

You are hereby summonsed to attend the meeting of WRENINGHAM PARISH COUNCIL**14 November 2017 at 7.30pm Margaret Preston Room****AGENDA**

873 To consider apologies for absence

874 To receive declarations of interest

875 Open Forum, including reports from District & County Councillors

- Includes information regarding the archaeological test-pitting

876 To approve the minutes of the last meeting (12 September 2017)

877 Administrative Issues

- Telephone box group progress report
- 2018 meeting schedule
- 2016 / 17 CIL report for SNC and future spend suggestions / requests / agreed expenditure
- To review the following policies: Community Engagement Strategy, Risk assessments – litter bin emptying, tree management & trees and hedges policy.

878 Planning

- Planning applications received – None
- Planning comments submitted between meetings – 2017 / 1979 – Chair's meeting with landowner
- Planning decisions and other information
 - To consider a request for access to main sewerage relating to planning permission no 2017 / 1979. Access needed via the village hall car park.

879 Village Maintenance and Highways

- Parish Partnership Scheme inc. SAM 2 application and other possible bids
- Mill Lane – Saffron Housing rubbish clearance
- Church Rd – Trod / Fire Hydrant
- Noticeboard at Church
- Playing field – play equipment & hedges
- Footpaths
- Anglian Water – replacement of water mains pipes

880 Finance

- To receive the financial report
- To consider a grant application of £160 for All Saints Church, Wreningham.
- To consider the budget proposals and precept level for 2018 (inc. NALC response)
- CIL payment of £3713.31 made on 28 October
- To approve the following payments:
 - Clerks Wages – Oct & Nov £312.68
 - G Lake £680.00

881 Correspondence

- Meet NCC Leader workshops
- Policing Strategy

882 Date of next meeting – 9 January 2018

COMMUNITY ENGAGEMENT STRATEGY

Wrenningham Parish Council

Introduction

The Parish Council is the closest tier of local government to the community. Wrenningham Parish Council (“the Council”) wishes to work closely with parishioners, community groups and businesses to encourage participation in decision making.

Aims and Objectives

The aim is to create a more active and informed community.

The Community

The Council seeks to engage with **all** sections of Wrenningham’s community including the young, disenfranchised, disaffected and the elderly as well as the local business community, the clubs, organisations and societies active in the parish, its partners such as South Norfolk Council, Norfolk County Council, the neighbourhood policing team, the local school and the church. The Council is committed to engaging with anyone with an interest in the economic, social and environmental well-being of Wrenningham.

Information access for the Community

The Council provides access to its records, documents and information via:

- The Clerk - Hard copy of documents can be requested as available to the public under the Freedom of Information Act.
- Village Noticeboards (Top Row and Reading Room) – notices are placed there by the Council and at the permission of the Council.
- The Mardle – items are placed in the Wrenningham Village Hall's newsletter.
- The Wrenningham website (www.wrenningham.org) - Electronic copy is available on the council's pages and includes: Administrative and Policy documentation; Agendas and minutes council meetings; Pages addressing areas of interest for the community.

Public recording of Council meetings

The recording, filming and reporting of all public meetings is permitted.

Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded.

Members of the public and press are permitted to film or record meetings to which they are permitted access in a non-disruptive manner and only from areas

COMMUNITY ENGAGEMENT STRATEGY

Wrenningham Parish Council

designated for the public. No prior permission is required, however the Chairman should be informed at the beginning of the meeting if anyone present wishes to record proceedings. We will ensure that reasonable facilities are made available to the public and press to assist filming or recording of meetings.

The use of digital and social media recording tools, for example Twitter, blogging or audio recording is allowed as long as it is carried out in a non-disruptive manner.

What is disruptive behaviour?

Essentially, this could be any action or activity which disrupts the conduct of meetings or impedes other members of the public being able to see, hear or film etc the proceedings. Examples can include:

- moving to areas outside the areas designated for the public without the consent of the Chairman,
- excessive noise in recording or setting up or re-siting equipment during the debate/discussion,
- intrusive lighting and use of flash photography; and
- asking for people to repeat statements for the purposes of recording.

