice Chairman.** Councillor Smith was **elected** Vice Chairman.
- 4 **Apologies for absence.** None.
- 5 **Declarations of interest.** None.
- 6 **Dispensations.** None.
- 7 **Public participation session.** None.
- 8 **Minutes.** The minutes of the meeting held on Thursday, 14 April 2016 were **confirmed** and **signed**.
- 9 **Matters arising.**
  - 9.1 [6.1, Minutes of 10 March 2016] **Internet access in Village Hall.** The Clerk reported that BT had made an appointment with him to be present in the Hall for BT Openreach to install a telephone line and thus Internet into the Village Hall, The engineer had been due to arrive between 1-6 p.m., and when at 4 p.m. the BT Complaints officer the Clerk was in contact with had phoned Openreach they still said that the appointment would be kept. However eventually no engineer turned up, allegedly because of a "shortage of engineers". A second appointment was made, and this time the internet was installed. The Clerk expressed concern that the Village Hall Committee might not be happy that the access code be displayed in the Hall so that all users can take advantage of it, but the Council believed that as this was being funded by public money there was really no reason why the public should not be able to make use of it. Also, as the package includes unlimited broadband access, allowing all and sundry to use it will not involve any cost. Phone calls will attract a charge, but at the moment there was no telephone handset in the Hall. The Clerk will discuss compensation with the BT Complaints team in due course.
  - 9.2 [6.1] **STANTA Tour.** The Clerk reported that there was now only one vacant seat on the coach for the tour on 25 May.
- 10 **Correspondence.** The following correspondence was **received**:
  - 10.1 Came & Company: *Insurance policy renewal invitation.*
  - 10.2 Aviva: *Local Council Insurance Scheme quotation.*
  - 10.3 Aviva: *Changes you need to know about before you renew your policy.*
  - 10.4 Came & Company: *Your Parish Council Policy Summary.*
  - 10.5 Came & Company: *Important information - Please read.*
  - 10.6 Came & Company: *Terms of Business.*
  - 10.7 Norfolk Association of Local Councils: *Recruitment.*
  - 10.8 HM Revenue & Customs: *BACS Remittance Advice.*
  - 10.9 Magpas: *Letter of thanks for grant.*



- 10.10 Breckland Council: *Recycling payment 2015-16 (Textile)*.
- 10.11 *Clerks & Councils Direct* - May 2016.
- 10.12 Barclays Bank Plc: *Your Community Account statement* - 1-29 April 2016.
- 10.13 Barclays Bank Plc: *Your Active Saver Account statement* - 1-29 April 2016.
- 10.14 Norfolk County Council: *Temporary Road Closure, Church Road*. The Clerk pointed out that Church Road would be closed at the entrance to the old flint barn at Manor Farm from 23-25 May for new water connection work.
- 10.15 Historic England: *Wretham War Memorial - Considering addition to the List of Buildings of Special Architectural Interest*. Historic England is considering the War Memorial at Wretham for addition to the List of Buildings of Special Architectural or Historic Interest, as part of the response to the centenary of the First World War. They understood that the Council was the owner of the memorial, but the Clerk has pointed out that the ownership is not known, although the Council does have and has used the power to maintain the memorial. At the moment there is nothing for the Council to do, but we will be sent a copy of the consultation report in due course. This report will set out the factual information on which the recommendation will be based, and at that stage the Council will be invited to make any comments about the architectural or historic interest of the memorial. All representations will be considered before the recommendation regarding listing is made to the Secretary of State for Culture, Media and Sport.

## 11 Planning.

- 11.1 **3OB/2016/0007/OB: Stonebridge Camp, Thetford Road, Stonebridge, Wretham.** Variation of S106 on 3TL/2011/0030/TL (Revise affordable housing obligations). It was resolved that the Council, being mindful of the lack of facilities in Wretham, and the fact that another developer had been unable to find an affordable housing Provider interested in taking on the houses he was required to develop, was quite relaxed about a possible reduction in the number of such houses. However, the Council noted what it initially thought was an error, in that when mentioning the Village Hall contribution, the application spoke of £80,000 rather than the £80,000 Index Linked which was agreed in the 2008 Section 106 Agreement. The Council had been very actively involved in the negotiation of this Agreement, and so was appalled to learn that when permission was given for an extension of the time limit in 2013, Breckland had agreed a new Section 106 Agreement without mentioning this to the Council, in which the Index Linking element had been omitted. The Clerk has objected strongly to this, and asked Councillor Phil Cowen to investigate on the Council's behalf.
- 11.2 **3DM/2016/0001/DEM: Wretham Camp, Croxton Road.** Demolition of buildings 12 & 13 B and the removal of eleven foundation slabs (permitted development). Notice that No prior approval is required was **received**.
- 11.3 **3PL/2016/0248/VAR: Grove Farm Nurseries, Thetford Road, Wretham.** Erection of dwelling and garage block (revised scheme). Planning Permission dated 4 May 2016 was **received**.

