

# WRETHAM PARISH COUNCIL

26 November 2018

**Members of the public are invited to attend** a Meeting of Wretham Parish Council to be held in Wretham Village Hall, Church Road, on Thursday, 6 December 2018 at 7.00 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 consider accepting** the reasons for any apologies for absence.
2. **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.
3. **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.
4. **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.
5. **To confirm** and **sign** the minutes of the meeting held on Thursday, 11 October 2018.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
  - 6.1. [4.2, Minutes of 13 September 2018] **Hedges.** The landowner has cut back the hedge on the corner of Low Road, Illington, and also the trees overhanging Peddars Way south of Witsend Farm. The Clerk has sent thanks.
  - 6.2. [4.3] **Community Speed Watch.** Sadly no more volunteers came forward to join the team, and so the Police have withdrawn the equipment, and the Wretham Speed Watch group is no more.
  - 6.3. [6.3] **Trod.** It would appear that a weed-killing application has taken place.
7. **To receive** Correspondence (available at the meeting).
  - 7.1. Resident's email: *Re road safety.*
  - 7.2. Barclays Bank Plc: *Your Business accounts - at a glance - as at 31 October 2018.*

- 7.3. Barclays Bank Plc: *Your Community Account statement* - 29 September – 31 October 2018.
  - 7.4. Barclays Bank Plc: *Your Active Saver Account statement* - 29 September – 31 October 2018.
  - 7.5. *Clerks & Councils Direct* – November 2018.
  - 7.6. Breckland Council: *Parish Council Elections – May 2<sup>nd</sup> 2019*.
  - 7.7. Norfolk Association of Local Councils: *70<sup>th</sup> Annual General Meeting – Thursday, 22 November 2018*.
  - 7.8. War Memorials Trust: *Bulletin* – November 2018.
  - 7.9. United Kingdom Debt Management Office – Public Works Loan Board: *Collection of Loan Repayments by Direct Debit*.
  - 7.10. Norfolk Citizens Advice: *Appeal letter*.
  - 7.11. Society of Local Council Clerks: *Lighter touch Internal Audit – What to look for and why* – (from *The Clerk Magazine* November 2018).
  - 7.12. Society of Local Council Clerks: *Finance matters – External Audit process & Preparation of the Annual Budget* – (from *The Clerk Magazine* November 2018).
  - 7.13. Campaign to Protect Rural England: *Fieldwork* - Winter 2018.
  - 7.14. Campaign to Protect Rural England: *Countryside Voice* - Winter 2018.
  - 7.15. Royal British Legion: *Poppy Appeal 2018 letter of thanks*.
8. **To receive** an invitation from Lt. Col. Tony Powell to organise another tour of the STANTA Training Area on 4 September 2019, and **to consider** whether to ask the Clerk to make arrangements for this, or whether it would be better to ask them to put this off for another 12 months.
  9. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
    - 9.1. **3PL/2018/0935/LB: Wretham Manor, Church Road, Wretham.** Demolish two internal walls to join the utility room & kitchen to create a larger usable family space through creation of a kitchen diner. Listed Building Consent dated 17 October 2018.
    - 9.2. **3PL/2018/1280/LB: Dog & Partridge Cottage, Watton Road, Wretham.** Application for Listed Building Consent for Internal alterations including removal of PVCu doors and windows, removal of glazed roof over conservatory and replacement with clay pantiles roof. **To note** that the Clerk has responded “No objections” after consultation with four Councillors.
  10. **To approve** the Welcome Pack for issue to new residents.
  11. **To note** an article published in the November issue of the Society of Local Council Clerks’ Magazine entitled *Operation London Bridge – national planning for the passing of Her Majesty the Queen*, and **to agree** any desirable action.
  12. **To agree** the Budget for 2019/20.
  13. **To agree** the Precept for 2019/20.
  14. **To consider** cancelling the contact with BT regarding provision of telephone and broadband services in the Village Hall. (Note: This was installed by the Council with the agreement of the Hall Trustees, using funding from the Government’s Transparency Fund, in the hope that the Hall would benefit from having unlimited internet access for hirers and hall users to access. However, the availability has not been advertised, and it has barely ever been used. The Clerk has written to the Chairman of the Trustees advising that the Council would cancel the contract unless he raised any objection. Because of the initial delay in getting the line installed

and compensation payments obtained by the Clerk from BT, the Council has only paid a few pounds more than the grants it received.)

15. **To agree** a schedule of meeting dates for 2019/20.

16. **Finance.**

16.1. **To approve** payment to the Clerk and HM Revenue & Customs totalling £1,048.82 (salary for 1 October 2018 to 30 December 2018: £999.57; payment for use of home as office: £13.50; Mileage Allowance Payment for 5 September 2018 - 24 November 2018: £35.75).

16.2. **To approve** payment of £494.20 (£411.83 + £82.37 VAT) to Serco in settlement of their invoice 91524505 for grass cutting on Millennium Row during the 2018 season.

16.3. **To approve** payment of £143.90 (£119.92 + £23.98 VAT) to Viking Direct, in settlement of their invoice no 570243 for stationery supplied.

16.4. **To consider**, and if agreed **to approve**, a grant to Wretham Parochial Church Council towards the cost of maintaining the burial grounds in the parish. (Note: £250 is in the budget.)

16.5. **To note** that on 6 November 2018 BT collected, and on 7 December will collect, payments of £50.64 (£42.20 + £8.44 VAT) from the Council's account by direct debit in settlement of their bills reference M032 & M033, for provision of broadband services.

16.6. **To note** that on 14 December 2018 the United Kingdom Debt Management Office Public Works Loan Board will deduct £220.44 from the Council's account by direct debit, being the repayment due on the Council's loan.

16.7. **To note** receipt of the following credit: £142.56 - Norfolk County Council – Glass Recycling Credit.

16.8. **To vire** £300.00 from the Contingency budget line to the Other budget line to partly cover cost of proposed tree work on Millennium Row.

16.9. **To receive** the Monthly Financial Report.

17. **To decide** on any matters for consideration at next meeting.

18. **To confirm** the date of the next meeting as Thursday, 10 January 2019 at 7.00 p.m. in Wretham Village Hall.

**Future Meeting dates:**

Thursday, 10 January 2019

Thursday, 14 February 2019

Thursday, 14 March 2019