The Chairman of the meeting, or any such Council representative as designated by the Chairman, has the capacity to stop a meeting and take appropriate action if any person contravenes these principles or is deemed to be filming or recording in a disruptive manner.

If individuals present do not wish to be filmed, we will ensure that space is provided where they cannot be filmed. In addition, we ask that the filming or recording of members of the public is kept to a minimum and focusses on those making representations to the meeting.

Any person or organisation choosing to film, record or broadcast any meeting of the Council is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.

The Council will publish the guidance on the filming, recording and broadcasting of meetings on its website and those undertaking these activities will be deemed to have accepted them whether they have read them or not.

COMMUNITY ENGAGEMENT STRATEGY

Wrenningham Parish Council

Opportunities for Community Involvement

All Council meetings are open to the public and include a public session for parishioners to make representation to members. A number of projects have been started following the publication of the Parish Plan and a wide range of clubs operate within the parish. Details can usually be found on the website. Parishioners are invited and encouraged to join in. All councillors are available for informal discussion and their contact details are available from the clerk or the website.

Opportunities for Formal Representations to the Council

Representations to the Council will normally be considered at the next Council meeting. If the request is for information only the clerk will respond accordingly. The Council has a Code of Practice for handling complaints, available from the clerk. The advance publication of agendas gives parishioners the opportunity to make representation to the council before agenda items are discussed. All formal representations received are responded to by letter or email.

Involvement in Partnerships

The Council is committed to partnership working where it is clear that it will benefit the parish or to fulfil its statutory requirements. For example, the Council works in partnership with other tiers of government and is represented on the Wrenningham Village Hall Management Committee, the Wrenningham Fuel Trust and has an appointed Tree Warden. The Clerk has a close working relationship with District and County Councillors.

Role of Council Members and Officers

Elected members are advocates for their community and their leadership role enables them to have a major input into the consultation and engagement process. Wrenningham Parish Councillors are accessible, their contact details published on the website and in the parish magazine. They are available to talk to residents during the public session at the start of each Council meeting and at the Annual Parish Meeting. In a private capacity, councillors engage with many of Wrenningham's clubs, societies and organisations, where they may promote the work of the Council and be available to parishioners.

Contact

The Parish Clerk Mrs H Frary, Tomoli House, Norwich Road, Barnham Broom,
Norwich, NR9 4BU
01603 759215
hefrary@googlemail.com

Wreningham Parish Council

Playing Field Litter Bin Emptying Risk Assessment

Foreword

Wreningham Parish Council believe that the cleanliness of the local environment is important for village safety and pride in its appearance.

This document is intended to guide Wreningham Parish Council authorised volunteers in their role of emptying the litter bins on the playing field. This policy applies only to Council owned litter bins upon Parish Council land and is not applicable elsewhere, such as litter bins on private land.

The Management of Health and Safety at Work Regulations 1999 recommends that owners and managers of premises undertake a risk assessment of their facilities - this includes the playing field. This document defines and makes clear the risks assessed setting out the key hazards and the Council's risk mitigation process.

Wreningham Parish Council Litter bin emptying – Risk Assessment

The purpose of the document is to:

- Assess the risks relating to litter bin emptying
- Ensure that damage to the bin can be detected in a reasonable time
- Ensure that dangerous waste is properly dealt with and appropriate action taken

Control measures are then applied to the significant risks and the remaining residual risks are re-scored to ensure all risks are suitably managed and controlled.

	Event	Impact	Affected	Management controls	Residual risk and further measures
1	Physical contact with waste and dog faeces	Disease / Infection	Volunteer	Provide protective gloves for volunteer's use. Ensure broken skin is adequately covered / protected. Do not put hands near eyes / mouth Wash hands after emptying bin.	Tolerable No Further Action needed
2	Poor disposal of faecal matter (e.g. dog mess)	Disease / infection	Public / Volunteer	Advise users of the playing field that these litter bins are not for dog faeces and similar waste. However, if found South Norfolk Council direct that such waste is double bagged and disposed of in the general (black) refuse bin	Tolerable No Further Action needed
3	Physical contact with hazardous, infected or sharp materials (e.g. glass, hypodermic)	Disease / infection	Volunteer	Protective gloves to be provided. If the skin is cut or pierced accidentally by potentially infected material, wash thoroughly with clean water and seek medical advice immediately.	Tolerable No further action needed

