

WRETHAM PARISH COUNCIL

Minutes of a Meeting of Wretham Parish Council held on Thursday, 13 September 2018 at 7.00 p.m. in Wretham Village Hall, Church Road.

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

The meetings scheduled for 12 July 2018 and 9 August 2018 did not take place

- 1 **Apologies for absence.** It was **resolved** to accept the reasons for absence offered by Councillor Ford..
- 2 **Declarations of interest.** None
- 3 **Dispensations.** None.
- 4 **Public participation session.**
 - 4.1 The Clerk reported that District Councillor Phil Cowen was away and sent his apologies, but wanted to advise the meeting about two matters. (1) The Planning Officers had provided answers to various questions raised by the Planning Inspector over the Local Plan, and there was to be a meeting with him over 3 days starting on 18 September. If that went well, it was hoped that the Plan would go to Breckland Council for adoption in February or March. Until then Breckland was still without a 5 year land supply. (2) The Q1 Financial Report had been made to Breckland's Cabinet, and showed that they had a balanced budget going forward, and adequate reserves to meet financial liabilities.
 - 4.2 The Clerk told the Council that he had been in contact with a Member of the Public who had contacted Norfolk County Council Highways and also the Trails Officer about a part of the Peddars Way south of Witsend Farm where overhanging trees in the hedge were making passage difficult. Despite having legal responsibility for maintaining this 'soft' highway, NCC had directed him to consult the Clerk to the Parish Council and ask for the landowner to be contacted and asked to cut the trees back. Although the Parish Council has absolutely no responsibility or powers in this area, the Clerk said he would be helpful and write asking for this to be done. At the same time he would ask for the hedge on the corner of Low Road and Illington Road to be cut back to make it easier to see when pulling out.
 - 4.3 The Clerk also said that a resident had asked whether the Council should comment on the development at Puddledock campsite, and asked members whether they wanted this adding to a future agenda. This is in Hockham Parish, which Council has objected, Breckland Council has refused to issue a Certificate of Lawfulness for development which had been undertaken without planning permission, and the matter was now subject to an appeal. As it is not within this parish members did not feel the need to get involved.
- 5 **Minutes.** The minutes of the meeting held on Thursday, 14 JuneMay 2018 were **confirmed and signed**.
- 6 **Matters arising.**
 - 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. The Clerk will ask to be put on the list for another tour in the future.

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

- 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).
- 7.16 Norfolk County Council: *The Highway Rangers are coming to Wretham soon.*
- 7.17 Barclays Bank Plc: *Your Business accounts - at a glance* - on 31 August 2018.
- 7.18 Barclays Bank Plc: *Your Community Account* - 1-31 August 2018.

8 **Planning.**

- 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 was **received**.
- 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 was **received**.
- 8.3 **3PL/2018/0527/F: Church Lane (recte Road), Wretham.** New dwelling. Notice that this had been referred to Breckland Planning Committee on 30 July 2018, with a recommendation for refusal, and notice of Planning Permission dated 1 August 2018 were **received**.
- 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. It was **resolved** that the Council had no objections.

- 9 **Speeding.** The responses 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 were **received**. The Police said they would try to make an appearance on the odd occasion, and it was confirmed that they had been present within the last few days. After chasing, NCC Highways replied to County Councillor Fabian Eagle saying, in effect, that they were perfectly happy with the present situation, which was an expected response. The Clerk will contact the police to try to find the outcome of their visit.
- 10 **Millennium Row Trees no. 10.** The Clerk had spoken with one of the donors of Tree no. 10 which had died, and found that altogether this was the fourth tree in this location which had died. It was **agreed** that the Clerk should ask an arboriculturalist to advise what sort of tree to use to replace it this time, and possible to undertake the work for the Council.
- 11 **Millennium Trees generally.** It was **agreed** that the Clerk should arrange for all the trees to be inspected again, and for any pruning necessary to be undertaken to keep branches away from where people walk on the Trod.
- 12 **Litter bin.** The Chairman said that with the housing at Stonebridge Green coming online at last, there would be increased use of the Trod, and he felt that it would be a good idea to have a litterbin installed. It was **agreed** that this should be located alongside the Trod opposite the lay-by south of the junction of the A1075 and Church Road. The Clerk was asked to seek the necessary agreement from Norfolk County Council and Breckland Council, and when this has been obtained to go ahead with the purchase.
- 13 **Welcome Pack.** In the absence of Councillor Ford it was **agreed** to hold this matter over until the next meeting.
- 14 **General Data Protection Regulations.** The following documents prepared by the Clerk were **approved**, and **adopted** as required by 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;
 - 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.

