

00 Agenda 14 July 2020 _____	2
04 Previous meeting Minutes-10-3-20-2 _____	4
05a Planning procedure v0.1 _____	7
05b Decision making procedure 19 5 20 final version _____	9
08-1a Internal Audit – WPC 2019-20 (1) _____	11
08-1c Annual Gov Statement 19_20 _____	13
08-1e Exercise of Public Rights _____	14
08-2a Bank Reconciliation tax year 2019 20 _____	18
08-2b Explanation of Variances 2019 20 _____	19
08-2c Financial Report 28 6 20 _____	20
08-5a doors - 200629 Parish Council _____	21
08-5b doors - Village Hall _____	22
09a Gmail - Kett's Country Long Distance Path _____	24
09b 2021-22 invitation to bid letter to PC _____	26
09c Green Spaces benefits Alliance GNLP _____	31

Wreningham Parish Council

You are hereby summonsed to attend the virtual meeting of

WRENINGHAM PARISH COUNCIL

14 July 2020 commencing 7.30pm

Please e-mail the parish clerk to arrange attendance - clerk.wpc@gmail.com

AGENDA

- 1 To consider apologies for absence
- 2 To receive declarations of interest
- 3 Open Forum, including reports from District & County Councillors.
- 4 To approve the minutes of the last meeting

5 Administrative Issues

- Policy Review - Planning Procedure
- Revised decision-making process (update to Standing Orders)
- Annual Village Meeting – postponed until situation allows public meetings
- Village Support Group

6 Planning

Applications received	2020/0571 Wrenlea Two storey side extension 2020/1583 Amended application for land adjacent to the village hall 2020/1112 Wrenlea Amended Two storey side extension
Comments agreed between meetings	2020/0571 Wrenlea Two storey side extension 2020/1583 Amended planning application for land adjacent to the village hall
Decisions	2020/0571 Wrenlea application withdrawn 2020/0327 Chestnut Cottage Top Row single storey rear and two storey side extension - approved
Information	

7 Village Maintenance and Highways

- Encouraging the management of litter
- maintaining hedgerows & verges
- Playing field – rabbit holes
- Basketball hoop replacement
- CIL support for projects

8 Finance

- To approve the following which were circulated prior to the meeting-
 - receive the annual Internal Audit
 - Confirmation of prior agreement between meetings that WPC is an exempt authority within the definition contained in the Local Audit (Smaller Authorities) Regulations 2015 and confirm exemption for 2019/20

Wreningham Parish Council

- Annual Governance Statement
- To consider and approve the Accounting Statements for 2019/20
- To review and agree the exercise of public rights - 30 working day period must start before September 1st 2020
- To receive the financial report
- Following budgeted Parish Council spend payments approved between meetings

Cheque	Payee	£
100299	South Norfolk Community Choir	500
100300	Norfolk ALC	149.40
DD	ICO	35
100301	HMRC - Clerk Employer Tax	43
100302	Clerk Training	20
100303	Clerk Salary April/May	332.96
100304	Mr T D Wadlow Internal Audit fee	55
100305	Came & Company Parish Annual Insurance	634.66

- To approve the following payments:

	Community Heartbeat - supply of new defibrillator battery	223.20
	Clerk stationery expense - printer cartridge	22.64
	Clerk's Salary June/July	332.96

- To consider request from Village Hall Committee for WPC to sponsor a project to replace the East end fire doors to obtain improved security and additional daylight.

9 Correspondence

- Kett's Country Long Distance Path [Footpath Warden]
- NCC Invitation to bid for Parish Partnership [Council]
- CPRE Green Space Benefits [Community]
- Ordnance Survey - Data Usage Survey (under Public Sector Geospatial Agreement (PSGA)) [Council]

10 Date of next meeting – Tuesday 8th September 2020

Minutes of the meeting of Wreningham Parish Council
held in the Margaret Preston Room, Wreningham Village Hall
on Tuesday 10th March 2020 at 7:30pm

In attendance: Cllr M Hill (Chairman), Cllr K Morris, Cllr J Lambourne, Cllr H Glaves,

Parish Clerk Nicky Allen
District Councillors Nigel Legg, Gerald Francis
5 members of the public

Post meeting note: Since this meeting the Covid-19 pandemic and subsequent Government required lock down is having an impact on the community and Parish Council actions and meetings planned. Where possible this council will keep the Parish informed through the website and village noticeboards.

1 To consider apologies for absence - Apologies received and accepted from Cllr S. Lidington, Cllr V Clifford-Jackson, Cllr J Moon

2 To receive declarations of interest – none reported

3 Open Forum

A member of the public confirmed that the Wreningham Heritage Group had been successful in its Lottery grant application and would no longer require the grant agreed at the last Parish meeting.