Wreningham Parish Council
Playing Field Litter Bin Emptying Risk Assessment

	Event	Impact	Affected	Management controls	Residual risk and further measures
	needles, condoms, bloodied dressings)			All sharps to be safely retained and reported to the Parish Council Clerk for disposal by incineration at an approved place	
4	Damaged litter bin	Waste on the surrounding ground	Public	Inform the Parish Council so that the bin can be repaired / replaced	Tolerable No further action needed
5	Bin overflowing	Waste on the surrounding ground	Public	Volunteer maintains routine inspection of site Inform the Parish Council so volunteer is advised	Tolerable No further action needed

The volunteer responsible for litter bin emptying on behalf of Wreningham Parish Council is: Mr Kirkman

This document was written by the clerk, Heidi Frary

This document was approved by Wreningham Parish Council at its meeting on:

Wreningham Parish Council

Tree and Hedge Policy

Introduction

The Parish Council (PC) have agreed that following policy should be applied whenever considering planning applications affecting the Parish.

Background

The Parish Plan made it quite clear that a large proportion of parishioners value the rural and green environment of Wreningham, in particular, the green spaces, the hedges and the trees. Many of Wreningham's hedges are "ancient" with mixed variety species. The Hedgerow Regulations put the onus of hedgerow protection on the District Council. The planning process ensures the PC is invited to comment on planning applications placed with South Norfolk District Council. The PC will highlight issues arising from the removal, replacement or introduction of hedges.

Planning applications have been received in which trees and hedges have been suggested which are at variance to the general appearance of the parish.

Policy

Any decision affecting trees and/or hedges will not create a precedent; each case will be considered on its merits.

Trees should not be removed without a rational being submitted and approved by the PC. New planting should be of native species only and due consideration given to position.

Hedges should not be removed without a rational being submitted and approved by the PC. Hedge planting should be appropriate to location and be "mixed". A "mixed" hedge comprises: Hawthorn, Blackthorn (but deleted where suckering is likely to cause issues), Field Maple, Hazel, Dogwood, Spindle, Hornbeam, Crab Apple. Unless otherwise requested, all new hedging will be supplied with Oak and Ash (Ash currently on hold) trees set at 10 metre intervals.

Implementation

The Wreningham Tree Warden is appointed by the PC and reports regularly on the status of trees and hedges within the Parish. When planning applications the Tree Warden will advise the PC according to this policy.

The PC will consider this advice and include such comment as is necessary in its response to planning applications to the District Council.

Wreningham Parish Council

Tree Management Policy and Risk Assessment

Purpose

This document guides Wreningham Parish Councillors (WPC), informs residents and engages with the tree warden.

This document defines the duties and responsibilities of WPC and how it manages trees within its boundaries. It includes a risk assessment setting out the key hazards and the Council's risk mitigation process.

Aim

It is necessary to have a strategy which will include suitable and sufficient systems and procedures to ensure that the risks are identified, assessed and controlled. Such systems and procedures need only be reasonable. It is not necessary to reduce risks to zero, for example, to completely eliminate the chance of a branch falling and injuring a person or property.

Scope

This policy applies only to trees upon Parish Council land as defined in the tree survey and is not applicable beyond this, such as those on private land or highways land. There are three plots of land owned by WPC in the Parish:

- the playing field
- the plot upon which the Village Hall is built
- the "Reading Room" / "Golden Corner" (by junction of Mill Lane and Church Road).

Background

In devising this strategy, WPC has taken account of its land (and the trees thereon), that this land is used by members of the public for their entertainment and enjoyment, and the various local authority support mechanisms and schemes.

Strategy

Liability of Tree Owners

Those (e.g. land owners, occupiers and users) with responsibility for trees, must take reasonable steps to manage and reduce risk. This will include identifying and inspecting trees with a raised risk of causing injury or property. When such hazardous trees are identified suitable remedial action must be taken to reduce risk.

