

WRETHAM PARISH COUNCIL

Minutes of the Annual Parish Meeting of Wretham Parish Council held on Thursday, 11th May 2023 at 7.00 p.m. in Wretham Village Hall, Church Road.

Present: Councillors: Harold Smith (Chairman), Paul Barnard, Sharon Ford, Jonathon Ford, District Councillor Sarah Suggitt and Interim Clerk: Mrs Pauline Angus

There was 1 member of the public

Before the meeting started the Chair gave the following report for the past year.

In April the Council's Jubilee Tree was planted next to the Diamond Jubilee one on Letchmere Corner and a plaque was placed in front of the tree, the Clerk has registered the tree on the Queens Green Canopy.

In May Work on replacing the remaining section of the old A1075 with a footway so that it is safe to walk from Windmill Lane to Illington Road via the new footway was completed.

In December, sadly due to health reasons our Clerk Julian Gibson could no longer carry on as Clerk to the Council. At the end of February Pauline Angus (Weeting Parish Clerk) agreed to step in until a permanent replacement could be found. Following this our new Clerk Julie Challenor will be joining us as 1st June 2023.

1. **To elect** a Chairman of the Council.

Cllr Harold Smith was elected as Chairman

2. **To receive** the Chairman's declaration of acceptance of office.

This was accepted and signed by the Chair.

3. **To appoint** a Vice-Chairman of the Council.

Cllr Sharon Ford was appointed Vice Chairman.

4. **To receive** the newly elected Councillors declaration of acceptance of office.

All Cllrs signed their declaration of office forms.

5. **To consider accepting** the reasons for any apologies for absence.

Apology received and accepted from District Cllr Phil Cowen.

6. **Declarations of interest**

None received

7. **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.

None received

8. **District and County Councillors report**

8.1 District Councillors Report

The report from District Councillors was read out by the Chair and is attached to the back of these minutes.

Cllr Sarah Suggitt – gave a brief update on what has been happening the Breckland area.

8.2 County Councillors Report

Not at meeting

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9. **Public participation session.**

None

10. **To confirm and sign** the minutes of the Meeting held on Thursday, 13th April 2023.

The minutes of the Ordinary Parish Council Meeting held on Thursday, 13th April 2023 were accepted by all who were in attendance as a true record of that meeting and the Chair signed the minutes. These will be available to view on the Parish noticeboard and website.

11. **To report** matters arising from the minutes not on the agenda: **for information only.**

None

12. **To receive** the following correspondence (available at the meeting, *distributed by email):

- 12.1. Gallagher Insurance Brokers: *Invitation to renew.*
- 12.2. *Hiscox: *Policy summary.*
- 12.3. *Gallagher: *Terms of Business Agreement.*
- 12.4. *Hiscox: *Important information: changes to your policy.*
- 12.5. *Hiscox: *Policy Wording.*
- 12.6. *Hiscox: *Quote Schedule.*
- 12.7. *Hiscox: *Statement of fact.*

13. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.

13.1. **3PL/2023/0384/F** 1 The Row Access Roads in And Around Wretham Park Change of use of land to residential curtilage and the erection of a two-storey side extension, front porch and detached rear/side 2 bay carport dated 19th April 2023 – No objections from the Council.

13.2. **3PL/2023/0460/F** Sunnýtrees Hockham Road Proposed agricultural storage barn dated 9th May 2023.

Following a discussion, the Check was asked to check with Planning that the notice has been put in the correct place as it is not near the site and also have the neighbours been told of the application

Based on the information received the Council have no objections

Cllr Paul Barnard asked if an appeal had been received from 4 Manor Cottages, District Cllr Suggitt said that nothing had been received so far, however, she will check this out.

14. **To approve and to authorise** the Chairman to sign the Receipts and Payments Account for the year 2022-23

Done

15. **To receive and note** the report to Council from the Internal Auditor and completed and signed Annual Internal Audit Report from the Annual Governance and Accountability Return (AGAR) 2022/23

Done

16. **To approve** the AGAR 2022/23 Form 2 Section 1 - Annual Governance Statement 2022/23.

Done

17. **To approve** the AGAR 2022/23 Form 2 Section 2 - Accounting Statements 2022/23

Done

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18. **To approve** the Certificate of Exemption on Page 3 of the AGAR 2022/23 Form 2, to confirm 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 sending the completed AGAR to the external auditor for a limited assurance review.

Done

19. **To authorise** the Chairman and Clerk of the meeting to sign the Annual Governance Statement, and the Chairman to sign the Accounting Statements.

Done

20. **To note** that the Clerk, as Responsible Financial Officer (RFO), has set the commencement date for the exercise of public rights as 5th June 2023.