Action NA to update CIL funds in Parish accounts. Also confirmed that the agreed grant for the South Norfolk Choir was still required and the Chairman requested the applicant confirm details in an e-mail so the grant cheque can be raised.

Cllr Legg reminded the Parish that they have the chance to comment on the Greater Norwich Local Plan that has been published. Also informed Parish there will be an additional development plan for South Norfolk villages for small developments that is likely to be published at Easter.

4 To approve the minutes of the last meetings (14 January 2020). Approved and signed. Poor Driving Behaviour in village- Cllr Glaves confirmed this is ongoing and looking at Community Speedwatch which requires 3 volunteers who need to be trained.

5 Administrative Issues

- Review of Asset Register. The Chairman has updated register and proposed further details to be included such as the grit bin. **Action NA** to update existing policies with agreed amends.
- Policy reviews. Financial Regulations, General Risk Assessments, Statement & Review of Internal Control, Policy Review Schedule. **Action NA** to update policies with agreed format amend and to also update General Risk Assessment with Council laptop new back up procedure.
- To agree the appointment for the 2019/20 internal audit. **Action NA** to approach Trevor Wadlow and confirm.
- To elect Trustee Chair of Wreningham Fuel Trust. Council approved Ivan Howlett for continued appointment. **Action NA** to confirm with C Minns.
- To formulate Parish support plan for COVID-19. Reviewed the Chairman's leaflet proposal for the village. Discussion on local and national media extensive coverage of how to prevent further spread of the virus. Clerk outlined Council today received Coronavirus brief from SNDC, with details of how Parish can support their communities and can request a template of a plan available from SNDC. Discussion on having a single point of contact phone/e-mail for those who need help to support. **Action NA** to forward SNDC e-mail to all councillors. **Action MH** to review leaflet to see if need to distribute as part of response.

- Village faster broadband review – A member of the public outlined history and gave more detail on proposal. Parish Council agreed to make village aware of opportunity on Parish website.
- Update on Welcome Pack- Proposal by Cllr Morris to do a print run and include in Mardle for all of village, as well as now publishing on website and giving to village newcomers. Parish approved cost for 300 colour gloss copies to be printed for £170 and cheque raised at meeting to cover printing cost.

6 Planning

Applications received	2020/0327 Chestnut Cottage Top Row - Erection of single storey rear extension and demolition of conservatory to be replaced with a two storey extension.- Parish approved of application, and had no comments.
Comments agreed between meetings	2020/0129 Ivy Cottage Ashwellthorpe Road - 2 storey side extension- standard planning comments submitted ref lighting/ native hedging replacement
Decisions	2019 / 2552 - Acorns, Church Road, single storey rear extension - approved 22/1/20 with conditions
Information	Update on Land adj to Village hall and current application status- this is an ongoing application and discussions took place that whilst the application has been deferred, SNDC planners have recommended that it is accepted

7 Village Maintenance and Highways

- Annual play inspection report and formation of working party- agreed maintenance needed when weather better will do this.
- Saffron managed bungalows and fence issue- Saffron as Social landlord has stated that it's their tenants' responsibility to repair or replace recent damaged fence, they are unwilling to take responsibility or repair. Title deeds have been shown to Saffron to show it is their boundary, and a site visit has been booked to check and confirm this.

8 Finance

- To receive the financial report. Circulated prior to the meeting and approved.
- The following payments were unanimously approved:

Cheque No.100293	Clerk's Wages: Feb & March 2020	£326.96
Cheque No.100294	Barry Jarvis: website domain renewal	£26.39
Cheque No.100295	P D Askham: Playing Field Boundary cutback	£1950.00
Cheque No 100296 & 100298	Keith Morris Basketball net for playing field	£9.98
Cheque No 100297	Minuteman Press Norwich	£170.00

9 To consider correspondence

- Local Government Boundary Commission- Cllr Legg briefed the Parish on current debate on new County Council division and so have extended consultation, this is all available for parishioners to review.
- Wrenfest happening in June to tie in with Beer festival.
- Priscilla Bacon Hospice- letter received including brochure of new facilities to be built to replace existing lodge, with a request for grant money and any fundraising activity within the village. Councillors to review brochure and confirm at next meeting.

There being no further business, the meeting closed at 8:42 pm

10 Date of next meeting – Tuesday 12th May 2020

PLANNING PROCEDURE

Wreningham Parish Council

Background information

Plans for development are managed formally by the Planning Authority, South Norfolk District Council (SNC). The planning process includes consultation with NCC Highways in respect of access and road safety; Anglian Water in respect of waste water capacity, etc. Environmental surveys may also be carried out. More information is available from SNC's Planning Department at <https://www.south-norfolk.gov.uk/planning>

The planning process invites the public to submit comments (in writing and online) and provides for the opportunity to speak at the District Council's Development Committee meeting. The District Council places planning notices at the proposed site. These state the nature of the proposal and other relevant information including deadlines for submission of comments.

