

# Wreningham Parish Council

You are hereby summonsed to attend the virtual meeting of

## WRENINGHAM PARISH COUNCIL

10 November 2020 commencing 7.30pm

Please e-mail the parish clerk to arrange attendance - [clerk.wpc@gmail.com](mailto: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:
  - Community Engagement Strategy
  - Tree Management
  - Trees and Hedges
- 6 Planning

Applications received	2020/1577 The Cottage, Toprow - erection of cartlodge to include double garage and games room 2020/1661 Bramwell Wymondham Road-Erection of single storey front and rear extensions and all windows to be replaced. Replacement of flat roof to garage with hipped roof 2020/1669 Russet House Plot 3 Wymondham Road-Proposed outbuilding shed
Comments agreed between meetings	2020/1577 The Cottage, Toprow - erection of cartlodge to include double garage and games room
Decisions	2020/1566 The Hawthorns Wymondham Road Wreningham Proposal: Oak two bay cart lodge/garage. <b>Decision:</b> Approval with Conditions, 30/9/20. 2020/1577: The Cottage Top Row Wreningham NR16 1AR Proposal: Erection of cartlodge to include double garage and games room. <b>Decision Delegated:</b> Approval with Conditions 7/10/20 2020/1661 Bramwell Wymondham Road-Erection of single storey front and rear extensions and all windows to be replaced. Replacement of flat roof to garage with hipped roof. <b>Decision:</b> Approval with conditions 14/10/20.

- 7 Village Maintenance and Highways
  - Replacement and/or new swings on Playing field
  - Playing Field recycling bin
  - Relocation of village Kett's Country path sign
  - Management of village verges and land
  - Reading Room – Christmas Tree/Lights
- 8 Finance
  - To receive the financial report
  - Review Clerk's online banking report
  - Clerk's new pay scales
  - To review and finalise CIL report to be submitted to SNDC by 31/12/2020.

## Wreningham Parish Council

- Review budget & precept Setting 2021/22
- The following cheques were raised between meetings following council spend approval

100314	NALC CILCA training course for Clerk	£300
100316	J Moon Home Improvements - payment for village hall fire doors to be reimbursed by WVHMC	£1800

- To approve the following payments:

	Season's Grass Cutting	£680.00
	SLCC - registration fee for CILCA course	£410.00
	Purchase of Clerk's Manual for CILCA	£72.30
	Clerk's Salary Oct/Nov	£398.06
	HMRC Employer tax YTD	£127.20

### 9 Correspondence

- SNDC Consultation for Public Space Protection Order
- The Local Government Boundary Commission

### 10 Date of next meeting – Tuesday 12<sup>th</sup> January 2021

# COMMUNITY ENGAGEMENT STRATEGY

## Wreningham Parish Council

### Introduction

The Parish Council is the closest tier of local government to the community. Wreningham 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 Wreningham’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 Wreningham.

### 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 Wreningham Village Hall's newsletter.
- The Wreningham website ([www.wreningham.org](http://www.wreningham.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

### Wreningham 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

## Wreningham 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.

### 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 Wreningham Village Hall Management Committee, the Wreningham Fuel Trust and has an appointed Footpath 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. Wreningham Parish Councillors are accessible, their contact details are obtainable through the clerk. 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 Wreningham's clubs, societies and organisations, where they may promote the work of the Council and be available to parishioners.

### Contact

The Parish Clerk      Mrs Anne Rayner, 10 Old Rectory Close, Mulbarton, Norwich,  
NR14 8LX  
01508 570700  
clerk.wpc@gmail.com

