

WRETHAM PARISH COUNCIL

Minutes of a Meeting of Wretham Parish Council on Thursday, 14 September 2017 at 7.00 p.m. in Wretham Village Hall, Church Road.

Present: Councillors: Harold Smith (Chairman), Sharon Ford, Jean Foster, Ann Schofield.
Clerk: Julian Gibson

The meeting scheduled for 10 August 2017 did not take place

- 1 **Apologies for absence.** It was resolved to accept the apology offered by Councillor Townsend. The Clerk was asked to circulate a document issued by the Norfolk Association of Local Councils about *Apologies and non-attendance at meetings* to all members.
- 2 **Declarations of interest.** Councillor Ford said that while she had no pecuniary interest, she was a friend of the applicant for item 8.4, and so in the interests of transparency would not participate in the discussion or decision for that item.
- 3 **Dispensations.** None.
- 4 **Public participation session.**
 - 4.1 Norfolk County Councillor Fabian Eagle said that people may have heard news that his Council was selling off several small parcels of land, but that these reports had not mentioned that it had also purchased an additional 400 acres in Marshland St James to add to its agricultural estate, and that this was simply a matter of rationalising the council's assets. He had spoken to Highways Officers about the problems caused by some motor vehicles on Peddars Way, and was meeting with the footpath team the next day. He was also aware that there had been a number of complaints about mud on Illington Road, and was awaiting a Highways report before deciding what action was needed. When asked about the annual budget of £6,000 to be spent on small highway works which he had been allocated for his parishes, he said that one thing he was considering doing was paying for a third cut of the verges in important locations, to take place between the regular two, and invited people to tell him of places where this would be beneficial. He confirmed that he was aware that he might receive a request to fund a sign for Peddars Way to warn motor vehicles to be more aware of pedestrians, cyclists and horse riders. Finally he said that he had a private collection of documents relating to demolished country houses, which included some on Wretham Hall. The Editor of *Wretham Village News* said he would be interested to see these.
 - 4.2 It was pointed out that the fire-fighters appeared to have had difficulties in accessing the hydrant opposite Forestry Cottages when they needed water for the Viridor fire because the verge was so overgrown. The Clerk said he would contact the Norfolk Fire and Rescue Service and see if this was the case.
- 5 **Minutes.** The minutes of the meeting held on Thursday, 13 July 2017 were **confirmed and signed**.
- 6 **Matters arising.** [14, Minutes of 15 June 2017] **Damage to the Trod.** Following the last meeting the Clerk had reported the damage to Highways, and also the weeds which were beginning to take over again. David Jacklin, Highway Engineer, has said that they will inspect the Trod and the useless grass strip which separates the lay-by opposite from the A1075, and programme work "as necessary to repair it". The Clerk fears that they will decide that it does not reach their intervention criteria. He also confirmed that the Trod is on the weed-killing schedule, and should be treated on the next visit. This now seems to have taken place.

7 **Correspondence.** The following correspondence was **received**:

- 7.1 Norfolk Constabulary: *Thetford & Attleborough Newsletter* - June 2017.
- 7.2 Breckland Council: *Stages of Local Plan Production: Where are we?*
- 7.3 Barclays Bank Plc: *Your Community Account Statement* - 1-31 July 2017.
- 7.4 Barclays Bank Plc: *Your Active Saver Account Statement* - 1-31 July 2017.
- 7.5 Campaign to Protect Rural England: *Countryside Voice* - Summer 2017.
- 7.6 Campaign to Protect Rural England: *Fieldwork* - Summer 2017.
- 7.7 Elizabeth Truss MP: *Letter inviting contact if the Council has issues or concerns.*
- 7.8 *Copy of Parishioner's letter to Breckland Council detailing objections to Planning Application 3PL/2017/0920/VAR.*
- 7.9 Citizens Advice Mid-Norfolk: *Citizens Advice Mid-Norfolk Appeal* 2017.
- 7.10 Citizens Advice Mid-Norfolk: *Annual General Meeting* - 27 September 2017.
- 7.11 Mazars: *Overdue Payment - Wretham Parish Council.*
- 7.12 Barclays Bank Plc: *Your Business accounts - at a glance.*
- 7.13 Barclays Bank Plc: *Your Community Account Statement* - 1-31 August 2017.
- 7.14 *Clerks & Council Direct* - September 2017.