The Parish Council, as a statutory consultee, receives notification of planning proposals in the Parish. These are an agenda item and are considered by the Parish Council under normal business. As the Parish Council usually meets every other month, a planning proposal may need to be circulated to the Parish Councillors for comment between meetings in order to meet the Planning Authority's deadlines.

1. Summary

This procedure sets out how the Parish Council considers planning matters on which it is consulted by the Planning Authority. It takes into account:

- The consultation period for a planning application is 21 days. Hence not all planning applications can be considered at the Parish Council's scheduled meetings.
- The Parish Council believes that parishioners are best served by it responding to applications within the deadlines set by SNC.
- Parishioners will be informed via one, or more, of the following mechanisms:
 - a posting on the village website <http://www.wreningham.org.uk>,
 - a public meeting (notified on the notice boards and the website),
 - Councillor(s) contacting parishioners directly.
- The Parish Council response will take into consideration parishioners' views.

Resolution

The Parish Council has therefore resolved that any substantive actions in respect of planning matters shall be taken either by

- the Parish Council as a whole, or
- by the Clerk acting on the advice of the Parish Council as a whole.

PLANNING PROCEDURE

Wreningham Parish Council

1.1. Conflict of Interests

Any Councillor with a pecuniary interest in a planning matter being considered shall take no part in the discussion or handling of the application.

2. Planning Protocol

2.1. Options for responding to planning applications

When notice of a planning application is received, one of the following will be followed;

- **Option 1: Application can be addressed at a scheduled Council meeting.** The consultation deadline falls after the next scheduled meeting. The Clerk will place the matter on the Agenda and any decision will be taken at that meeting. (The link to the planning proposal will be circulated so that Parish Councillors can examine the plans before discussion.)
- **Option 2: Application deadline precludes discussion at a scheduled meeting.** The clerk will advise Councillors of receipt of a planning application and if Chairman or at least two Councillors consider the application merits a formal meeting then the Clerk will schedule it and ensure meeting notices are placed on the website and the noticeboards.
- **Option 3: Clerk's delegated response action.** Otherwise the Council's response shall be delegated to the Clerk who shall seek advice and written comments from the Councillors. If an agreed, quorate, response is received, the clerk will submit the comments to SNC.

2.2. Procedure at meetings of the Parish Council

When a planning application comes before a full meeting of the Parish Council, the residents will be invited to speak about the application, under normal rules, at the meeting.

Any Parish Councillor with a pecuniary interest in the application will take no part in the debate, unless invited to speak by the Chairman, and will not be entitled to vote on any relevant motion.

The Parish Council shall consider the application in public session and will decide on what response, if any, shall be provided to SNC.

DECISION MAKING PROCEDURE

Wreningham Parish Council

Background

During the normal course of business and conduct, Council decisions are made at meetings where the public are invited to attend. Our Standing Orders state:

- a Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- b Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

(NALC Model Standing Orders 2018, section 3 Meetings Generally)

However during extraordinary times, such as the present Covid-19 pandemic, physical meetings are not possible. Whilst on-line meetings are now permitted, not all Councillors and members of the public have the capability (technical or practical) to participate in these. This may be resolved over time.

Resolution

In circumstance such as the current pandemic, the council will endeavour to schedule meetings (physical or on-line) for key and important decisions for the Parish. However, for decisions relating to the Council's routine and administrative business, an alternative decision making process has been designed and agreed.

Decision Making Protocol

When a decision is needed on administrative matters and in relation to anticipated and regular expenditure, such as insurance premiums, the following procedure will be followed:

The Clerk will:

- Present by email the full background and information to the Councillors in relation to the required administrative decision.
- Seek their advice and written comments. **Note:** pecuniary interest declarations are still required.
- Summarise the responses to demonstrate an agreed and quorate decision.
- Take the necessary action to resolve the matter.
- Report the action as an agenda item for the next (physical / on-line) meeting.

DECISION MAKING PROCEDURE

Wreningham Parish Council

- If a councillor objects to a decision being made by this procedure, they will have the right to request before the decision is made that it is brought to a meeting (physical or on-line) of the Parish to be discussed and resolved instead.

Public Awareness / Participation

The public will not be invited to comment during the above procedure. However, such actions will be recorded on the agenda and the public can then make written representations prior to the meeting, or, give notice of wishing to speak at the meeting.

Such decisions will be reported on the Council pages of the Parish website.

Full details can be requested from the Clerk as per advertised contact details.

Resolution Agreement

This resolution will be presented as the first decision for this procedure.

Review

This procedure will be scheduled for administrative review every two years.