# 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 rationale 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 rationale 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 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"> <li>• Work closely with the Parish Council to encourage a respect for trees and hedges in their community.</li> <li>• Undertake a regular survey of parish land trees and identify those trees that present significant risk.</li> <li>• Maintain an understanding and respect for trees and the natural environment.</li> <li>• 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.</li> <li>• Attend meetings and obtain support and advice from the SNC Arboriculturalist.</li> <li>• Keep suitable and sufficient records of inspections and report regularly to the WPC on tree condition and related risk</li> <li>• Make recommendations on action(s) required to maintain WPC trees in good order.</li> </ul> <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</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	Personal injury through trips and falls over tree roots	Public: Users of parish land, specifically the playing field  Property: Most buildings some distance from trees on boundaries. Exception is Village Hall.	level by the Tree Warden and the SNC Arboriculturalist.  3. WPC to arrange a detailed Inspection by a tree specialist to be undertaken every five years.  WPC to implement a strategy and action plan which may include: <ul style="list-style-type: none"> <li>• Zoning and prioritising of vulnerable trees</li> <li>• Requesting parishioners to report damage to trees</li> <li>• Checking for potential damage following activities such as work by the utilities or severe gales</li> <li>• Contracting a qualified Arboriculturalist</li> <li>• Modifying usage e.g. by re-routing paths or recreational facilities</li> <li>• Reviewing location of seating or play equipment with respect to trees</li> <li>• Changing mowing practice, under planting with shrubs or leaving brushwood or logs under/around trees to keep people at a safe distance</li> <li>• Using fencing/barriers to prevent people access close to the tree/under the canopy</li> </ul>	Tolerable  No Further Action needed
	Failure of reducing the risk of property damage from falling trees or subsidence	Public: Car parking at village hall  Property: Most buildings some distance from trees on boundaries. Exception is Village Hall.		
	Fail to prevent vehicle damage and personal injury from obscured sight-line on the highway	Public: Users of public highway adjacent to WPC land (Mill Lane & Church Road)  Property: Vehicles, etc.		

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

<b>Risk</b>	<b>Consequence</b>	<b>Affected</b>	<b>Management controls</b>	<b>Residual risk and further controls</b>
		potential risk exposure on parts of Mill Lane & Church Road.	<ul style="list-style-type: none"><li>• Bracing or propping or Felling</li></ul>	

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



Wreningham Parish Council &lt;clerk.wpc@gmail.com&gt;

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**RE: Wreningham Parish Council- current Kett's footpath signage request**

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**Brough, Christopher** <christopher.brough@norfolk.gov.uk>  
To: WPC Clerk <clerk.wpc@gmail.com>

22 September 2020 at 10:26

Good morning,

Further to our call, Norfolk County Council would be happy for you to move the Kett's Country interpretation board. At the moment, we are unable to carry out the work ourselves, but if you are able to move the board yourselves, as a parish council, that would be fine. If you do so, I must request that you [follow government guidance on working outdoors](#) in respect to the current COVID19 situation.

Kind regards,

Chris

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**From:** WPC Clerk <clerk.wpc@gmail.com>  
**Sent:** 22 September 2020 10:38  
**To:** Brough, Christopher <christopher.brough@norfolk.gov.uk>  
**Subject:** Wreningham Parish Council- current Kett's footpath signage request

**WARNING:** External email, think before you click!.

Dear Chris,

Following my voicemail message, please find detailed below a request in regards to the current existing Kett's footpath sign in Wreningham, as discussed in our last parish meeting-

- The sign (complete with Kett's path route map and area details) is currently in Church Road, opposite Wreningham church.
- It is a green sign set back from the road and bounded on each side by a tall green hedge – which can make it difficult to spot.
- Walkers unfamiliar with the village are more likely to be looking at the church on the opposite side of the road as they pass by.
- The sign does not make any specific reference to the church – so there is no particular reason for it to be located adjacent to the church.
- As the sign is north facing there is a tendency for green algae to grow on it's front, making it unreadable unless regularly washed.
- The surrounding hedge and brambles needs to be regularly trimmed (and nettles cut down from the front) so the sign doesn't look neglected or disappear into its surroundings.

We believe this sign would be better sited about 200m further along Church Road – further along the Kett's route, but on the verge outside the Bird in Hand (pub) car park, for the following reasons:

- The Bird in hand car park is regularly used by walkers / rambles as a start/finish or way point.
- The car park boundary has a low paling fence (no hedge) so the sign would clearly stand out to anyone visiting / passing.
- The north side of church road is very visible to approaching road traffic from either direction so should not be an unsafe location for a sign board at the roadside.
- To have the sign south facing should result in it naturally remaining clean and legible through rain and sun action.
- The grass verge outside the pub car park seems to be maintained /kept tidy so the sign board should never look neglected.

Many Thanks

Nicky Allen

Clerk to Wreningham Parish Council

The Birches,

Toprow, Wreningham

Norwich

NR16 1AR

01508 481986

[clerk.wpc@gmail.com](mailto:clerk.wpc@gmail.com)

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Agenda Point 7- Recycling bin for Playing field

Response from SNDC in regards to this as below-

Good Morning Nicky

I have been passed this email from Lisa as providing the collection service for public litter bins falls to myself and our Streets Cleaning teams.

