

WRETHAM PARISH COUNCIL

Minutes of a Meeting of Wretham Parish Council on Thursday, 8 March 2018 at 7.00 p.m. in Wretham Village Hall, Church Road.

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

The meetings scheduled for 11 January 2018 and 8 February 2018 did not take place

- 1 **Apologies for absence.** None.
- 2 **Declarations of interest.** None
- 3 **Dispensations.** None.
- 4 **Public participation session.**
 - 4.1 Members of the public expressed concerns about the removal of hedges, blocked grips, and excess mud and other debris on Low Road, Illington. District Councillor Phil Cowen said he would ask his Council to investigate the situation regarding the hedges to ensure that this work had been properly carried out. The Clerk said he would contact County Councillor Fabian Eagle about the grips and mud, because the parishioners had already contacted Highways but received no response.
 - 4.2 Other members of the public were concerned about a similar situation on Church Road around the Manor farm sites, notably the state of the road, but also the collapsing barn and the possibility of asbestos pollution if the roof were to break-up. The Clerk said that the mud on the road had been reported to Highways some time ago, but they did not seem to have done anything, although it appears that Breckland Council has spoken to one of the developers, to no avail. The Clerk also said he had reported the collapse of the barn walls to Breckland, but they felt that as it was well fenced-off there was no risk to the public. Councillor Cowen said he would raise the matter of the barn and the possible asbestos with his Planning Department and the Clerk will also take up the state of the road once again with Councillor Eagle.
 - 4.3 Councillor Cowen said that although Council Tax bills were going to go up, the Breckland Council share of the increase would only be 9p/week for a Band D property. He spoke a bit about the housing issue, pointing out that although his Council was the planning authority it did not actually construct housing. However, it had managed to obtain some funding to provide necessary infrastructure in Thetford to permit development to move forward.
 - 4.4 The Clerk advised the meeting that nobody appeared to have come forward with an offer to fill the role of Coordinator of the Community Speedwatch group, and that if this remained the case it was inevitable that the equipment, which the Council and parish had fought to obtain, would be withdrawn.
- 5 **Minutes.** The minutes of the meeting held on Thursday, 7 December 2017 were **confirmed** and **signed**.
- 6 **Matters arising.**
 - 6.1 [4] **Stonebridge Camp.** The Clerk explained that, partly because of the number of different versions of the plans that were produced in the days leading up to Breckland Planning Committee granting consent to the development, the approved plan showed the Trod remaining in its present position, close to the A1075, which was not what the Council desired. However, he had spoken with the NCC Highways officer and learned that it was intended to require that this should be realigned along the line of the

visibility splay, so in a straight line from the position of the existing gate and the southern corner of the site, which would be much further back from the road edge. It was also intended to require the section north of the gate to be along the back edge of the highway land, which would be approximately in the line of the existing fence, and therefore also further away from the road.

- 6.2 [14.1] **Clerk's salary.** Cheque no. 100681 to the Clerk was made out for 20p less than the correct amount. This will be rectified in the next pay cheque.