In addition to existing statutory requirements the Courts expect those in control of places to which the public has access, such as parks and gardens, to take greater care than those in control of more remote woodland. The Courts expect occupiers to be prepared for children to behave less carefully than adults and to consider whether injury may result from climbing trees with weak or damaged branches.

Wreningham Parish Council Tree Management Policy and Risk Assessment

Action: Given that the majority of the trees are on boundaries shared with other land owners, WPC will identify those trees which are its particular responsibility.

The Tree Warden Scheme

Trees and hedgerows have been lost over recent years due to a variety of causes including disease, agricultural intensification, changes in land use and development. The Tree Warden scheme is intended to help protect what we have and replace what we have lost. The scheme recognises that many prefer to talk to a local person for tree-related advice and information rather than enquire direct with the district authority. Hence the scheme recommends that Councils appoint a member of the parish into the voluntary role of the local Tree Warden.

The Tree Warden is not necessarily a qualified tree specialist but possesses an understanding of trees and has local knowledge. The Tree Warden has accepted this appointment and is happy to give time freely to act as a 'friend of our parish trees'. They are expected to be both gently reactive and proactive in the care of trees in this parish. Naturally the Warden has other interests and their available time for this voluntary role will vary.

Action: The WPC supports the Tree Warden scheme and will appoint a local Tree Warden for Wreningham Parish.

Risk Assessment

The Tree Management Risk Assessment is formulated in accordance with HSE Guidance INDG 163 'Five Steps to Risk Assessment' and guidance from Aviva Insurance Company. The purpose is to:

- Assess the risks relating to tree management
- Provide a formal way for WPC to identify and be notified of dangerous trees within their boundary
- Ensure WPC has sufficient information to make decisions on tree management
- Ensure that tree damage can be detected in a reasonable time
- Ensure that hazardous trees are properly dealt with and appropriate action taken.

Action: WPC will undertake a risk assessment, identify control measures for significant risks and ensure any residual risks are suitably managed and controlled.

Action: WPC to develop an action plan in conjunction with the Tree Warden and SNC Arboriculturalist.

**Wreningham Parish Council
Tree Management Policy and Risk Assessment**

Risk	Consequence	Affected	Management controls	Residual risk and further controls
1 Trees that need to be managed are not identified	Unidentified hazardous trees No remedial action planned/assessed	Public: Users of WPC land Property: Trees for which the WPC has a responsibility are on/around WPC land: the Playing Field, the Village Hall and the 'Reading Room'.	<p>1. Appoint a Tree Warden with the duties to:</p> <ul style="list-style-type: none"> • Work closely with the Parish Council to encourage a respect for trees and hedges in their community. • Undertake a regular survey of parish land trees and identify those trees that present significant risk. • Maintain an understanding and respect for trees and the natural environment. • Work in conjunction with the South Norfolk District Council (SNC) appointed arboricultural officer who is more experienced and responsible for the upkeep of Tree Preservation Orders. • Attend meetings and obtain support and advice from the SNC Arboriculturalist. • Keep suitable and sufficient records of inspections and report regularly to the WPC on tree condition and related risk • Make recommendations on action(s) required to maintain WPC trees in good order. <p>2. WPC to arrange an annual formal Inspection and dedicated surveys comprising a mix of walk-through inspections and close examination of trees from ground level by the Tree Warden and the SNC Arboriculturalist.</p>	Tolerable No Further Action needed