With regards to installing a new bin this is down to the parish to do, SNC do not own or undertake any purchasing, installation or maintenance of public litter or dog bins in the district we only service them.

In relation to the public recycling bin while in a perfect world this is a great idea, unfortunately in reality and having already trialled it in other areas of the district it does not work. They will always end up contaminated and its not a service that we provide.

If or indeed when you decide to install this new bin could you please inform us of the location so that we as the local authority can approve that the site is suitable for a new bin before any installation takes place. We will then contact you once approved and you may go ahead with placing the bin. Once this is completed please let us know so that it can be added to our lists.

Please do get in touch if there is anything else I can help you with.

Kind regards

**Simon Game**  
Area Team Leader

So the Parish will need to source and install its own bin and get SNDC approval for location of bin.

Possible suitable online options found-

Glasdon supplier- Parish have used them previously- 110 Mixed Glass recycling bin £433.84 excl VAT see link for further details- <https://uk.glasdon.com/recycling-bins/outdoor-recycling-bins/glasdon-jubilee-110/glasdon-jubilee-tm-110-mixed-glass-recycling-bin>

Other suitable options- please see following link-

<https://www.litterbins.co.uk/exeo-twin-external-recycling-bin-180-litre.html>

## Budget Report

## Wreningham Parish Council

	2020/21			2021/22		
<b>Receipts</b>	Budget	Actual	Comment	Budget	Actual	Comment
Precept	£8,740.00	£8,740		?	tba	
VAT Payments	£1,500.00	£1,500.00	Actuals; final spend unknown budget figure used	£1,500	tba	
CIL	£0.00	£6,468		?	tba	SNDC inform WPC
Donations/Grants	£0.00	£0		?	tba	
Misc	£0.00	£0		?	tba	
<b>Total</b>	<b>£10,240.00</b>	<b>£16,708</b>				
<b>Payments By Category</b>						
Administration	£1,237.00	£1,237	Actuals; final spend unknown budget figure used	£1,237	tba	
Salary	£2,219.76	£2,503	includes CILCA training hours and Aug 20 pay increase	£2,280.00	tba	with Aug 20 pay increase
Donations	£0.00	£0		?	tba	
Maintenance	£2,834.00	£2,834	Actuals;final spend unknown budget figure used	£2,834	tba	
Subs	£182.70	£184.40		£186	tba	
CIL	£5,002.81	£500	CIL Funds available to spend as at financial year start	10,970.99	tba	if no further CIL spend in 20/21
Training	£325.00	£808.00	incl. CILCA registration fee and training materials	?	tba	On-going training for Clerk / Councillors
VAT	£1,500.00	£1,500	Actuals; final spend unknown budget figure used	£1,500	tba	
<b>Total</b>	<b>£13,301.27</b>	<b>£9,566</b>				

Balance @ 18 Aug 2020 26,621.15

Income received SNDC Precept payment 4,370.00

Cheques presented

B.Jarvis	100294	26.39
Keith Morris	100310	50.33
N Allen	100312	332.96
Keith Morris	100313	195.18
HMRC	100301	43.00
J Moon Home Improvements	100316	1800.00

	INCOME		
	Budget	Actual	Percentage
Precept	8,740.00	8,740.00	100.0%
Vat Payments	1,500.00	-	0.0%
Misc		1,500.00	0.0%
Donations/Grants	-	-	0.0%
CIL	-	6,468.18	0.0%
Sundry			0.0%
<b>Totals</b>	<b>10,240.00</b>	<b>16,708.18</b>	<b>163.2%</b>

Misc payment- reimbursement from Village Hall ref fire doors payment

Total 2447.86

Total; 28,543.29

Unpresented Cheques

NALC -CILCA course	100314	300.00
Total		300.00
Village Hall fire door refund		1500

	EXPENDITURE		
	Budget	Actual	Percentage
Administration	1,398.58	1,167.69	83.5%
Salary	2,219.76	665.92	30.0%
Donations	460.00		0.0%
Subscriptions	183.00	184.40	100.8%
Maintenance	2,834.00	1,985.85	70.1%
CIL	5,002.81	500.00	10.0%
Training	325.00	270.00	83.1%
VAT	1,500.00	412.42	27.5%
<b>Totals</b>	<b>13,923.15</b>	<b>5,186.28</b>	<b>37.2%</b>