7 Correspondence. The following correspondence was received:

- 7.1 Secretary to Wretham Parochial Church Council: *Letter of thanks for grant.*
- 7.2 Breckland Council: *Notification of submission of Breckland Local Plan and Policies Maps - The Town and Country Planning (Local Planning) (England) Regulations 2012: Submission of documents and information to the Secretary of State (Regulation 22).*
- 7.3 County Councillor Fabian Eagle: *Raise in Councillors allowances.* Councillor Eagle says that he voted for the increase, but intends (for the next four years) to put the extra allowance towards assisting projects within his parishes which improve community interaction.
- 7.4 National Employers for Local Government Services: *Local Government Pay 2018.*
- 7.5 Westcotec Limited: *Letter re potential component fault in SAM2.*
- 7.6 HM Revenue & Customs: *Letter advising "we need to update some of our older IT systems", which will affect those like this Council who make claims using form VAT126, but providing no information about what the affect will be. They will write again nearer the time.*
- 7.7 *Clerks & Councils Direct* - January 2018.
- 7.8 Barclays Bank Plc: *Your Community Account Statement* - 1-29 December 2017.
- 7.9 Barclays Bank Plc: *Your Active Saver Account Statement* - 1-29 December 2017.
- 7.10 Norfolk Constabulary: *Minutes of the Safer Neighbourhood Action Panel (SNAP) Meeting* - 21 December 2017.
- 7.11 National Association of Local Councils: *Open letter to Councillors from Chairman of NALC.*
- 7.12 Society of Local Council Clerks: *Legal Advice Note on the General Data Protection Regulation.*
- 7.13 Barclays Bank Plc: *Your Community Account statement* - 30 December 2017 - 31 January 2018.
- 7.14 HAGS: *Inclusive Playground Solutions.*
- 7.15 Norris & Fisher Insurance Brokers Limited: *Re: Local Council Insurance.*
- 7.16 *Clerks & Council Direct* - March 2018.
- 7.17 Norfolk County Council: *Tip or skip? County Council urges DIYers to make waste part of their project plan.*
- 7.18 Norfolk Association of Local Councils: *GDPR toolkit and other National ALC related updates.*
- 7.19 National Association of Local Councils: *New Data Protection Laws - A GDPR Toolkit of local councils* - February 2018.
- 7.20 Barclays Bank Plc: *Your Business accounts - at a glance* - as at 28 February 2018.
- 7.21 Barclays Bank Plc: *Your Community Account Statement* - 1-28 February 2018.
- 7.22 Lord Ashton of Hyde, Parliamentary Under Secretary of State, Department for Digital, Culture, Media & Sport: *Letter to Lord Marlesford attempting to clarify statement made concerning the Data Protection Bill that parish clerks "can also fulfil the role of data protection officer, saying that the Information Commissioner has advised that this would only be permissible where the duties of the clerk are compatible with those of the DPO and do not lead to a conflict of interest, which seems unlikely to be the*

case. The Clerk said he had attended further training on this subject, and the matter had also been discussed at the recent Norfolk ALC Spring Conference. Norfolk ALC is looking into the possibility of providing a DPO service for all its councils. Also National ALC is trying to persuade Government to provide some funding assistance to mitigate the cost of introduction of the Regulation.

8 Planning.

- 8.1 **3PL/2012/0707/F, 3PL/2012/0708/F, 3PL/2012/0709/F, 3PL/2012/0710/F & 3PL/2012/0715/F: Watering Farm, Woodcock Road, Stow Bedon.** Demolition of existing duck rearing buildings & erection of pig rear buildings (Retrospective). Planning Permission dated 5 February 2018 was **received**.
- 8.2 **3PL/2017/0706/F: Woodcock Road, Wretham.** Removal of 1no poultry house and erection of 1no new poultry house and egg store. Planning Permission dated 21 February 2018 was **received**.
- 8.3 **3PL/2018/0161/F: The Estate Office, Larkshall, Thetford Road, Wretham.** Application for Proposed extension to existing pack house and office building. It was **resolved** that the Council had no objections.

9 **Planning documentation.** The Clerk explained that in February 2016, following consultation on a proposal that Breckland cease sending out paper documentation to parish councils (which provoked considerable opposition) it had promised to continue to do so. The Clerk subsequently noticed that only the application form and plans were being sent, and all the other documentation was only available on-line. He was told that this change took place around June 2017 without any consultation or even advice. The Clerk had managed to get Breckland/Capita to agree to send full paper copies on request. It was **agreed** that the Council wanted full paper copies for all applications, and instructed the Clerk to ask for this.

10 **Litter.** It was **agreed** that the Clerk should try to arrange a further litter pick, and also should ask whether a wheelie bin could be installed in the lay-by on the A1075 south of the junction with Church Road.

11 **Financial Regulations.** The Council's Financial Regulations were reviewed, and **approved**.

12 **Asset Register.** The Asset Register was **reviewed** and the valuations for insurance purposes **agreed**.

13 **Risk Assessment.** The Council's Risk assessment was **reviewed** and amendments **agreed**.

14 **System of Internal Control.** The Council **reviewed** and **approved** its system of internal control.

