

WRETHAM PARISH COUNCIL

5 May 2016

Members of the public are invited to attend the Annual Meeting of Wretham Parish Council to be held in Wretham Village Hall, Church Road, on Thursday, 12 May 2016 at 7.15 p.m. for the purpose of transacting the following business.



Julian Gibson

Clerk to the Council

The Jays, Watton Road, Wretham, Thetford, NORFOLK IP24 1QS (01953 499980)

Agenda

1. **To elect** a Chairman of the Council.
2. **To receive** the Chairman's declaration of acceptance of office, or if not then received, to decide when it shall be received.
3. **To elect** a Vice-Chairman of the Council.
4. **To consider accepting** the reasons for any apologies for absence.
5. **Declarations of interest** in items on the agenda. Members are no longer required to declare personal or prejudicial interests but are to declare any new Disclosable Pecuniary Interests or Other Interests that are not currently included in the Register of Interests. Members are reminded that under the Code of Conduct they are not to participate in the whole of an agenda item in which they have an Interest. In the interests of transparency, Members may also wish to declare any other interests they have in relation to an agenda item, in support of the seven Nolan Principles, namely Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.
6. **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.
7. **Public participation session.** The Council's Standing Orders allow members of the public to make representations, answer questions, and give evidence in respect of any item of business included in the agenda. This session should not exceed 20 minutes, and members of the public are requested to keep their comments brief. Please note that the Council is unable to make a decision binding in law at this meeting unless the item is already included on the published agenda. It can, though, place the matter on the agenda for discussion at a future meeting.
8. **To confirm** and **sign** the minutes of the meeting held on Thursday, 14 April 2016.
9. **To report** matters arising from the minutes not on the agenda: **for information only.**
10. **To receive** Correspondence (pre-circulated)
 - 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.
- 11. **To receive** Planning Applications, planning decisions and correspondence, and to decide on comments to be made where necessary.
 - 11.1. **3OB/2016/0007/OB: Stonebridge Camp, Thetford Road, Stonebridge, Wretham.**
Variation of S106 on 3TL/2011/0030/TL (Revise affordable housing obligations).
- 12. **To note** that Mr Foster has completed the work restoring the Robert Vincent Beaupre Memorial Seat and positioned it on the base of the former bus shelter on Letchworth Corner, close to the Queen Elizabeth Silver Jubilee Seat and the Village Sign.
- 13. **To consider** arranging to purchase some “speed limit” stickers to be applied to wheelie bins to remind drivers of the speed limit that applies through Stonebridge.
- 14. **To approve** an application to the Government Transparency Fund for a grant totalling £953.40 to cover the cost of the Council complying with the new Transparency Code during 2016/17.
- 15. **To receive** the report of the Internal Auditor.
- 16. **To approve** and **sign** the Annual governance statement 2015/16 in the Annual Return for the year ended 31 March 2016.
- 17. **To approve** and **sign** the Accounting statements in the Annual Return for the year ended 31 March 2016, and **to agree** the Bank Reconciliation and Explanation of variances.
- 18. **To appoint** the Internal Auditor for 2016-2017.
- 19. **Finance.**
 - 19.1. **To approve** payment of £36.00 to the Campaign to Protect Rural England, being the subscription for the year ended 10 May 2017.
 - 19.2. **To approve** payment of £10.91 to Mr Philip Foster to reimburse him for various items he has purchased as part of the restoration of the Robert Vincent Beaupre Memorial Seat.
 - 19.3. **To approve** payment of £319.26 to Came & Company, 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.
 - 19.4. **To approve** payment of £32.75 to the Society of Local Council Clerks, being this parish’s share of the Clerk’s subscription for the year ending 31 March 2017.
 - 19.5. **To approve** payment of £498.69 (£415.57 + £83.12 VAT) to the Clerk in reimbursement for his having paid PC World for the purchase of a laptop and scanner for the Council. (Note: A grant for this expenditure was received last financial year from the Transparency Fund.)
 - 19.6. **To receive** the Monthly Financial Report.
- 20. **To decide** on any matters for consideration at next meeting.

21. **To confirm** the date of the next meeting as Thursday, 9 June 2016 at 7.00 p.m. in Wretham Village Hall.

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		

* Annual Parish Meeting & Annual Meeting of the Parish Council