Notes- Maintenance payments include £1500 paid for Village hall for fire door - refund net amount cheque received

Balances at end of period 29,743.29

Balance brought forward from 2019/20 18,221.39

Receipts year to date 16,708.18

Payments year to date 5,186.28

Balance @ 26th October 29,743.29

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

## Community Infrastructure Levy Annual Report from Parish Council

Parish of: Wreningham

Year from 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020

Total CIL receipts for 2019/2020	£3,132.20
Total CIL receipts retained from years: 1.4.2017- 31.3.2018	£10,416.16
1.4.2018 – 31.3.2019	£356.58
Total CIL Expenditure for 2019/20 as listed below	£8,902.13
Total amount of CIL receipts received in 2019/20 retained at the end of 31 <sup>st</sup> March 2020	£3,132.20
Total amount of CIL receipts from previous years retained at the end of 31 <sup>st</sup> March 2020	£1,870.61

(notes for councillors- £1870.61 CIL monies from previous years- earliest funds still left to spend- £1514.03 from CIL funds received 26/10/2017 so 3 years, rest £356.58 received 24/10/18, 5 year spending rule)

Summary of CIL expenditure during the year

Purpose	Amount
Contribution to village hall refurbishment-ceiling, toilets, flooring	£7277.13
Noticeboard for Penny Green	£1005
New locks for noticeboard	£120
Contribution to mower for churchyard	£500

Signed: Nicky Allen      Position: Parish Clerk & RFO

## Report to Wreningham Parish Council

**Meeting date:** Tuesday 10<sup>th</sup> November 2020.

**Author:** The Clerk, N. Allen.

**Subject:** Wreningham Parish Council and online banking

**Purpose:** To inform the Parish Council of the options, changes in processes and policies needed

<b>Recommendation:</b> That Council move to online banking with their existing provider Barclays
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### 1. Background

The Council's current 2 signatory cheque authorisation system is a well used and established system for dealing with public money. However, its inherent restrictions have become obvious at this time and the Council has decided to review its approach.

Administratively it takes time, and some resource, to raise cheques, have them signed, authorised and presented. During the COVID-19 pandemic physical meetings are less regular and individual contacts more restricted, this has increased time spent on arranging cheque authorisation. This can be further exacerbated by the two monthly meeting schedule in which the Council has to effect its formal business.

The Council is particularly aware that incidental expenses are sometimes met from the personal finances of the Clerk and Councillors. Reimbursement of these can take many weeks. This needs to be addressed.

### 2. Requirement

It is considered that an on-line banking service approach would benefit both the Council and its suppliers. Further, the Council does not have the benefit of a payment card to use for incidental expenses at the point of need.

The Council has asked the Clerk to investigate an on-line solution and advise on the way ahead.

### 3. Options for Council

- a. Do nothing – the Parish Council retains its current system of 2 person signatory authorised cheque payments.
- b. To move the council's funds to a new banking provider which has a tailored local government offering.
- c. To liaise with current banking provider, Barclays, to move to online banking and electronic payment.

### 4. Reason for recommendation

The payment by cheques has been in steady decline in recent years, cheque payment alone in 2019 declined on the previous year by 15% (see Appendix A). The pandemic has accelerated this decline as the volume of cash and cheque payments has decreased and contactless and electronic payments has increased.

The Clerk has investigated the potential existing and new providers of internet banking for the Council:

- Unity Trust is a small provider which specialises in banking services to voluntary, charity and local non-profit organisations (see Appendix B). They have an online dual or triple authorisation signatory system and are very tailored to this type of organisation. They have recently introduced a monthly £6 banking charge for these facilities, and they offer no bank debit card.

Date 6<sup>th</sup> October 2020

## Report to Wreningham Parish Council

- Metrobank offers a community bank account and scores highly on Trustpilot for its customer service (see Appendix C). This bank last year experienced financial difficulties that required additional investment, a major accounting error occurred which entailed a loss of customer confidence (see Appendix D).
- Barclay's Bank, the current provider, offers community bank customers online banking facilities (see Appendix E).

The Clerk believes with the current uncertain economic climate that moving to a different smaller more specialist banking provider entails too much risk at present.