**Wreningham Parish Council
Tree Management Policy and Risk Assessment**

Risk	Consequence	Affected	Management controls	Residual risk and further controls
2 Vulnerable trees are not managed	<p>Personal injury through trips and falls over tree roots</p> <p>Failure of reducing the risk of property damage from falling trees or subsidence</p> <p>Fail to prevent vehicle damage and personal injury from obscured sight-line on the highway</p>	<p>Public: Users of parish land, specifically the playing field</p> <p>Property: Most buildings some distance from trees on boundaries. Exception is Village Hall.</p> <p>Public: Car parking at village hall</p> <p>Property: Most buildings some distance from trees on boundaries. Exception is Village Hall.</p> <p>Public: Users of public highway adjacent to WPC land (Mill Lane & Church Road)</p> <p>Property: Vehicles, etc. potential risk exposure on parts of Mill Lane & Church Road.</p>	<p>3. WPC to arrange a detailed Inspection by a tree specialist to be undertaken every five years.</p> <p>WPC to implement a strategy and action plan which may include:</p> <ul style="list-style-type: none"> • Zoning and prioritising of vulnerable trees • Requesting parishioners to report damage to trees • Checking for potential damage following activities such as work by the utilities or severe gales • Contracting a qualified Arboriculturalist • Modifying usage e.g. by re-routing paths or recreational facilities • Reviewing location of seating or play equipment with respect to trees • Changing mowing practice, under planting with shrubs or leaving brushwood or logs under/around trees to keep people at a safe distance • Using fencing/barriers to prevent people access close to the tree/under the canopy • Bracing or propping or Felling 	<p>Tolerable</p> <p>No Further Action needed</p>

Wreningham Parish Council Tree Management Policy and Risk Assessment

The current tree warden for Wreningham Parish Council is: **vacancy**

This document is:

- based upon guidance from Came & Co Parish Council Insurers and Aviva
- part of the WPC policy document set and will be reviewed according to the published timetable
- written by Michael Hill
- reviewed by WPC Councillors
- approved by WPC at its meeting on 9 September 2014

Balance @ 18 August 2017 Community Account £24,402.11

Income received Precept £24,402.11

Income received Precept £4,305.50

£4,305.50

Cheques presented	A Rayner	100207	£308.74
	Post Office Q2 tax	100208	£153.40
	Upper Tas Valley Benefice	100210	£12.00
	Mazars LLP	100209	£120.00
	K Morris	100211	£11.67

£605.81

Balance £28,101.80

Balance of bank statement £28,101.80

Unpresented cheques

Balances at end of period Community Account £28,101.80

Balance brought forward from 2016/17 £13,630.66

Receipts year to date £19,938.91

Payments year to date £5,467.77

Balance @ 18 October 2017 £28,101.80

	INCOME		
	Budget	Actual to 18.10.2017	Percentage
Precept	£8,611.00	£8,611.00	100.0%
C Tax grant	£244.00	£244.00	100.0%
SNC grant	£1,500.00	£1,600.00	
HMRC	£100.00		0.0%
CIL	£8,246.00	£9,483.91	
Sundry			
Totals	£18,701.00	£19,938.91	106.6%

	EXPENDITURE		
	Budget	Actual to 18.10.2017	Percentage
Administration	£1,500.00	£1,015.89	67.7%
Salary	£2,264.00	£1,147.92	50.7%
Donations	£2,460.00	£1,500.00	61.0%
Subscriptions	£180.00	£177.89	98.8%
Maintenance	£2,625.00	£1,446.15	55.1%
Training	£100.00		0.0%
VAT	£60.00	£179.92	299.9%
Total	£9,189.00	£5,467.77	59.5%

