

WRETHAM PARISH COUNCIL

4 May 2017

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, 11 May 2017 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, 13 April 2017.
9. **To report** matters arising from the minutes not on the agenda: **for information only.**
 - 9.1. [7.7] **Complaint about noise from Middle Farm.** The Breckland Environmental Protection Team (EPT) say that the Environment Agency (EA) have confirmed that the site has an Environmental Permit, and their Noise Management Plan states that feed delivery times should be between 07:00 and 23:00. The Planning Permission for the site did include a noise level condition, but the Permit and Noise Management Plan

would be the way of dealing with the complaint. However the EA has spoken with the company and so it is hoped this will have resolved the issue. If not the EPT need the resident to keep a record of dates and times to provide suitable evidence. The Clerk has advised the parishioner accordingly, and so far he says there has been no repetition.

10. **To receive** Correspondence (pre-circulated)
 - 10.1. The Pensions Regulator: *It's time to complete your declaration: your staging date has passed.*
 - 10.2. Information Commissioner's Office: *Certificate of Registration* - 20 April 2017 - 19 April 2018.
 - 10.3. Information Commissioner's Office: *Register of Data Controllers.*
 - 10.4. The Pensions Regulator: *Act now - your duties have started.*
 - 10.5. Barclays Bank Plc: *Your Community Account Statement* - 1-28 April 2017.
 - 10.6. Barclays Bank Plc: *Your Active Saver Account Statement* - 1-28 April 2017.
 - 10.7. Came & Company: *Insurance policy renewal invitation.*
 - 10.8. Aviva: *Your Parish Council Policy Schedule.*
 - 10.9. Aviva: *Your Parish Council Policy Summary.*
 - 10.10. Aviva: *certificate of Employers' Liability Insurance.*
 - 10.11. Came & Company: *Important information - Please read.*
 - 10.12. Came & Company: *Terms of Business.*
 - 10.13. Breckland Council: *Payment Remittance advice* - Fabric Recycling £135.26.
11. **To receive** Planning Applications, planning decisions and correspondence, and to decide on comments to be made where necessary.
 - 11.1. **3PL/2017/0506/VAR: Manor Farm, Church Road.** Application for Revision of 3PL/2014/0686/F Condition 1 - Amended house design (Plot 4).
 - 11.2. **3OB/2015/0009/OB: Stonebridge Camp, Thetford Road.** Modify S106 of 3TL/2015/0030/TL to allow works to commence prior to details of a sale to a registered provider being submitted. Planning Permission dated 17 November 2016.
12. **To note** that the Council's staging date for automatic enrolment with the Pensions Regulator has passed, that the Clerk has written the required letter to all employees on behalf of the Council. The Declaration of Compliance still needs to be made.
13. **To receive** the report of the Internal Auditor.
14. **To approve** and **sign** the Annual governance statement 2016/17 in the Annual Return for the year ended 31 March 2017.
15. **To approve** and **sign** the Accounting statements in the Annual Return for the year ended 31 March 2017, and **to agree** the Bank Reconciliation and Explanation of variances.
16. **To appoint** the Internal Auditor for 2017-2018.
17. **Finance.**
 - 17.1. **To note** that on 7 May 2017 BT collected £49.08 (£40.90 + £8.18 VAT) from the Council's account by direct debit in settlement of their bill reference M014 4H, for provision of broadband services.
 - 17.2. **To approve** payment of £333.08 to Came & Company, being the renewal premium of the Council's insurance policy with Aviva for the year ending 31 May 2018, under the long term agreement due to expire on that date.

17.3. **To approve** payment of £34.80 (£29.00 + £5.80 VAT) to the Clerk in reimbursement of his having paid Speednames fore renewal of the wretham.net Domain Name for the year ending 16 June 2018.

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

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

19. **To confirm** the date of the next meeting as Thursday, 8 June 2017 at 7.00 p.m. in Wretham Village Hall.

Future Meeting dates:

Thursday, 8 June 2017

Thursday, 12 October 2017

Thursday, 11 January 2018

Thursday, 13 July 2017

Thursday, 9 November 2017

Thursday, 8 February 2018

Thursday, 10 August 2017

Thursday, 7 December 2017

Thursday, 8 March 2018

Thursday, 14 September 2017