Internal Audit – Wreningham Parish Council May 2020

Covers the accounts for 01/04/19 to 31/03/20 and internal controls between those dates

Audit Approach

The duties of internal audit relate to reporting on the adequacy and effectiveness of an authority's system of internal control. This internal audit is therefore focussed on two key aspects of the Council's procedures: Financial Regulations and Risk Management.

This audit included a check of:

- Bank payment and income records and practice.
- The Clerk's expense record.
- Spend approvals, including cheque stub signatures and Council minutes.
- Accuracy of the annual accounts/financial statement.
- Adherence to the Council's Financial Regulations.
- The 2020/21 budget/precept calculations.
- The currency of the council's policies and procedures, including the asset register and the risk assessment.
- Vat returns.
- Financial reporting to the Council.
- Contract procurement.
- Employment matters.

Audit issues not relevant to the Council and hence not covered: Petty cash and investment and loans.

Summary Conclusion:

I gauge the Council's internal controls as '*adequate/good*' overall but requiring improvement to fully meet the DCLG Transparency code for smaller authorities.

Detailed Conclusions and Recommendations

1) Book-keeping, Bank Reconciliations and Year-End Financial Statements

1. WPC maintains an easy to follow, thorough and reassuring track of its financial transactions and balances.
2. Checks found the WPC cashbook reconciles with bank statements.
3. Periodic and year-end bank reconciliation was properly carried out and reported.
4. Checks show the year-end financial report provides a clear account of the WPC financial performance and balances.
5. WPC should be openly holding itself to account by its local community for its expenditure and actions; this is a clear requirement of the 2015 Transparency Code for Smaller Authorities. This includes ensuring easy access to financial reports, annual accounts, internal and external audits, details of all items of expenditure over £100, list of councillor responsibilities etc. WPC mostly meets the requirements of the code but needs to attend to scope and details. For example, key information to meet code requirements must be published by the 1st July each year and the public's rights of inspection need to be made clear, such as the 30 day right to look at and comment on the year-end accounts.

2) Application of Financial Regulations including Payment Controls

1. Checks show adequate overall application of WPC Financial Regulations and Payment Controls; although there were minor lapses regarding the authorisation of spend:
 - a. No double initialling of cheque stubs (264, 270, 291);
 - b. Cheque 264 did not receive formal approval the WPC minutes (although it was included in the financial report and received double cheque stub signatures);
 - c. Cheques 283, 284 not approved in the WPC minutes;
 - d. Cheque 291 had a different value on the cheque stub to that approved in the WPC minutes
2. The 2020/21 precept calculations were discussed and agreed in line with policy.

3. Vat returns/reclamation were undertaken in line with HMRC practice but remain on file at the 'submission acknowledgement stage' at the time of the internal audit.

3) Risk management arrangements

My aim here is to ensure that WPC has put in place appropriate arrangements to identify potential areas of risk whilst also ensuring that appropriate arrangements exist to monitor and manage those risks.

1. Play inspections are reported to WPC and acted on.
2. Risk assessments are current (General Risk last updated March 2020). Although no Tree Warden Inspections have been undertaken due to the lack of a Tree Warden.
3. Appropriate insurance cover for a local council remains in place.
4. WPC is constructively shaping its decision making processes to function effectively when faced with extraordinary constraints such as the current Covid-19 pandemic making physical meetings impossible.

4) Payroll records and controls

1. The Clerk's wages and expenses are clearly tracked, approved and signed off as part of the WPC financial control process.
2. Appropriate PAYE and NIC practice is in place.

5) Asset and investment registers

1. The PPM shows the Asset Register was updated in March 2020.
2. The 'figures insured' in the insurance schedule covers the replacement values in the Asset Register.

6) Policy and Procedures Manual (PPM) – Corporate Governance

1. WPC operates a planned and traceable means for reviewing and updating its policies and procedures.
2. All relevant policies and procedures were reviewed and up dated as necessary during 2019-2020.

7) Contract procurement - Nothing to report.

8) Employment matters - review of pay, contract of employment, training

1. The new Clerk has an up-to-date contract, approved access to suitable training and meets periodically with the WPC chair to address issues.
2. The Clerk's probationary period was appraised and successfully signed off by the WPC chair.
3. PAYE and NIC are addressed appropriately.
3. Suitable insurance to cover the Clerk working from home is in place.

9) Limited Assurance Review of the WPC AGAR

WPC correctly certified and declared itself exempt from a limited assurance review of its 2019/20 accounts.

10) Moving forward – action points:

WPC needs to:

- Ensure all authorised payments receive dual signatures on cheques and that all authorised payments between meetings are tracked and noted in WPC agendas and minutes;
- Review its website to ensure it fully complies with the DCLG Transparency Code for Smaller Authorities; and
- Consider if internal audit could do more or different to aid councillors (review of internal audit).