Wrenningham Parish Council

	A	B	C	D	E	F	G	H
1						Budget	Est	
2			2014/15	2015/16	2016/17	2017/18	2017/18	
3	RECEIPTS	Precept	7394.00	8247.00	8247.00	8611.00	£8,611.00	
4		SNC Grants towards Precept	487.00	480.00	426.00	244.00	£244.00	
5		Interest	0.00	0.00	0.00	0.00	£-	
6		Donations / Grants	642.41	250.00	360.00	0.00	£1,600.00	
7		Play Project	60.80	0.00	0.00	0.00	£-	
8		VAT Payments	1738.00	2113.24	717.00	100.00	£180.00	
9		Lottery Grant	10126.32	0.00	2166.00		£-	
10		CIL			4266.00	8246.00	£13,196.00	
11		TOTAL	20448.53	11090.24	16182.00	17201.00	23831.00	
12								
13	PAYMENTS	Administration	2100.00	207.81	526.00	60.00	£180.00	
14		VAT Payments	150.00	125.00	150.00	150.00	£150.00	
15		Audit	2391.24	2521.98	2230.00	2264.00	£2,303.00	
16		Salary	550.00	442.08	122.00	200.00	£177.00	
17		Admin Costs	1743.09	902.52	937.00	1000.00	£768.00	
18		Insurance	127.49	130.67	137.00	145.00	£143.00	
19		NALC Subscription	35.00	35.00	35.00	35.00	£35.00	
20		ICO Registration	0.00	353.36	0.00	0.00	£-	
21		IT Costs	0.00	0.00	0.00	0.00	£-	
22		Land Registry Costs	0.00	0.00	0.00	0.00	£-	
23		Misc	0.00	0.00	0.00	150.00	£-	
24		Training	0.00	185.00	60.00	100.00	£-	
25		Parish Partnership	287.50	0.00	0.00	0.00	£1,675.00	Represents SAM2 costs only
26		Maintenance	600.00	373.33	0.00	1200.00	£1,065.00	
27		Playing field Maintenance	96.18	6.40	0.00	0.00	£-	
28		Village Maintenance	0.00	0.00	200.00	0.00		
29		Tree surveys	825.00	855.00	680.00	700.00	680.00	
30		Grass & hedge cutting	0.00	0.00	128.00	80.00	80.00	
31		Dog bin emptying	0.00	0.00	2650.00	0.00	0.00	
32		Tree works	0.00	0.00	0.00	0.00	0.00	
33		Millennium clock servicing	140.00	0.00	0.00	0.00	0.00	
34		Play area Inspection	59.95	62.50	62.00	245.00	245.00	
35		Misc	0.00	0.00	98.00		220.00	
36		Play project	10126.32	0.00	0.00	0.00	0.00	
37		Memorial fund	0.00	400.00	400.00	400.00	400.00	
38		Last Wednesday Coffee Morning	100.00	160.00	200.00	100.00	100.00	
39		Mardle	100.00	100.00	100.00	100.00	100.00	
40		Churchyard	160.00	160.00	160.00	160.00	160.00	
41		Church insurance	500.00	500.00	0.00	500.00	500.00	Didn't pay this last year?
42		Village hall	100.00	100.00	100.00	100.00	100.00	
43		Social club	0.00	0.00	220.00	0.00	0.00	
44		Defibrillator	0.00	0.00	2020.00	0.00	0.00	
45		Toddler Group	50.00	0.00	0.00	0.00	0.00	
46		TOTAL	20241.77	7620.65	11215.00	7689.00	9081.00	
47	CLOSING BALANCE	Opening Balance	3264.69	4392.95	8262.54	8262.54	13630.66	
48		Receipts	20250.26	11090.24	8834.00	15633.25	23831.00	
49			23514.95	15483.19	17096.54	23895.79	37461.66	
50		Payments	19122.00	7220.65	5881.54	10306.00	9081.00	
51		Closing balance	4392.95	8262.54	11215.00	13589.79	28380.66	
52	RINGFENCED FUNDS	IT Equipment	0.00	0.00	0.00	0.00	0.00	
53		Election Fees	400.00	600.00	600.00	600.00	600.00	
54		Play project	0.00	0.00	0.00	0.00	0.00	
55		Millennium Clock	580.00	440.00	290.00	290.00	290.00	
56		Memorial Fund	0.00	400.00	800.00	800.00	1200.00	
57		TOTAL	980.00	1440.00	1690.00	1950	2090.00	
58	UNALLOCATED FUNDS	UNALLOCATED FUNDS	3412.95	6822.54	9525.00	11639.79	26290.66	
59		Tax Base	£37.53	£41.24	£40.63	£40.62		
60		Band D	197	200	203	212		
61								
62								
63								

Wreningham Parish Council

Precept Adjustment Comparisons

Precept 2018/19	0% change	2.5% increase	5 % increase	7.5% increase
Est c/f to 16/17	28202	28202	28202	28202
Precept	8611	8826	9041	9257
SNC Council Tax grant	122	122	122	122
Other income est	200	200	200	200
Total receipts	37135	37350	37565	37781
Estimated payments 17/18	9081	9081	9081	9081
Balance at year end 31 March 19	28054	28269	28484	28700
Tax Base estimate	212	212	212	212
Precept per house variation	£40.62	£41.63	£42.65	£43.67
	£0.00	£1.01	£2.03	£3.05