### 5. Expected benefits

**Time Saving** - The current system of cheque payments is time consuming administratively for the Clerk and signatories. An online system of approval should reduce this and save the administration time needed to process council payments.

**More Choice** - Electronic payments will increase the range of suppliers for the council - local and online national suppliers – by offering on-line payment instead of paper based cheque payment.

**More convenient and Faster** – The time spent in processing cheques inconveniences the council, the clerk and the supplier. Speedier payments will be welcome to all involved.

**Reporting** – additional reporting options for financial spend become available.

### 6. Implications

6.1 Legal - *“Section 150(5) of the Local Government Act 1972 required cheques or orders for payment to be signed by two elected members. Whilst this requirement has now been repealed, the ‘two member signatures’ control needs to remain in place until such time as the authority has put in place safe and efficient arrangements in accordance with paragraphs 1.15.3 to 1.15.6 of this guide.”* (see Appendix F). It is not a requirement that two people authorise electronic payments, however it is a general principle that more than one person should be involved in any payment. The Council's current provider Barclays offers a dual authorisation process as detailed in the appendix (see Appendix G).

6.2 Risks – There are well-known issues with on-line banking and fraud and embezzlement of council funds. The council will devise and implement a robust internet banking policy to manage these risks. The council should involve its auditor in the design and implementation of such changes in policy, process and audit.

6.3 Finance – The council will need to review, amend and agree its financial regulations, procedures, processes and policies.

6.4 Timescales – changing to internet banking is a project in its own right. It cannot be completed overnight. The Clerk will liaise with Barclays, identify and address necessary changes to ensure a smooth transition. The Clerk will propose and agree a realistic timescale taking account of existing workload and demands on her time.

6.6 Data Management – It is possible that some personal data will be needed to support online transactions, such as signatories' personal information. The GDPR policy applies. The Clerk will liaise with the bank to ensure that other financial data is safe and can be backed up appropriately to WPC file-store.

### 7. Appendices - Sources used and further information and detail can be below

A. <https://www.ukfinance.org.uk/sites/default/files/uploads/pdf/UK-Finance-UK-Payment-Markets-Report-2019-SUMMARY.pdf>

Date 6<sup>th</sup> October 2020

## Report to Wreningham Parish Council

- B. <https://www.unity.co.uk/>
- C. <https://www.iwoca.co.uk/finance-explained/charity-bank-accounts/>
- D. <https://www.theguardian.com/business/2019/may/13/metro-bank-customers-safety-deposit-boxes>
- E. Barclays online banking for community accounts  
–<https://www.barclays.co.uk/business-banking/ways-to-bank/online-banking/>
- F. Page 9 of the 2020 Governance & Accountability Practitioners' Guide issued by NALC, March 2020 -  
<https://www.nalc.gov.uk/jpag>
- G. Barclays online payments dual authorisation- <https://www.barclays.co.uk/help/business/services/what-is-dual-auth/>



Wreningham Parish Council &lt;clerk.wpc@gmail.com&gt;

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## Have your say on division boundaries for Norfolk County Council

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The Local Government Boundary Commission for England <reviews@lgbce.org.uk>

15 September 2020 at 10:59

Reply-To: reviews@lgbce.org.uk

To: "clerk.wpc@gmail.com" <clerk.wpc@gmail.com>

No images? [Click here](#)