Trevor Wadlow

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed			'Yes' means that this authority:
	Yes	No		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.				<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.				<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.				<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.				<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.				<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.				<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.				<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.				<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.</i>

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman	X	SIGNATURE REQUIRED
Clerk		SIGNATURE REQUIRED

WHAT SMALLER AUTHORITIES NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS

The [Local Audit and Accountability Act 2014](#), the [Accounts and Audit Regulations 2015](#) and the [Accounts and Audit \(Coronavirus\) \(Amendment\) Regulations 2020](#) require that:

1. The accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority that starts on or before 1 September 2020.
2. The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.
3. The responsible financial officer for a relevant authority must, on behalf of that authority, publish (**which must include publication on the authority's website**):

(a) the Accounting Statements (i.e. Section 2 of either Part 2 or 3, whichever is relevant, of the Annual Governance & Accountability Return (AGAR)), accompanied by:

- (i) a declaration, signed by that officer to the effect that the status of the Accounting Statements are unaudited and that the Accounting Statements as published may be subject to change;
- (ii) the Annual Governance Statement (i.e. Section 1 of either Part 2 or Part 3, whichever is relevant, of the AGAR); and

(b) a statement that sets out—

- (i) the period for the exercise of public rights;
- (ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;
- (iii) the name and address of the local auditor;
- (iv) the provisions contained in section 26 (inspection of documents etc.) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

HOW DO YOU DO IT?

1. You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document, and
2. Publish (**including publication on the smaller authority's website**) the following documents, the day before the public rights period commences:
 - a. the approved Sections 1 and 2 of either Part 2 or 3, whichever is relevant to your smaller authority, of the AGAR; and
 - b. the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Please note that we have pre-completed it with the following **suggested** dates: Monday 15 June – Friday 24 July 2020. (The latest possible dates that comply with the statutory requirements are Tuesday 1 September – Monday 12 October 2020); and
 - c. the notes which accompany the Notice (Local authority accounts: a summary of your rights).

Smaller authority name: _____

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

Local Audit and Accountability Act 2014 Sections 25, 26 and 27

The Accounts and Audit Regulations 2015 (SI 2015/234)

The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)

NOTICE	NOTES
<p>1. Date of announcement _____ (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2020, these documents will be available on reasonable notice by application to:</p> <p>(b) _____</p> <p>_____</p> <p>_____</p> <p>commencing on (c) Monday 15 June 2020 _____</p> <p>and ending on (d) Friday 24 July 2020 _____</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-littlejohn.com)</p> <p>5. This announcement is made by (e) _____</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must start on or before 1 September 2020.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act, the [Accounts and Audit Regulations 2015](#) and the [Accounts and Audit \(Coronavirus\) \(Amendment\) Regulations 2020](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. **Legislative changes have been made as a result of the restrictions imposed by the Coronavirus for the 2019/20 reporting year which mean that there is no requirement for a common period for public rights. The period for the exercise of public rights must however commence on or before 1 September 2020.** The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The

advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication Local authority accounts: A guide to your rights are available from the NAO website.	If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the <i>Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return</i> .
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Wreningham Parish Council- Bank Reconciliation

Financial Year ending 31st March 2020

£

Balance as per bank statement 31st March 2020	18247.78
Current Account	18247.78
Total	
Add: Unbanked credits as at 31st March 2020	0
Less: Unpresented cheques at 31st March 2020	26.39
Net balances as at 31st March 2020	18221.39

The net balances reconciles to the Cash Book (Receipts and Payments account) for the year as follows:

Opening Balance 1st April 2019	21690.04
Add: receipts in the year	16654.28
Less: Payments in the year	20122.93
Closing Balance per Cash Book as at March 2020	18221.39

Prepared by N Allen (Clerk/RFO)

Date 11 June 2020

Section 2	2018/19 £	2019/20 £	Variance* (+/-) £	Detailed explanation of variance
Box 2 Precept	8611	8611		
Box 3 Other Income	9305	8043		Less grant income received
Box 4 Staff costs	2397	2597	200	Increased staffing costs due to new clerk and agreed handover 1 month period where 2 salaries paid
Box 5 Loan Interest/capital	0	0	0	
Box 6 Other Payments	22,045	17,526	4519	Higher spend in previous year spread across a number of categories and projects due to: Higher maintenance spend due to war memorial, SAM2, Higher admin spend due to solicitors fees
Box 7 Balances carried forward	21690	18221	3469	Less balance carried to new tax year due to less grant income received but similar overall and CIL spend in 19/20 tax year
Box 9 Fixed Assets & Long Term assets	76,621	76,297	324	Removal of Toprow noticeboard from Asset Register
Box 10 Total Borrowings	0	0	0	

