

WRETHAM PARISH COUNCIL

Minutes of the Annual Meeting of Wretham Parish Council held on Thursday, 10 May 2018 at 7.30 p.m. in Wretham Village Hall, Church Road.

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

- 1 **Election of Chairman.** Councillor Smith was **elected** Chairman.
- 2 **Chairman's Declaration of Acceptance of Office.** Councillor Smith signed the declaration, which was **received**.
- 3 **Election of Vice-Chairman.** Councillor Ford was **elected** Vice-Chairman.
- 4 **Apologies for absence.** None.
- 5 **Declarations of interest.** None
- 6 **Dispensations.** None.
- 7 **Public participation session.**
 - 7.1 A resident asked whether any changes were to be made to the Trod and with regard to safety crossing the road outside Stonebridge Camp when the development was completed. The Clerk pointed out that the approved plans did include some sort of crossing point, but this was not going to be controlled and nor was there going to be an island in the road.
 - 7.2 County Councillor Fabian Eagle said that he was continuing discussions with his council's officers regarding repairs to pot holes and the mobile library service. He also commented on the recent decision to remove the concession on limited quantities of DIY waste being accepted at Recycling Centres, saying this was expected to actually reduce the amount of fly-tipping, as residents would be able to deliver all waste for a small charge rather than a limited quantity per week.
- 8 **Minutes.** The minutes of the meeting held on Thursday, 12 April 2018 were **confirmed** and **signed**.
- 9 **Matters arising.** None.
- 10 **Correspondence.** The following correspondence was **received**:
 - 10.1 Society of Local Council Clerks: *Statement from the Information Commissioner's Office* - regarding General Data Protection Regulation implementation.
 - 10.2 Information Commissioner's Office: *Data Protection Registration - confirmation of renewal*.
 - 10.3 HM Revenue & Customs: *Important changes to the way you make your VAT126 Claim*.
 - 10.4 National Association of Local Councils: *PBo1-18 / Information Commissioner's Office Statement on the General Data Protection Regulation*.
 - 10.5 Norfolk Age UK: *Letter of thanks for donation*.
 - 10.6 Barclays Bank Plc: *Your Business accounts - at a glance* - as at 30 April 2018.
 - 10.7 Barclays Bank Plc: *Your Community Account* - 30 March - 30 April 2018.
 - 10.8 Barclays Bank Plc: *Your Active Saver Account* - 30 March - 30 April 2018.
- 11 **General Data Protection Regulation.** Two emails from Norfolk Association of Local Councils regarding the General Data Protection Regulation were **received**. The first said that, following many questions from Parish Councils about how they should comply with the Regulation's requirement that a Data Protection Officer be appointed, proposed arranging

member councils to participate in a county-wide DPO Scheme, which would cost this Council £25.00 p.a. and provide some telephone support through initial paperwork issues, and then (if needed) a referral to negotiate any further professional support (initially free but then at £50.00/hour) from a “support partner” for more significant GDPR issues, e.g. dealing with a data breach. The second confirmed that the Government had tabled an amendment to its own Data Protection Bill to exempt parish and town councils from the requirement to appoint a DPO, although all other measures will apply. This amendment has since been passed, and so should form part of the eventual Act. Appointing a DPO would become discretionary and just regarded as good practice. The Clerk confirmed that he was working on the measures which the Council needed to take to comply with the Regulation, and hoped to bring proposals to the next meeting. This was **agreed**.

12 **Planning.**

12.1 **3PL/2018/0263/F: Manor Farm, Church Road, Wretham.** Erection of two dwellings & garages (New build due to barn collapse). It was **noted** that this had been referred to Breckland Planning Committee on 8 May, and Planning Permission dated 9 May 2018 was **received**

12.2 **3PL/2018/0320/F: Wretham Village Hall, Church Road, Wretham.** Application for Installation of two adult exercise equipment pieces and one tyre swing. It was **resolved** that the Council had no objections.

13 **Welcome Pack.** Councillor Ford was still awaiting a copy of such a pack from a neighbouring parish, which was currently being reprinted. She took several suggestions on board for inclusion. She will continue to work on this in consultation with others.

14 **Receipts and Payments Account.** The Receipts and Payments Account for the year 2017-2018 was **approved** and **signed** by the Chairman. The Clerk will post this on the notice boards.

15 **Electors’ rights.** It was **confirmed** that the 30 working day period during which electors’ rights to inspect the accounts may be exercised will commence on 4 June 2018 and end on 13 July 2018.