### Have your say

## A consultation on draft recommendations for division boundaries in Norfolk County Council has begun

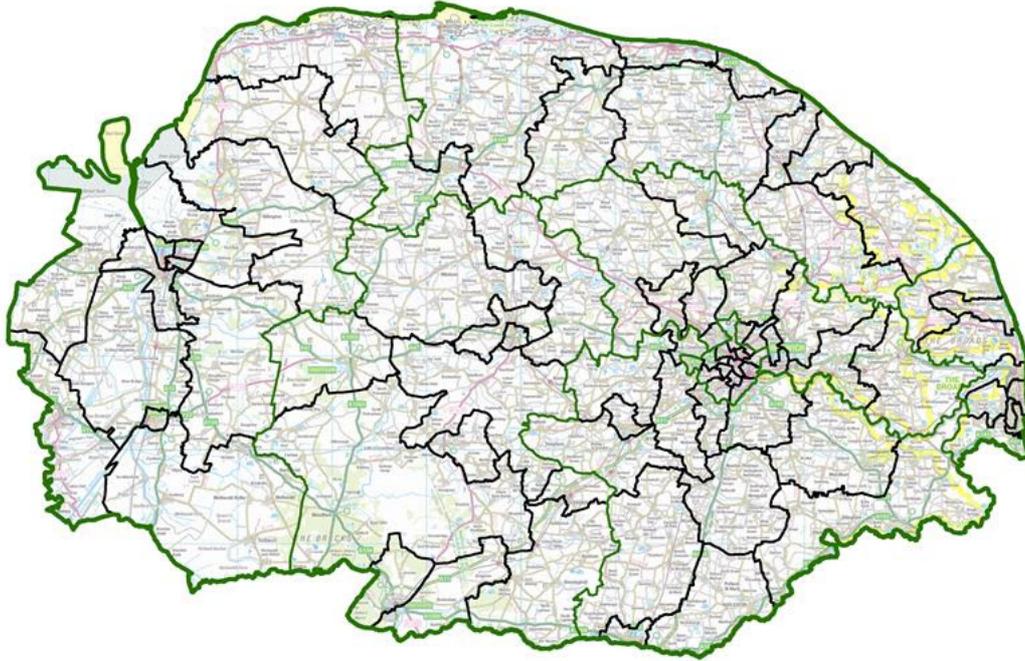
Have your say now via our consultation portal

Today we published draft recommendations for new divisions, division boundaries, and division names for Norfolk County Council.

We are now inviting comments on those recommendations.

Our consultation closes on **23 November 2020**.

**If you represent a local organisation or community group in Norfolk, please pass this message on to your members or anyone you think who might be interested in the review. You can share the message by email or through social media by using the buttons at the bottom right of the page.**



[Draft recommendations report](#)

[Draft recommendations map](#)

[Key to draft recommendations map](#)

[Summary of the draft recommendations](#)

**As a result of our draft recommendations for new division patterns, we propose making changes to the parish electoral arrangements for the following parish and town councils:**

- [Attleborough](#)
- [Bradwell](#)
- [Costessey](#)
- [Thorpe St. Andrew](#)
- [Wymondham](#)

## **Have your say**

You can take part in the consultation by clicking the button at the top of this message or through our [interactive consultation portal](#).

[Our website](#) includes further information about the Commission and the review.

We encourage everyone who has a view on the draft recommendations to contact us, whether you support them or whether you wish to propose alternative arrangements.

We will consider every representation received during consultation, whether it is submitted by an individual, a local group or an organisation.

We will weigh each submission against the legal criteria which we must follow when drawing up electoral arrangements:

- to deliver electoral equality: where each councillor represents roughly the same number of electors as others across the county;
- that the pattern of divisions should, as far as possible, reflect the interests and identities of local communities;
- that the electoral arrangements should provide for effective and convenient local government.

It is important that you take account of the criteria if you are suggesting an alternative pattern of divisions.

If you wish to put forward a view, we would also urge you to ensure that evidence supports your submission.

For example, if you wish to argue that two areas should be included in the same electoral division, make sure you tell us *why* they should be together, providing evidence about community facilities, ties, organisations, and amenities, rather than simply asserting that they belong together.

Our website features [technical guidance](#) that explains the process and our policies, as well as guidance on how to take part in each part of the process.

Promote the review in your area with our promotional poster

## Get in touch

We welcome comments on our draft recommendations by **23 November 2020**. Representations should be made:

- Through our [interactive consultation portal](#), where you can explore the maps of the recommendations, draw your own boundaries and make comments;
- By email to [reviews@lgbce.org.uk](mailto:reviews@lgbce.org.uk);
- Or in writing to

*LGBCE c/o Cleardata  
Innovation House  
Coniston Court  
Riverside Business Park  
Blyth  
NE24 4RP*



Local Government Boundary Commission for England, 1st Floor,  
Windsor House, [50 Victoria Street, London, SW1H 0TL](#).