Done

21. **To authorise** the RFO and the Chairman to sign the Certificate of Exemption.

Done

22. **To approve** the Explanation of variances and Bank reconciliation.

Done

23. **To note** that Clerk will then send the Certificate of Exemption to the External Auditor, and publish all the required documents on the website and notice boards.

Done.

24. Finance

24.1. To receive the Monthly Financial Report.

The following payments for May meeting were authorised on Thursday the 11th May, the payments were signed off by the Chair and the Cheques were signed by Cllr

Balance for April (current account only) £5,773.84

Plus, the following receipts received May £0.00

Total Income £0.00

Total after Direct Debits and Income £5,773.84

Cheques/Bacs/DD	Description	Total
100854	NALC subscription	140.34
100855	AJG Insurance Brokers	£647.13
100856	J Gibson - Speednames web hosting	£34.80
100857	HMRC PAYE 4th quarter	£261.20
100858	J Gibson - final pay	£1,044.80
100859	CPRE - The Country Side Charity	£36.00
Total for Cheques / BACS/DD		£2,164.27
Balance in Community Account for June 2023		£3,609.57
Balance in savings account June 2023		£5,535.13
Total in Parish Accounts		£9,144.70*

Bank Reconciliation

Community Account statement as of 13th May £5,773.84

Savings Account Statement as of £5,535.13

Outstanding payments to be made to date £2,164.27

Balance - always match balance marked * £9,144.70*

25. New Clerk - to confirm start date for new Clerk

1st June is agreed for Julie's start date and a copy of her contract of employment was given to her to agree and sign after the meeting.

26. To decide on any matters for consideration at next meeting.

Note from Clerk (PA) since the meeting, update on Councillor Vacancy that has arisen since the election.

27. To confirm the date of the next meeting as Thursday, 8th June 2023 at 7.00 p.m. in Wretham Village Hall.

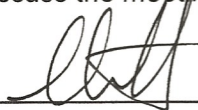
Scheduled future Meeting dates:

Thursday 13th July

Thursday 10th August (check)

With nothing more to discuss the meeting closed at 20.00

Signed Chairman:-



Date:-

09/06/23

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District Councillors' report All Saints and Wayland Ward, Breckland Council

May 2023

Sarah Suggitt and Phil Cowen are privileged and honoured to have been re elected to represent the interests of the electorate in the All Saints and Wayland Ward for Breckland Council. We are proud to have played a part in helping to deliver Breckland Council's many achievements of the past four years, details of which can be found here, Breckland Council - Annual Achievements Report 2021-2022 and we look forward to continuing to work with residents, communities and business within the ward to continue the work that Breckland undertook over the past four years in areas such as:

1. Working to support our local environment through the Breckland 2035 initiative delivering for example,

- a. A reduction in Breckland Council's CO2 emissions by 437 tonnes.
- b. £850,000 investment in LED streetlights.
- c. Saved energy at our leisure centres through LED lighting and highly efficient pool covers.
- d. Successfully prosecuted 100 illegal fly tippers.
- e. Reduced landfill by collecting small electrical items and batteries alongside our weekly refuse and recycling service.
- f. Awarded a contract for EV charging points in Swaffham and Watton.
- g. Planted 700 trees in Attleborough and Watton.

2. Helping our district to thrive by,

- a. Invested £750,000 to support our High Streets.
- b. Funded a new electricity sub station in Snetterton to enable economic growth in the heart of Breckland.
- c. Helped business to bounce back from the pandemic by allocating £4.2 million of funding.
- d. Supported over 45 new enterprises and created more than 65 jobs within our successful start-up programme.
- e. Secured £1.6 million for local projects to boost skills and training.

3. Inspired local communities through,

- a. Investing £4.6 million in emergency housing provision.
- b. Helped domestic abuse survivors with £100,000 support for the Daisy programme.
- c. Introduced a low-cost local food store and community food bus.
- d. Trained over 100 residents to become mental health champions.
- e. Provided a new handyman scheme to allow vulnerable residents to stay in their own homes.
- f. Awarded over £120,000 to local community projects.
- g. Continuing to build new energy efficient homes for life across the district through our joint venture company, Breckland Bridge.
- h. Supported local youth by launching a £10,000 educational bursary scheme.

4. We have changed the way the Council works through our working smarter programme including,

- a. Made our website more user friendly.
- b. Introduced a 24/7 chatbot to make the service more accessible to all.
- c. Made £344,000 of true efficiencies in the way the Council operates.
- d. Maintained and increased our commercial property portfolio income to help to fund our services to residents.
- e. Processed over £5 million in Council Tax rebates.
- f. Developed Leadership Development Programmes to increase skill levels of residents.

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