Wreningham Parish Council

Explanation of variances for Accounting Statement for 2019/2020 Section 2

Balance @ 17 April 2020	Community Account		18,247.78
			18,247.78
Income received			
	SNC	CIL	6,468.18
	SNC	Precept	4,370.00
		Total	10,838.18
Cheques presented	NALC	100300	149.40
	T Wadlow	100304	55.00
	Came & Co	100305	634.66
	N Allen	100303	332.96
Direct Debit	ICO		35.00
		Total	1207.02
		Total;	1,207.02
	Balance		27,878.94
	Balance of bank statement		27,878.94
Unpresented Cheques			
	B.Jarvis	100294	26.39
	HMRC	100301	43
	South Norfolk		
	Community Choir	100299	500
	NALC	100302	20
		Total	589.39
Balances at end of period	Community Account		27,285.55
Balance brought forward from 2019/20			18,221.39
Receipts year to date			10,838.18
Payments year to date			1,774.02
Balance @ 28 June 2020			27,285.55

	INCOME		
	Budget	Actual	Percentage
Precept	8,740.00	4,370.00	50.0%
Vat Payments	1,500.00	-	0.0%
Misc			0.0%
Donations/Grants	-	-	0.0%
CIL	-	6,468.18	0.0%
Sundry			0.0%
Totals	10,240.00	10,838.18	105.8%

	EXPENDITURE		
	Budget	Actual	Percentage
Administration	1,237.00	1,065.62	86.1%
Salary	2,219.76	332.96	15.0%
Donations	460.00		0.0%
Subscriptions	183.00	184.40	100.8%
Maintenance	2,834.00		0.0%
CIL	5,002.81	500.00	10.0%
Training	325.00	20.00	6.2%
VAT	1,500.00	4.00	0.3%
Totals	13,761.57	2,106.98	15.3%

(includes CIL Figure £10970.99 with
£462.50 of this ring fenced funds)



Wreningham Village Hall Committee

Chairman: Ian Holloway

Please reply to: Tony Wright
Fairhaven
Church Road
Wreningham
NR16 1BA
01508 489454
wrenhaven191@gmail.com

29 June 2020

Dear Nicky

Village Hall Fire Doors

The Hall committee asks the Parish Council to sponsor and initially fund the replacement of existing fire doors in the East Wall of the hall. They are in a poor state and there is evidence of a recent attempt at forced entry. New doors would maintain and improve the structure and security of the building. We have selected doors with glass panels to improve the daylight levels in the Hall.

We will reimburse the nett cost of this project and will commission and oversee its implementation. We shall also be responsible for the cost of any follow up work associated with the installation (e.g. making good or fixing defects).

Please find attached the quote for the work which we wish to accept.

We shall not commit to any quotation until we receive written approval from the councillors via yourself. Once payment has been made by the Council following our acceptance of the finished work, we shall ensure the final invoice is sent to the Clerk for payment accompanied by our cheque for the nett amount.

We hope that it will be possible for this bid to be considered at the next Parish Council meeting.

Yours sincerely

Tony Wright

Secretary



Roof Systems Ltd
Mill Close,
Spa Industrial Estate,
Wymondham, Norfolk NR18 0NL
Tel: 01953 601522

29th June 2020.

Wreningham Parish Council,
Mill Lane,
Wreningham,
Norfolk,
NR16 1AN.

QUOTATION

To replace one set of fire escape doors into the main hall with anthracite grey pvc with panic bars, midrail, stippolyte obscure glass to be laminated outside and toughened inside.

To be fully installed

For the total sum of £1,500.00 + VAT

Kind regards

Jon Moon



Wreningham Parish Council <clerk.wpc@gmail.com>

Kett's Country Long Distance Path

1 message

Brough, Christopher <christopher.brough@norfolk.gov.uk>

10 June 2020 at 13:38

Good afternoon,

I am writing to you on behalf of Norfolk County Council's Cycling and Walking team.

We are working on a project funded by the Greater Norwich Growth Board through the Infrastructure Investment Fund to improve waymarking and access on the historic Kett's Country Long Distance Path, a 17-mile recreational walking route between Wymondham and Norwich. This project also involves the creation of five brand new circular walks to connect local communities to the linear route and other green spaces. The long-distance path and all circular walks will be following existing public rights of way or quiet roads.

This project is due to be completed by March 2022 with improvements to access and sign installation due to take place from March 2021.

I have attached a map of the proposed linear route, so you are able to see where it passes through your parish.

If it is possible for you to share this information with your parishioners, we would be very grateful and welcome any feedback you may have. I will be in touch again in the near future with more information on the circular walks and ways in which people can have their say on this project and how they can help.

If you would like further information about any aspect of this project, please don't hesitate to get in touch.