You're receiving this email because you represent an organisation  
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**South Norfolk District Council 2020**

**The Anti-Social Behaviour, Crime and Policing Act 2014**

**Fouling of Land by Dogs**

**The District of South Norfolk Public Spaces Protection Order No. 2**

**1. South Norfolk District Council (“the Council”) hereby makes the following Order:**

- a. This Order is made by the Council in exercise of its powers under Section 59 and Chapter 2 of Part 4 of the Anti-Social Behaviour, Crime and Policing Act 2014 (“the Act”) and this Order may be cited at the South Norfolk District Council Public Space Protection Order No. 2.
- b. The Council is satisfied that:
  - i. Activities carried on within the restricted area as defined in Article 2 below, being the fouling of land by dogs and/or the presence of dogs in enclosed play areas have had or are likely to have a detrimental effect on the quality of life of those in the area: and
  - ii. that such activities may be of a persistent or continuing nature and the restrictions imposed by this notice are justified.

**2. The Restricted Areas**

- a. This Order relates to all land within the administrative area of the Council, shown in red on the plan in Schedule 1 of this Order, (“the Restricted Area”). This Order relates to all public/private land open to the air to which the public have access with or without payment including but not limited to all public highways (to include verges, footways and footpaths), all public parks, pleasure grounds, sports grounds, playing fields and play areas.

**3. Requirements and prohibitions**

- a. Fouling – failure to remove dog faeces

If a dog defecates at any time on land within the restricted area the person who is in control of the dog at that time shall remove the dog’s faeces from the land forthwith. This restriction is subject to the exemptions as stated in Article 4.

- b. Exclusion – Dog Ban

A person in charge of a dog shall not at any time take the dog into, or permit the dog to enter or remain within, any enclosed play area within the restricted area. This restriction is subject to the exemptions as stated in Article 4.

#### **4. Exemptions**

- a. The restrictions and prohibitions defined in Article 3 of this Order shall not apply to a person who is:
  - i. registered as a blind person in a register compiled under Section 29 of the National Assistance Act 1948; or
  - ii. is deaf, in respect of a dog trained for death people and upon which he or she relies for assistance; or
  - iii. has a disability that affects their mobility, manual dexterity, physical coordination or ability to lift, carry or otherwise move everyday objects, in respect of a dog trained by a registered charity and upon which they rely for assistance.

#### **5. For the purposes of this Order**

- a. A person who habitually has a dog in their possession shall be considered in charge of the dog at any time unless at that time another person is in charge of the dog.
- b. Placing dog faeces in a suitable waste disposal receptacle shall be considered sufficient removal to satisfy the requirement of Article 3.
- c. The Council does not consider being unaware of dog defecation (whether by reason of not being in the vicinity or otherwise), or not having a device for or other suitable means of removing the faeces as an acceptable reason for failing to remove the faeces as require by Article 3.

#### **6. Offences**

- a. Under section 67 of the Act, it is an offence for a person, without reasonable excuse, to do anything that the person is prohibited from doing by a public space protection order or to fail to comply with a requirement to which the person is subject under a public space protection order.
- b. A person failing to comply with a requirement or prohibition set out in Articles 3(a) or 3(b) of this Order shall be guilty of an offence unless he or she has reasonable excuse for failing to do so.

- c. A person guilty of an offence is liable on summary conviction to a fine not exceeding Level 3 on the standard scale.
- d. Pursuant to section 68 of the Act, a Constable or authorised person of the Council, may issue a fixed penalty notice to anyone he or she has reason to believe has committed the offences specified above. This gives the person to whom it is issued the opportunity of discharging any liability to conviction for the offence by payment of a fixed penalty to the Council.
- e. The level of the fixed penalty shall be £100 save that if the fixed penalty is paid within 10 days following the date of the notice the amount payable is reduced to £80.
- f. A person who pays the fixed penalty within the period of 14 days following the date of the notice may not be convicted of the offence in respect of which the fixed penalty notice was issued.

#### **7. Commencement and duration of the Order**

- a. This Order comes into force on XXXXXXXX and shall remain in force until the 28<sup>th</sup> February 2022 unless extended under section 60 of the Act.

#### **8. Right to Appeal**

- a. Any interested person wishing to challenge the validity of this Order must do so within 6 weeks beginning with the date on which this Order is made or, if applicable, varied.
- b. An application under Section 66 of the Anti-Social Behaviour, Crime and Policing Act 2014 is to the High Court.
- c. An interested person means an individual who lives in the restricted area or who regularly works in or visits that area

Dated

The Common Seal of South Norfolk District Council

Was hereunto affixed in the presence of

Deputy Monitoring Officer

Officer of the Relevant Service

DRAFT