

**Wreningham Parish Council**  
Minutes of the annual meeting of the Parish Council  
held in the Margaret Preston Room, Wreningham Village Hall  
on Tuesday 10 May 2016 at 6.30pm.

**In Attendance:** Cllr M Hill (Chairman), Cllr J Moon, Cllr P Dalmazzo-Aukland, Cllr H Graves  
Parish Clerk, Anne Rayner  
County Councillor, Colin Foulger  
0 members of the public

**773 To elect a Chairman for the forthcoming year and receive the Chairman's declaration of acceptance of office** – PD proposed Michael Hill for the position of Chair and this was seconded by HG. Michael signed the declaration of acceptance of office.

**774 To elect a Vice Chairman and receive the Vice-chairman's declaration of acceptance of office** - Paolo was proposed as Vice-Chair by MH. This was seconded by JM and PD signed the declaration of acceptance of office.

**775 To receive declarations of interest** – None to declare. Apologies were received from Cllr Gauthier.

**776 Open Forum - public to speak** – Although no members of the public were present to raise any issues, the Chairman reported that he has been asked by a member of the public to find out what is happening in relation to the planning application 2014/2474 (officially in Hapton), both in relation to the application itself and also that there appear to be various business dealings taking place from the premises. The clerk will liaise with District Cllr Hardy and SNC planning. **Action AR.**

**777 To approve the minutes of the last meeting (8 March 2016)** – the minutes were approved without alteration and signed as correct by the Chairman.

**778 Administrative Issues**

- **To update Standing Orders** – the clerk advised that the wording relating to the recording of the meeting was out of date and needed to be replaced. The appropriate revised wording was circulated prior to the meeting and was duly incorporated into the Standing Orders. The clerk will circulate and up to date copy to all Councillors. **Action AR.**
- **To consider adopting a management and risk assessment policy for the SAM2** – Following discussion, it was agreed to meet at a later date to discuss issues relating to the SAM2 machine. The proposed risk assessment will be dealt with at the same time. The clerk will arrange another meeting for late June 2016. **Action AR.**
- **To consider a Trustee appointment for the Wreningham Fuel Trust** - Ivan Howlett had indicated his willingness to serve for another term. This nomination was approved by all parish councillors, although it was noted that, as a nominated Trustee, it may be appropriate to receive a report every six months from the Fuel Trust in relation to their activities.
- **To consider the internal auditor appointment for the 2016/17 year** - Following discussion, it was agreed to appoint Trevor Wadlow as internal auditor for the 2016/17 year.

**779 Planning**

- **Planning applications received**
  - 2016/0840 The Birches, Church Road – Extension and part conversion of garage and alterations – Following discussion, Councillors raised no objections to these plans.
  - 2016/0912 Wren House, Church Road – Variation of condition 18 of planning consent 2015/1926 – position and spec. for the air source heat pump – Following discussion, Councillors raised no objections to this application.
- **Planning decisions**
  - 2015/2838 Rectory Cottage, Church Road – Approved.

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**780 Village Maintenance and Highways**

- **Public Access Defibrillator** – The clerk advised that Community Heartbeat Trust have confirmed that the total cost for fully fitted defibrillators, housed within a cabinet is approximately £1800. Whilst other providers quote prices at starting from £900, by the time cabinets and all other items are taken into account, the cost is reported at usually being somewhere between £1500 and £2000. It was resolved to pursue the sourcing of a defibrillator via the Community Heartbeat Trust with a budget of £2000. Following further discussion, it was agreed to fund the majority of this expense with the recent CIL payment. **Action AR.**
- **Play area – to review procedure relating to inspections** – Cllr Moon confirmed that play area inspections are being undertaken regularly, with the duties shared between him and Claire McCormack. The clerk is due to meet the play and amenities officer from South Norfolk Council at the play area on 16 May to obtain clear information on what is required, in relation to inspections. The clerk will report back at the next meeting. **Action AR.**
- **To receive and review the tree survey** – The tree survey report was circulated prior to the meeting. It was noted that the trees with “high” or “medium” priority were all at the village hall. It was agreed that, as the parish council paid for the tree survey, but the village hall are responsible for the upkeep of the building and land, the clerk will write to the Chairman of the village hall committee, passing on the results of the tree survey for the consideration of the village hall committee. **Action AR.**
- **To consider flooding issues at the junction of Wymondham Rd and Church Rd** – Flooding issues are being reported at this junction, which appears to be due to drainage problems. The clerk will report this to Highways. **Action AR.**
- **To consider the collapsing roadside on Mill Lane** – The Chair reported that he has contacted Highways concerning the roadside near Travis Perkins on Mill Lane, which appears to be collapsing. Highways have responded, saying that they have inspected the area and action will be taken.
- **To consider quotes for the annual play inspection** – Three quotes were provided. Councillors discussed the quotes and opted to ask The Play Inspection Company to undertake the inspection again this year.
- **Any time limited village and highways issues** – The Chairman reported ongoing pothole issues at the junction of the B1113 and Top Row. Although reported, Highways were unable to locate them. MH has submitted photographs in order to assist location.

**781 Finance**

- **To consider the CIL payment and suitable projects to spend the funding** – The clerk reported that a CIL payment of £1517.73 has been received. It was agreed earlier in the meeting to use this money towards the payment for a defibrillator.
- **To receive the internal audit report** – The report was circulated prior to the meeting and comments noted.
- **To review and approve the summary of accounts for the 2015/16 for the external audit** – Following consideration of the internal auditor’s report and the year end accounts, both circulated prior to the meeting, Councillors unanimously agreed to approve both sections of the external audit report. The form was signed by the Chairman.
- **Payments for approval this month:**

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Chq no	Amount	Payee	Notes
100161	£288.36	A Rayner	Clerk salary Apr & May 2016
100162	£136.68	Norfolk ALC	Annual subscription
100163	£240.00	AT Coombes Ltd	Tree Survey
100164	£ 75.77	South Norfolk Council	Dog bin charge
100165	£ 80.00	Post Office Ltd	Q1 Tax payment
100166	£ 50.00	T Wadlow	Internal Audit fee

All payments were unanimously approved.

**782 Correspondence**

- **Any time limited correspondence** – Nothing to report.

**783 Future Business – Work at Rectory Cottage** – The Chairman has circulated a note concerning his meeting with the owners of Rectory Cottage and their request.

**784 Date of next meeting – 12 July 2016**

There being no further business, the meeting closed at 7.30pm.