Kind regards,

Chris Brough

Chris Brough

Cycling and Walking Assistant Officer

Environment Team

Community and Environmental Services

Norfolk County Council

Tel: 01603 224436**Email:** christopher.brough@norfolk.gov.uk**Web:** www.norfolk.gov.uk/greenways



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To see our email disclaimer click here <http://www.norfolk.gov.uk/emaildisclaimer>



KettsCountryMap.pdf
485K

cc Local Members

Your Ref:

Date: June 2020

My Ref:

HI/12/GEN/DH/KT

Tel No.:

0344 800 8020

Email:

martin.wilby@norfolk.gov.uk

From the Cabinet Member for Highways, Infrastructure & Transport

Dear Sir/Madam

Delivering local highway improvements in partnership with Town and Parish Councils

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last seven years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2021/22. Further supporting information, including possible funding sources for your share of the bid, is available on our website (click on [this link](#)).

The County Council has again provisionally allocated £325,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. The closing date will be the 4 December 2020. Please contact your local Highway Engineer based at the local Area Office for agreement and any advice in developing your ideas, especially around the practicalities and cost estimates.

Once all bids have been received, we will assess them and inform you of our decision in March 2021 following approval by the Norfolk County Council Cabinet.

Continued .../

To encourage bids from Town and Parish Councils with annual incomes (precepts plus any another income) below £2,000, we are offering the following support;

- 75% County Council contribution
- £5,000 maximum bid value
- Offer available only once to any bidder

We will also accept bids from unparished County Council Wards. Such Wards can always opt to become a formal Parish Council, but otherwise we are offering support on the basis that the Ward raises the required 50% funding. Kings Lynn Borough Council, Great Yarmouth Borough Council and Norwich City Council have kindly indicated their willingness to consider proposed schemes and potential funding for them. Further details are in the relevant committee report on our website (click on [this link](#)).

What sort of schemes would be acceptable?

- Small lengths of formal footway
- Trods (a simplified and low-cost footway),
- Improved crossing facilities
- Improvements to Public Rights of Way.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will need to be satisfied that they will be effective in reducing speed. We consider that SAM2 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2 can be jointly purchased with neighbouring Parishes and would be owned and maintained by the Parish/Town Council.** Please note this type of scheme may be dependent upon NCC securing additional funding from the Norfolk Safety Camera Partnership
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council generally supports these as they do show a moderate reduction in average speeds during peak times.
- "Keep Clear" carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school), however, these will not be enforceable without a Traffic Regulation Order which is outside the scope of the Parish Partnership Scheme. If you wish to enforce the Order, it would have to be wholly funded by the Parish or the Local Member.

New Bus Shelter. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on [this link](#)). **Any new shelter would be owned and maintained by the Parish/Town Council.**

Schemes can be within or immediately adjacent to the highway. If they are off highway the future responsibility for the maintenance will fall to the Parish or Town Council.

Schemes should be self-contained and not require other schemes or works to make them effective.

Schemes that support the Local Transport Plan (LTP) objectives will have a higher priority for funding. The LTP can be found on our website (click on [this link](#)).

With the County Council's agreement Parishes can employ private contractors to deliver schemes. However, any works on the highway would be subject to an agreed programme, inspection on completion, and the contractor having £10m public liability insurance.

Schemes which will not be considered

- Bids for minor traffic management changes which require a Traffic Regulation Order for example:-
 - Speed Limits
 - Waiting restrictions
 - Weight restrictions
- Bids for installation of low-energy LED lighting in streetlights to help cut energy bills and maintenance.
- Mirrors in the highway
- Protection of private land from travellers

Information you must include in your bid

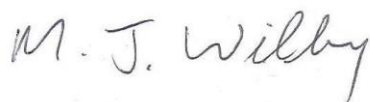
- The objective of the scheme
- Details of the scheme, its cost and your contribution.
- A plan/map of the extents of the scheme
- Who, and how many people will benefit.
- Local support, particularly from your local Member, frontagers and land owners.
- For 'off highway' schemes, your proposals for future maintenance.

Please find a simple bid application form attached to this letter. When assessing your bid, we will consider the points above, but also:

- The potential for casualty reduction.
- Any ongoing maintenance costs for the County Council.

Your bids should be emailed to ppschemes@norfolk.gov.uk (or posted for the attention of the County Programme Engineer, Linda McDermott, at the above address). If you need further information on the bid process please contact Linda, by email or by phoning 01603 228905. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

Yours sincerely



Martin Wilby
Cabinet Member for Highways, Infrastructure & Transport

Parish Partnership bid application form

Fund applied for:	Parish Partnership Fund		
Applicant details:			
Submitted by/contact:			
Phone Number:			
Email			
Sum applied for:			
Total project cost:			
Project title:			
Project detail: (please include a plan/map of the extents of the scheme):			
plan/map attached:	Yes / No		
Any other funding:			
Parish Income:	Precept	Other Income	Total Yearly Income
Reason for works:			
Any relevant supporting documents (e.g. supportive			

correspondence) :

Discussed with:



The countryside charity
Norfolk

Lane

15 Pigg

NORWICH
NR3 1RS

Telephone: 01603 761660

Email: enquiries@cprenorfolk.org.uk

June 2020

CPRE Norfolk calls for the value of our green spaces to be recognised

Dear Parish and Town Councils,

CPRE Norfolk is writing to you to ask you for your support to ensure that the value of our green spaces and countryside is given greater recognition and better protection at a time when Covid 19 has accentuated the really important benefits they provide.