16 **Direct Debit payments.** The schedule of Direct Debit payments set up on the Council’s bank account was **confirmed**.

17 **Internal Audit.** The report of the Internal Auditor on the business of the Council in the year ended 31 March 2018 was **received**, and the recommendations made noted.

18 **Certificate of Exemption.** The Certificate of Exemption on Page 3 of the Annual Governance and Accountability Return 2017/18 Part 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 Annual Governance and Accountability Return to the external auditor for a limited assurance review was **approved** and **signed** by the Responsible Financial Officer (the Clerk) and the Chairman.

19 **Annual Governance Statement.** The Annual Governance and Accountability Return 2017/18 Part 2 Section 1 - Annual Governance Statement 2017/18 was **approved** and **signed** by the Chairman and the Clerk.

20 **Accounting Statements.** The Annual Governance and Accountability Return 2017/18 Part 2 Section 2- Accounting Statements 2017/18 were **approved** and **signed** by the Responsible Financial Officer (the Clerk) and the Chairman.

21 **Explanation of variances and Bank reconciliation.** The Explanation of variances and Bank reconciliation for the year ended 31 March 2018 were **approved**.

- 22 **Internal Auditor.** It was **resolved** that Mr Michael Corrie be reappointed as Internal Auditor for the year 2018-2019. It was **agreed** that the Clerk should send a garden voucher with the Council's thanks for his work this year.
- 23 **National Salary Award.** The 2018-2019 National Salary Award from the National Association of Local Councils was **received**. This gives the Clerk, on Spinal Column Point 26, a 2% increase and a pay rate of £12.404/hour (£3,274.66 p.a.) from 1 April 2018.
- 24 **Finance.**
- 24.1 **Subscriptions.** It was **resolved** that cheque number 100697 for £110.09 to the Norfolk Association of Local Councils be signed, in settlement of their invoice no. 1572 for the annual subscription for 2018/2019. (*Local Government Act 1972 s.143*)
- 24.2 **Subscriptions.** It was **resolved** that cheque number 100698 for £44.25 to the Society of Local Council Clerks be signed, being this Council's share of the Clerk's membership subscription for 2018/2019. (*Local Government Act 1972 s.143*)
- 24.3 **Subscriptions.** It was **resolved** that cheque number 100699 for £34.80 (£29.00 + £5.80 VAT) to the Clerk be signed, in reimbursement of his having paid Speednames for the renewal of the wretham.net Domain Name for the year ending 17 June 2019. (*Local Government Act 1972 s.111*).
- 24.4 **Other (Coach hire).** It was **resolved** that cheque number 100700 for £325.00 to Simonds Coach & Travel be signed, in payment for the hire of a coach for the STANTA Tour on 6 June. (*Local Government Act 1972 s. 111*)
- 24.5 **Training.** It was **resolved** that cheque number 100701 for £33.75 (£18.75 + £15.00 VAT) to SLCC Enterprises be signed, being this Council's share of the cost of the Clerk attending the East of England Regional Training Seminar on 11 July 2018. (*Local Government Act 1972 s. 111*)
- 24.6 **Training.** It was **resolved** that cheque number 100702 for £12.37 to Norfolk SLCC be signed, being this Council's share of the cost of the Clerk attending the Norfolk Local Council's Conference on 15 June 2018. (*Local Government Act 1972 s. 111*)
- 24.7 **Telephones.** It was **noted** that on 8 May 2018 BT collected £49.08 (£40.90 + £8.18 VAT) from the Council's account by direct debit in settlement of their bill reference M026, for provision of broadband services. (*Local Government Act 1972 s.111*)
- 24.8 **Credits.** Receipt of the following credits was **noted**:
- 24.8.1 £252.00 for seats on the STANTA Tour.
- 24.8.2 £347.80 VAT recovered from HM Revenue & Customs.
- 24.9 **Monthly Financial Report.** The report for the month ending 30 April 2018 was **received**.
- 25 **Matters for consideration at next meeting.** None.
- 26 **Next meeting.** The next meeting will be on **Thursday, 14 June 2018, at 7.00 p.m.** in **Wretham Village Hall**.

Confirmed:



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Harold Smith (Chairman)

14 June 2018



Future Meeting dates:

Thursday, 14 June 2018
Thursday, 12 July 2018
Thursday, 9 August 2018
Thursday, 13 September 2018

Thursday, 11 October 2018
Thursday, 8 November 2018
Thursday, 6 December 2018

Thursday, 10 January 2019
Thursday, 14 February 2019
Thursday, 14 March 2019

all