

Wreningham Parish Council
Minutes of the Annual meeting of the Parish Council
held in the Margaret Preston Room, Wreningham Village Hall on Tuesday 9 May 2017 at 7.50pm.

In Attendance: Cllr M Hill (Chairman), Cllr P Dalmazzo-Aukland , Cllr K Morris, Cllr H Glaves

Parish Clerk Anne Rayner
District Councillor Phil Hardy
County Councillor Colin Foulger
6 members of the public

841 To elect a Chairman for the forthcoming year and receive the Chairman's declaration of acceptance of office – Michael Hill was nominated and seconded as Chairman. The acceptance was duly signed.

842 To elect a Vice chairman and receive the Vice-Chairman's declaration of acceptance of office – Paulo Dalmazzo was nominated and seconded as Vice- Chair. The acceptance was signed.

843 To consider apologies for absence - Apologies were received and accepted from Cllr Moon and Cllr Gauthier.

844 To receive declarations of interest – None to declare.

845 Open Forum, including reports from District & County Councillors - Reports were received in the annual parish meeting, immediately in advance of this meeting.

846 To approve the minutes of the last meeting (14 March 2017) – The minutes were approved without alteration and signed as correct by the Chairman.

847 Administrative Issues

- **Consider quotes for the parish council's insurance** – Two quotes have been obtained. One, as a renewal with the parish council's current insurer, Zurich, the other from Hiscox. The prices and level of cover were discussed. It was agreed to accept the quote from Hiscox and to enter into a three year agreement.
- **To review the following policies; Child Protection, FOI publication scheme, Health & Safety Policy, Standing Orders** – It was agreed that the policies do not need amendment but a little tidying up, in order that they each have a header and footer.
- **To agree a response to the Community Governance Review** - A draft response was circulated by the Chairman in advance of the meeting. Councillors agreed that the parish council felt it worked within statutory requirements and supported parishioners. It would also be resistant to merging with any neighbouring villages. The Chairman will submit the response to South Norfolk Council. **Action MH.**
- **Welcome pack** – Councillor Morris asked about the possibility of a "welcome pack" for new residents in the village, providing practical useful information as well as details of local clubs and groups. Councillors agreed this would be a good idea. Cllr Morris provided a provisional list of suggested information to include and asked those present to contact him if they could think of anything else. **Action KM.**

848 Planning

- **Planning applications received**
 - **None**
- **Planning comments submitted between meetings – None**
- **Planning decisions**
 - **2017 / 0035 Long Acre, Wymondham Rd – Conversion of hayloft building – Approved**

849 Village Maintenance and Highways

- **Public Access Defibrillator – maintenance and training** – Training sessions on 15 & 17 June have been agreed. The clerk will ask CHT if they have any material to help to advertise the sessions. **Action AR.**
- **Spring clean of the play area** – A successful spring clean of the play area was undertaken on 8 April. The PC agreed to wait for the next inspection to take place before undertaking any further work on the matting.
- **Wheelie bin speeding stickers** – SNC have confirmed they have no objection to the stickers being placed on the sides of wheelie bins. It was agreed to purchase 400 stickers, which will be distributed to houses within the 30mph limit in the village. **Action AR.**
- **SAM2, including comments from Hethel Rd resident** – Cllr Dalmazzo reported on positive feedback from residents on Hethel Rd, whilst the SAM2 has been sited there. The clerk has also received an e-mail thanking the PC. It was agreed that Cllr Dalmazzo will download the data from Hethel Rd and will move the machine to near the pond on Church Rd. **Action PD.**
- **Footpath 10** – This footpath running from Ashwellthorpe Rd to The Street in Ashwellthorpe currently runs on the west side of the field ditch, which is at odds with the definitive map, which shows the path on the east side. Access on the east side is now obstructed by planting, so it appears that effectively a new footpath has been created. It was agreed that the footpath warden and the parish council Chairman will meet with the landowner, to discuss the way forwards. **Action MH.**
- **Reading Room boundary / rubbish** – Some fly tipped materials in this area were collected by South Norfolk Council, in conjunction with the litter pick collection. The Chairman advised the fencing at the boundary of this area to properties on Mill Road is in poor condition and, following discussions with Saffron Housing, would like to consider trying to arrange new fencing. Councillors supported this idea. **Action MH.**
- **Any time limited village and highways issues**

850 Finance

- **To note anticipated receipt of grant from SNC and confirm expenditure to village hall** – The Chairman advised that after the grant has been received from SNC, the clerk will pass the payment over to the Village Hall Committee. They will account for expenditure and repay any excess. Councillors unanimously agreed.
- **To note CIL income** – A further CIL payment of £9483.91 was made on 28 April 2017, bringing the total amount of CIL to £13750.35. The Chairman asked Councillors and residents to bring their ideas for projects for the CIL money to be spent on to the next meeting.

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- **To receive the internal audit report** – The internal audit has been completed and a copy of the report circulated. It was noted that some of the dates on the policies and procedures have not been updated. The clerk will check and rectify the policies, as necessary. **Action AR.**
- **To review and approve the summary of accounts for the 2016 / 17 external audit** – Each statement from the external audit form was read out by the Chairman. Councillors unanimously agreed to each statement and approved the accounts, which were duly signed.
- **To authorise the 1% increase to the clerk's salary, in line with NJC pay scales** – 1 April 2017 is the second year of a two year pay deal, with 1% being awarded each year. The increase was approved.
- **To approve the following payments:**

Chq no	Amount	Payee	Notes
100193	£304.99	A Rayner	Apr & May salary
100194	£ 77.60	A Rayner	Expenses
100195	£132.00	Eastern Play Services	Set up fee and quarterly check
100196	£142.89	Norfolk ALC	Annual Subscription
100197	£ 50.00	T Wadlow	Internal audit fee
100198	£ 60.00	P Dalmazzo	SAM2 bracket
100199	£768.51	Came & Co	Insurance Premium

851 Correspondence

- **Pensions declaration** – The clerk has submitted the pension declaration and has received acknowledgement
- **CPRE declaration** – Following consideration, the Chairman signed the statement. The clerk will return this to CPRE. **Action AR.**
- **Donation request from Norfolk & Norwich Association for the Blind** – After reviewing the parish council's grant awarding policy, it was agreed that this request did not meet the criteria and was duly declined.

852 Date of next meeting – 11 July 2017

There being no further business, the meeting closed at 9.00pm.