Benefits of green spaces

The past weeks have highlighted the benefits of our green spaces to the physical and mental health and wellbeing of all. This is reinforced by various research, studies and surveys by many organisations, including CPRE. As we come out of lockdown it is vital that this is not forgotten, but instead is used to underpin local strategies at borough, district, city and parish level, as well as being used to inform policy-making in new and emerging local authority plans. It will be tempting to focus on growth and development to reboot the economy, but we urge authorities to see this period as a genuine opportunity for improving Norfolk's health and wellbeing through focussing on green spaces, nature and wildlife.

Over two-thirds of us want to see our local green spaces enhanced with more plants and wildlife, our new research shows.

It was perhaps natural that the lockdown during the coronavirus pandemic would affect how we feel about our local green spaces. Data from the Office of National Statistics shows that one in every eight households doesn't have access to a garden, so daily exercise in nearby countryside and parks and other green spaces became a lifeline to many. According to survey data from Natural England, in England Black people are nearly four times as likely as White people to have no access to outdoor space at home, whether it be a private or shared garden, a patio or a balcony (37% compared with 10%).

We at CPRE have long campaigned for us all to have easy access to quality green spaces from our doorsteps. And new online research that we commissioned just as lockdown started, working with the HomeOwners Alliance, shows that our time in a pandemic has really reinforced just how much people want these green spaces to be the best they can be.

Making green spaces greener

We asked over 2000 people some key questions about their green spaces, and 71% of those asked told us that they would like to see these enhanced. Our survey shows the many ways that people would like to see these local spaces, including

President: Professor Tim O'Riordan

Chairman: Christopher Dady
Registered charity number 210706

Treasurer: George Ridgway



The countryside charity
Norfolk

Lane

15 Pigg

NORWICH
NR3 1RS

Telephone: 01603 761660

Email: alan@cprenorfolk.org.uk

their nearby countryside, made even better. Over half said they'd like to see more wildlife including birds, butterflies and bees, and almost exactly the same amount of people said they want more variety in the trees, shrubs, hedgerows, plants and flowers in these areas. It seems we're all hoping for rich and diverse spaces in which to rest and play.

It's not neat lawns many people are picturing, either. 30% told us that they'd like to see fewer manicured spaces and more wildness, where nature has been allowed to take its course. And we want to explore and exercise safely in these areas, with over a third of people saying they'd like more signposted walks and 34% saying they'd like paths and plants to be better maintained.

A beating green heart

We'll continue to call on the government and Local Authorities to do all they can to enhance and protect these local spaces and the countryside in general. Alongside greater access should come education around the Countryside Code. Some specific actions which would help to ensure these green spaces are and remain available for the benefit of all are:

- Improving signposting and publicity of public rights of way.
- Adopting a Green Belt for Norwich on a 'green wedges' model in part to give protected green corridors to and from the countryside.
- Ensuring that existing sites for housing in current Local Plans are built before additional sites are considered for development – this common-sense phased approach to housing delivery is supported by 156 Parish and Town Councils across Norfolk and if adopted will ensure that many green fields will be saved from unnecessary development.
- Developing public engagement projects related to local green spaces, their biodiversity, health benefits and how best to enjoy them.

Thank you for your support of our Alliance and please continue to use your influence and voting power to help persuade your District and County Councillors, as well as your MP, to support our aim of saving Greenfields from development by securing a phased approach to the delivery of housing in the GNLP – it is not too late to get the draft policy changed to allow this approach. As society emerges from the Covid- 19 pandemic the value of green spaces and the countryside deserves greater recognition and protection.

CPRE Norfolk

If you would like to support CPRE Norfolk further in its work to connect people with the countryside so that everyone can benefit from and value it, please consider:

- Making a one-off [donation](#)

President: Professor Tim O'Riordan

Chairman: Christopher Dady
Registered charity number 210706

Treasurer: George Ridgway



The countryside charity
Norfolk

Lane

15 Pigg

NORWICH
NR3 1RS

Telephone: 01603 761660

Email: planning@cprenorfolk.org.uk

- [Joining CPRE](#) from £3 per month – for this you become a member of CPRE nationally as well as of CPRE Norfolk
- Signing our Green Belt for Norwich [petition](#)

Yours faithfully,

David Hook Chair, Vision for Norfolk Committee, CPRE Norfolk
Michael Rayner Planning Campaigns Consultant, CPRE Norfolk