8 **Planning.**

- 8.1 **3PL/2017/0874/VAR: Manor Farm, Church Road, Wretham.** Application for Conversion of barn to two dwellings & erection of 7 houses (resubmission of 3PL/2005/1159/F 3PL/2014/0686/F Conditions(s) Condition No 1. It was **noted** that the Clerk has objected using his delegated powers, on the grounds the cladding, roof and chimney make it out of character with East Wretham and the conservation area, and **to note** that although no advice has been given, it appears from the website that this applications has been withdrawn as it was invalid.
- 8.2 **3PL/2017/0750/HOU: Hilton House, Hockham Road, Wretham.** Single storey rear and side extension, and removal of a tree. Notice that the application has been withdrawn 25 July 2017 was **received**.
- 8.3 **3PL/2017/0929/VAR: Development of Three Dwellings, Church Road, Wretham.** Application for Proposed development of three detached dwellings. 2016/1133 Conditions(s) 2, 3 and 4 - Plots 1 & 2. It was **resolved** that the Council objected on grounds of further overdevelopment of the site.
- 8.4 **3PL/2017/1031/F: Manor Farm, Church Road, Wretham.** Application for Conversion of existing barn into two dwellings with associated garages and carports. It was **resolved** that, although the Council welcomed the change of the roof materials from the application in item 8.1 above, the other objections still applied, and on that basis it still objected strongly to the proposal..
- 8.5 **3PL/2016/0939/VAR: Stonebridge Camp, Thetford Road, Stonebridge.** Development of Stonebridge Camp inc. erection of 27 dwellings (revised scheme). Planning Permission dated 11 August 2017 was **received**. It was also **noted** that the decision notice (a) contains no mention of the fact that the Breckland Planning Committee agreed to delegate "to Planning Officers, in consultation with the Chairman of the Planning Committee, for the relocation of the substation and the retention of the current footpath 'trod' located along the Thetford Road frontage", nor (b) in the section referring to completion of a legal agreement, to the provision of £80,000 index-linked from the date of the original planning permission for an extension to the Village Hall. The Clerk has now had it confirmed (a) that a new version M of the site plan has been agreed, which shows the relocation of the substation away from the entrance to the site; (b) that the trod will be required to retain its rural nature; and (c) that the Village Hall contribution is still in effect. However, this was originally to be index linked from the date of signature of the

original Deed (22 October 2008). Now, though, it is only indexed linked from the signing of a second deed (28 January 2013), so the Village Hall contribution has lost 5 years-worth of index linking.

- 8.6 **3PL/2017/0638/HOU: Peddars, Keepers Corner, Wretham.** Extensions and alterations. Planning Permission dated 15 August 2017 was **received**.
- 8.7 **3PL/2017/0827/HOU: Jasmine Cottage, Keepers Corner, Wretham.** Extension of outbuildings to provide garage & wild bird and deer viewing room. Planning Permission dated 16 August 2017 was **received**.
- 8.8 **3PL/2017/0857/VAR: Development of Three Dwellings, Manor Farm, Church Road, Wretham.** Variation of condition 2 on 3PL/2016/1133 (Proposed development of three detached dwellings), changes to plot 3 & discharge of conditions 3 & 5. Planning Permission dated 22 August 2017 was **received**.
- 9 **Norfolk Strategic Framework consultation.** It was **noted** that the Norfolk Planning Authorities are consulting on a draft Norfolk Strategic Framework document, in which North Norfolk District Council, Norwich City Council, Norfolk County Council and South Norfolk Council set out their shared objective on housing, employment and infrastructure. The public consultation runs from 2 August to 22 September, and the draft document can be viewed and commented upon at <https://norfolk.citizenspace.com/consultation/norfolk-strategic-framework>. It was **agreed** that the Council had no comment to make.
- 10 **Breckland Local Plan.** The *Breckland Local Plan Pre-submission publication* was **received**. It was **agreed** that the Council had no comment to make, but the Council noted that one of the criteria required to be satisfied for development in the parish under Policy HOU 05 was, "It can be demonstrated that there is appropriate support by the parish council."
- 11 **Croxton and Brettenham & Kilverstone Joint Neighbourhood Plan consultation.** Notice of the consultation on the first formal draft of the Croxton and Brettenham & Kilverstone Joint Neighbourhood Plan was **received**. It was **agreed** that the Council had no comment to make.
- 12 **External Audit.** The External Auditor's "clean" report for the year ended 31 March 2017 was **received**. The Clerk will now carry out the actions as required by *The Accounts and Audit (England) Regulations 2015* on the conclusion of the audit.
- 13 **Publications.** It was **agreed** that the Clerk should purchase a copy of *Arnold-Baker on Local Council administration* (10th Edition) at a cost of £73.60 plus delivery, in order to ensure that he has access to the most up to date information and guidance.
- 14 **Reporting at Meetings.** A Protocol for the Reporting at Meetings of the Council or Committees was **adopted**, now that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council or its committees when they are open to the public.
- 15 **Standing Orders.** The Council **adopted** revised and updated Standing Orders, based on the Model Standing Orders published by the National Association of Local Councils.
- 16 **Financial Regulations.** The Council **adopted** revised and updated Financial Regulations, based on the Model Financial Regulations published by the National Association of Local Councils.
- 17 **General Data Protection Regulation.** The Council **noted** that the General Data Protection Regulation comes into effect on 25 May 2018. The Clerk reported that he had booked himself on a training session on 1 November. He will then be in a position to ensure that the Council takes all necessary steps to comply with this Regulation, and to assess the work involved.

