

Wreningham Parish Council
Minutes of the annual meeting of the Parish Council
held in the Margaret Preston Room, Wreningham Village Hall on Tuesday 8 May 2018 at 7.35pm.

In Attendance: Cllr M Hill (Chairman), Cllr K Morris, Cllr H Gauthier, Cllr H Graves.

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

1 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.

2 To elect a Vice chairman and receive the Vice-Chairman's declaration of acceptance of office – It was agreed to leave the role of Vice-Chairman vacant, for the time being.

3 To consider apologies for absence - Apologies were received and accepted from Councillors Lidington and Moon.

4 To receive declarations of interest - None to declare.

5 Open Forum, including reports from District & County Councillors – District Councillor noted that Wreningham received two grants from the ward budget this year, towards the Broadband provision at the village hall and the new noticeboard. Briefings will be held at the District Council in the near future regarding the development of Long Stratton. County Councillor Foulger noted that the new barrier near the school is in place, this was funded from his budget. The NDR is open and consultation has begun regarding the Western Link.

6 To approve the minutes of the last meeting (13 March 2018) - The minutes were approved without alteration and signed as correct by the Chairman.

7 Administrative Issues

- **Consultation on the draft Norfolk Access Improvement Plan** – The Chairman summarised the main points of the draft plan, which include improved access for everyone in order to benefit the social and economic position of the county as well as positively impact physical and mental health for residents and visitors. The Footpath Warden asked if more information could be made available on who makes up the 'Norfolk Local Access Forum' as there seems little information available about who they are and what their roles are. District Councillor Foulger agreed to look into this and report back.
- **To review the following policies; Complaints procedure, Training Policy, Standing Orders** – The policies were reviewed and some minor amendments suggested. The revised policies will be circulated. **Action AR.**
- **To adopt GDPR policies, including: Retention of documents, Destruction of records, GDPR policy, GDPR risk assessment, Records Management Policy, website privacy notice (to supersede existing)** – It was agreed that the Chairman, Cllr Gauthier and the clerk will meet to work on incorporating the new policies with some of the existing policies.
- **To appoint a PC Trustee to the Wreningham Fuel Trust** – Cllr Gauthier was re-appointed to the role of Trustee.

8 Planning

- **Planning applications received – 2018/0854 – White Cottage, Church Rd – Two storey extension** – Councillors had no objections to this application.
- **Planning comments submitted between meetings**
 - 2018 / 0637 – Hampshire Cottage, Wymondham Rd – Single storey side extension
 - 2018 / 0559 – The Homestead, Church Rd – Rear and side extension
 - 2018 / 0612 – Steetley House, Wymondham Rd – Convert garage to kitchen & new garage
- **Planning decisions - 2018 / 0303 – Glastonbury Cottage – Replacement windows – Approved**
2018 / 0559 – The Homestead, Church Rd, Extension – Approved

9 Village Maintenance and Highways

- **Consider the request for access to the mains sewerage** – This matter was discussed again. The Chairman reported that the village hall committee did not favour allowing access. Councillors agreed that access would not be permitted via the village hall car park.
- **Residents Parking Scheme** – This relates to proposals by the District Council but mainly relates to areas that suffer from parking issues due to their proximity to the hospital and the University etc.
- **Consider purchasing a grit bin** – The parish council agreed to purchase a 400ltr grit bin. The siting for the bin will be agreed at a later date. **Action AR.**
- **Play area repairs** - One item of the play equipment was considered 'medium risk' at the latest inspection. The clerk will obtain quotes. **Action AR.**
- **Mill Lane Ditches** – Work is needed to clear the ditches, to minimise the risk of flooding. The clerk has asked a local contractor for a quote.
- **Millennium Clock** – Following discussion, it was agreed that the parish council would. Going forwards, look after the maintenance of the Millennium Clock. It was agreed that there was no need to ring fence the funds but that they should just be incorporated under maintenance. The clerk will arrange for the clock to be serviced. **Action AR.**
- **War Memorial** - A quote has been received to clean and re-point the memorial and repaint the inscriptions. Grants are available from the War Memorial Trust, however, they take some time to process and they are not payable if the project has already commenced. It was agreed that the clerk would apply for a grant but remain mindful of the time constraints and authorise the work to go ahead, in time for the 100 year commemoration, if at all possible. **Action AR.**
- **To form a group to manage the SAM2** - Councillors Glaves, Morris and Hill agreed to manage the downloading of the data from the SAM2, on a rota basis. The clerk will write to David Minns to ask if he would be prepared to assist with moving the machine. **Action AR.**
- **Saffron Housing** - The Chairman highlighted the problem of a residence in the village which is standing empty, due to the unavailability of the tenant, which Saffron Housing say they cannot access without the permission of the tenant. They also cannot remove the rubbish which has been standing outside the house for approximately two years, without the permission of the tenant. District Councillor Hardy confirmed he will look into this matter. The Chairman asked if, at the same time, he would enquire as to why this tenant was housed there in the first place, given the total unsuitability of the situation.

10 Finance

- **Consider a grant request from the village hall committee – Margaret Preston refurbishment** – Following discussion, Councillors agreed that they would like to see some evidence or suggestion that improvements to the room will result in increased bookings and revenue. Councillor Graves also highlighted the particularly poor condition of the toilets. The clerk will ask the village hall committee about both of these points. **Action AR.**
- **To receive the internal audit report** – The report, circulated prior to the meeting, was noted.
- **To declare that WPC is an exempt authority within the definition contained in the Local Audit (Smaller Authorities) Regulations 2015 and confirm exemption for 2017 / 18** – Councillors unanimously approved this declaration.
- **To approve the Annual Governance Statement** – The Annual Governance Statement was approved.
- **To consider and approve the Accounting Statements for 2017 / 18** – The Accounting Statements were approved.
- **To authorise the 2% increase to the clerk's salary, in line with NJC pay scales** – Authorised.
- **To approve the following payments:** All payments were unanimously approved.

Chq no	Amount	Payee	Notes
1002	£ 397.30	A Rayner	Apr & May salary
1002	£ 67.76	A Rayner	Clerk's expenses
1002	£ 814.28	Came & Co	Annual Insurance
1002	£ 144.95	Norfolk ALC	Annual subscription
1002	£ 55.00	T Wadlow	Internal Audit fee

11 Correspondence

- **Response from SNC re planning extension** – SNC recently authorised a request for an extension to the deadline for comments on a planning application, which was approved. However, the planning permission was granted before the end of the deadline date. SNC have advised that steps have been taken to ensure this does not happen again.
- **Tree on Mill Lane – boundary issue** - A resident is in dispute with Norfolk County Council regarding ownership of a tree which has ash dieback and needs to be removed. The parish council cannot offer a definitive answer regarding this matter.
- **Request from Norfolk Age UK for a donation** - The parish council's policy is to support charities which directly benefit residents of the village. This request was therefore refused.

12 Date of next meeting – 10 July 2018

Before the closure of the meeting, Councillor Graves wished to acknowledge the work put in by Noel Course on the phone box. The project is nearing completion.
The meeting closed at 8.45pm.