15 **Disclosable Pecuniary Interests and Other Registrable Interests.** An email from Breckland Council's Democratic Team Leader, reminding all Parish Councillors of the importance of keeping their 'Disclosable Pecuniary Interests and Other Registrable Interests' form up to date as required by Sections 29 - 34 of the Localism Act 2011 was **received**.

16 Finance.

16.1 **Clerk's salary.** It was **resolved** that cheques numbered 100687 & 100688 totalling £864.10 (salary for 1 January 2018 to 31 March 2018: £802.63; Mileage Allowance Payment for 30 November 2017 - 27 February 2018: £41.27; Telephone Allowance payment: £20.00; correction to cheque no. 100681: £0.20).to the Clerk and HM Revenue & Customs be signed. (*Local Government Act 1972 s. 112(2)*)f

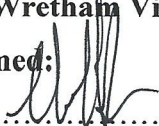
16.2 **Clerk's reimbursement.** It was **resolved** that cheque number 100689 for £7.73 (Postage & telephones) to the Clerk be signed, as reimbursement for items paid on behalf of the Council for 30 November 2017 to 1 March 2018. (*Local Government Act 1972 s.111*)

- 16.3 **Village Website.** It was **resolved** that cheque number 100690 for £111.75 (£93.13 + £18.62 VAT) to Mrs Joy Townsend be signed, in reimbursement for her having paid the invoice number 189776133 from Wix for hosting the Village Website for 15 February 2018 - 15 February 2019. (*Local Government Act 1972 s.111*)
- 16.4 **Grant.** In accordance with its powers under section 137 of the Local Government Act 1972, it was **resolved** that cheque number 100691 for £75.00 to MAGPAS be signed as a grant, which in the opinion of the Council is in the interests of the area and its inhabitants and will benefit them in a manner commensurate with the expenditure. (*Local Government Act 1972 s. 137*)
- 16.5 **Hire of venue.** It was **resolved** that cheque number 100692 for £56.25 to Wretham Village Hall be signed, in settlement of invoice no. 72 for hire of the Hall for meetings during the year 2017/18. (*Local Government Act 1972 s.132*)
- 16.6 **Training.** It was **resolved** that cheque number 100693 for £6.25 to Norfolk Association of Local Councils be signed, in part settlement of invoice no. 1413, being this parish's share of the cost of the Clerk attending the General Data Protection Regulation Awareness course on 20 February 2018. (*Local Government Act 1972 s.111*)
- 16.7 **Training.** It was **resolved** that cheque number 100694 for £24.75 (£13.75 + £11.00 VAT) to Norfolk Association of Local Councils be signed, in part settlement of invoice no. 1479, being this parish's share of the cost of the Clerk attending the Norfolk ALC Spring Conference on 6 March 2018. (*Local Government Act 1972 s.111*)
- 16.8 **Telephones.** It was **noted** that on 4 January 2018, and on 6 February 2018 BT collected and on 9 March 2018 (or just after) will collect, payments of £49.08 (£40.90 + £8.18 VAT) from the Council's account by direct debit in settlement of their bills reference M022, M023, and M024, for provision of broadband services. (*Local Government Act 1972 s.111*)
- 16.9 **Credits.** Receipt of the following credits was **noted**:
- 16.9.1 Glass recycling: £131.98, paid by Norfolk County Council.
- 16.9.2 Interest: £17.65 from Barclays Bank.
- 16.9.3 £24.00 for seats on the STANTA Tour.
- 16.10 **Monthly Financial Report.** The report for the month ending 28 February 2018 was **received**.

17 **Matters for consideration at next meeting.** None.

18 **Next meeting.** The next meeting will be on **Thursday, 12 April 2018, at 7.00 p.m. in Wretham Village Hall.**

Confirmed:



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Harold Smith (Chairman)

12 April 2018

Future Meeting dates:

Thursday, 12 April 2018	Thursday, 9 August 2018	Thursday, 6 December 2018
Thursday, 10 May 2018	Thursday, 13 September 2018	Thursday, 10 January 2019
Thursday, 14 June 2018	Thursday, 11 October 2018	Thursday, 14 February 2019
Thursday, 12 July 2018	Thursday, 8 November 2018	Thursday, 14 March 2019