18 Finance.

- 18.1 **Clerk's salary.** It was **resolved** that cheques numbered 100672 & 100673 totalling £875.62 (salary for 1 July 2017 to 30 September 2017: £776.82; Mileage Allowance Payment for 22 May 2017 - 7 September 2017: £98.80) to the Clerk and HM Revenue & Customs be signed. (*Local Government Act 1972 s. 112(2)*)
- 18.2 **Clerk's reimbursement.** It was **resolved** that cheque number 100674 for £4.72 (Postage & telephones) to the Clerk be signed, as reimbursement for items paid on behalf of the Council for 7 June 2017 to 7 September 2017. (*Local Government Act 1972 s.111*)
- 18.3 **Audit.** It was **resolved** that cheque number 100675 for £120.00 (£100.00 + £20.00 VAT) to Mazars LLP be signed, in settlement of their Fee note 1305730-SB09739 for external audit work for the year ended 31 March 2017. (*Local Government Act 1972 s.111*)
- 18.4 **Training.** It was **resolved** that cheque number 100676 £30.00 (£25.00 + £5.00 VAT) to Norfolk Association of Local Councils be signed in settlement of invoice no. 1185, being this Council's share of the cost of the Clerk attending the Role of the Clerk training on 20 & 27 July 2017. (*Local Government Act 1972 s.111*)
- 18.5 **Section 137.** In accordance with its powers under section 137 of the Local Government Act 1972, it was **resolved** that cheque number 100677 for £75.00 to the Royal British Legion be signed as a donation, which in the opinion of the Council is in the interests of the area and its inhabitants and will benefit them in a manner commensurate with the expenditure. (*Local Government Act 1972 s. 137*)
- 18.6 **Telephones.** It was **noted** that on 5 August 2017 and 5 September BT collected two payments of £49.08 (£40.90 + £8.18 VAT) from the Council's account by direct debit in settlement of their bills reference M017 GC and M018 KZ, for provision of broadband services. (*Local Government Act 1972 s.111*)
- 18.7 **Credits.** Receipt of the following credit was **noted**:
- 18.7.1 Transparency Fund Grant paid through Norfolk Association of Local Councils: £961.23.
- 18.8 **Monthly Financial Report.** The report for the month ending 31 August 2017 was **received**.

19 Matters for consideration at next meeting. None.

20 Next meeting. The next meeting will be on **Thursday, 10 August 2017, at 7.00 p.m.** in **Wretham Village Hall.**

Confirmed:



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Harold Smith (Chairman)

14 September 2017

Future Meeting dates:

Thursday, 14 September 2017	Thursday, 11 January 2018
Thursday, 12 October 2017	Thursday, 8 February 2018
Thursday, 9 November 2017	Thursday, 8 March 2018
Thursday, 7 December 2017	