It was **agreed** that items 14.2, 14.4, 14.5, 14.6, 14.7 14.9 and 14.10 should be posted on the Wretham Village Website, together with the Council's Standing Orders and Financial Regulations.
- 15 **Storage of Minute Books.** It was **noted** that the Clerk had 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 **Clerk's Annual Appraisal.** The Chairman reported that he had carried out an Annual Appraisal of the Clerk's performance, assessing it as being fully satisfactory, and proposed 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 £108.50 p.a., making a total salary of £3,383.16 p.a. This was **agreed**.
- 17 **Finance.**
- 17.1 **Clerk's salary.** It was **resolved** that cheques numbered 100710 & 100711 totalling £875.99 (salary for 1 July 2018 to 30 September 2018: £818.66; Mileage Allowance Payment for 3 June 2018 - 4 September 2018: £57.33) to the Clerk and HM Revenue & Customs be signed. (*Local Government Act 1972 s. 112(2)f*)
- 17.2 **Clerk's reimbursement.** It was **resolved** that cheque number 100712 for £5.84 (Postage & telephones) to the Clerk be signed as reimbursement for items paid on behalf of the Council for 3 June 2018 to 4 September 2018. (*Local Government Act 1972 s.111*)
- 17.3 **Section 137.** In accordance with its powers under section 137 of the Local Government Act 1972, it was **resolved** that cheque number 100713 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*)
- 17.4 **Other.** It was **resolved** that cheque number 100714 for £45.00 (£25.00 + £20.00 VAT) to the Clerk be signed, 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. (*Local Government Act 1972 s.111*)
- 17.5 **Subscription.** It was **resolved** that cheque number 100715 for £34.80 (£29.00 + £5.80 VAT) to the Clerk be signed as a replacement for cheque no, 100699 (issued on 10 May 2018 as reimbursement for his having paid for the renewal of the Wretham.net domain name) which appears to have been lost somewhere in the system and has not been presented for payment. (*Local Government Act 1972 s.111*)
- 17.6 **Telephones and postage.** It was **noted** 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 collected 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. (*Local Government Act 1972 s.111*)
- 17.7 **Section 137.** In accordance with its powers under section 137 of the Local Government Act 1972, it was **resolved** that cheque number 1007116 for £371.00 to STANTA Central Bank be signed, 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. In the opinion of the Council this 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*)
- 17.8 **Monthly Financial Report.** The report for the month ending 31 August 2018 was **received**.
- 18 **Matters for consideration at next meeting.** Welcome Pack.
- 19 **Next meeting.** The next meeting will be on **Thursday, 11 October 2018, at 7.00 p.m. in Wretham Village Hall.**

- 20 Exclusion of the Public and Press.** Under the *Public Bodies (Admission to Meetings) Act 1960, s.1(2)*, it was **resolved** 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 Clerk's hours and allowances.** A report from the Clerk on the number of hours he had actually worked for this Council during the 12 months commencing 19 July 2017 was **received**. As a result the Council **agreed** to increase in number of hours he is paid from 22 to 26 hours/month, and to backdate this increase to 19 July 2017. This will take the Clerk's annual salary up to £3,990.28. It was also **agreed**, that the Council should make a contribution towards the use of the Clerk's home as an office, and it was decided to pay him an additional allowance of £4.50/month, this being 25% of the amount allowed tax-free by HM Revenue & Customs. The Council expects the other Councils who employ the Clerk to make up the other 75%. It was agreed this too would be backdated until July 2017.

Confirmed:



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Sharon Ford (Vice-Chairman)

11 October 2018

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