- 12 **Robert Vincent Beaupre Memorial Seat.** It was reported that Mr Foster has completed the work restoring the Robert Vincent Beaupre Memorial Seat. The damage had been substantial, but he was able to retain the engraved back-rail. The Chairman thanked him for his work. The Council was happy that the Seat should be positioned on the base of the former bus shelter on Letchworth Corner, close to the Queen Elizabeth Silver Jubilee Seat and the Village Sign, where it was less susceptible to damage, but asked if it could be secured to the ground to deter thieves, and Mr Foster agreed to look into this. The Clerk said he would ask NCC for permission to locate it on Highways land.





- 13 **Wheelie bin speed stickers.** Councillor Ford said she had seen that some villages had signs stuck on wheelie bins, either displaying the local speed limit or encouraging drivers to slow down. She had asked the Clerk, who found that the NCC Casualty Reduction Education & Development Team could provide stickers (showing the speed limit in a heart-shaped copy of the official signs) for £2.50 each. The Chairman said he had spoken to the company which printed "Slow down" signs for Great Hockham, and showed samples and the various options for the wording. These would cost £2 each. The Chairman had contacted Breckland Council, and been told that it had no objections to them being stuck to their bins. It was considered that (a) it would be best to have a sticker on each side of the bin so as to catch traffic in each direction, (b) that both green and black bins would need them, and (c) residents who put bins close to the highway on the A1075, Croxton Road and Church Road could be encouraged to use them. A colour and wording was agreed, and it was **agreed** that the Chairman should order 100 stickers, and Councillor Ford agreed to approach residents inviting them to use them. On a related subject, the Chairman said that the signs for Forestry Cottages (which the Council had purchased in 2002) were damaged and needed replacing. The Clerk said he would see if he could get official street name signs through Breckland Council.
- 14 **Transparency Fund.** The Clerk reported that he had received a letter from the National Association of Local Councils concerning the *Transparency Fund 2016/2017*, and the accompanying Application Form. The Council **approved** an application prepared by the Clerk for a grant of £953.40 to cover the cost of the Council complying with the new Transparency Code. The Clerk reported that he had now purchased a laptop and scanner funded by last year's Grant.
- 15 **Report of the Internal Auditor.** The report of the Internal Auditor on the year ended 31 March 2016 was **received**.
- 16 **Annual governance statement.** The Annual governance statement 2015/16 in the Annual Return was **approved** and **signed** by the Clerk and the Chairman on behalf of the Council.
- 17 **Accounting statements.** The Accounting statements 2015/16 in the Annual Return were **approved** and **signed** by the Clerk and the Chairman on behalf of the Council. The Bank reconciliation and the Explanation of variances were **agreed**. The Clerk confirmed that the *Notice of appointment of date for the exercise of electors' rights* would now be posted on the Wretham Village website and notice boards.
- 18 **Internal Auditor.** It was **resolved** that Mr Michael Corrie be reappointed as Internal Auditor for the year 2016-2017. It was **agreed** that the Clerk should send a garden voucher with the Council's thanks.
- 19 **Finance.**
- 19.1 **Subscriptions.** It was **resolved** that cheque number 100625 for £36.00 to the Campaign to Protect Rural England be signed, being the membership subscription for 2016/2017. (*Local Government Act 1972 s. 111(1)*)
- 19.2 **Other.** It was **resolved** that cheque number 100626 for £10.91 to Mr Philip Foster be signed, to reimburse him for various items he has purchased as part of the restoration of the Robert Vincent Beaupre Memorial Seat. (*Public Health Act 1875 s.164*)
- 19.3 **Insurance.** It was **resolved** that cheque number 100627 for £319.26 to Came & Company be signed, being the renewal premium of the Council's insurance policy with Aviva for the year ending 31 May 2017, under the long term agreement due to expire 31 May 2018. (*Local Government Act 1972 s. 111(1) & 140(1)*)
- 19.4 **Subscriptions.** It was **resolved** that cheque number 100628 for £32.75 to the Society of Local Council Clerks be signed, being this parish's share of the Clerk's Annual Subscription. (*Local Government Act 1972 s. 143*)


19.5 **Transparency Code.** It was **resolved** that cheque number 100629 for £498.69 (£415.61 + £83.08 VAT) to the Clerk be signed, to reimburse him for his having paid invoice no. 14040828 from PC World for the purchase of a laptop and scanner for the Council's use funded by the grant obtained from the Government's Transparency Fund. (*Local Government Act 1972 s. 111(1)*)

19.6 **Monthly Financial Report.** The report for the month ending 30 April 2016 was received.

20 **Matters for consideration at next meeting.** None.

21 **Next meeting.** The next meeting will be on **Thursday, 9 June 2016, at 7.00 p.m.** in **Wretham Village Hall.**

**Confirmed:**

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**Harold Smith (Vice-Chairman)**

9 June 2016

**Future Meeting dates:**

Thursday, 9 June 2016	Thursday, 6 October 2016	Thursday, 12 January 2017
Thursday, 14 July 2016	Thursday, 10 November 2016	Thursday, 9 February 2017
Thursday, 11 August 2016	Thursday, 8 December 2016	Thursday, 9 March 2017
Thursday, 8 September 2016		