

Wreningham Parish Council

You are hereby summonsed to attend WRENINGHAM PARISH COUNCIL

meeting on 13 July 2021 commencing 7.30pm at the

Margaret Preston Room, Village Hall

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
 - Information/data policies review of GDPR, Records Management, proposed Privacy Statement.
 - Online Banking new policies - Internet Banking, Debit Card, review proposed amends to existing; Statement of Internal Control, Financial Regulations
 - Other policies - Complaints procedure, Media Relations, Litter Bin emptying, Training, Tree Risk Assessment. Proposed new Equality & Diversity policy.
 - Closed session for confidential HR matter – to be held at end of meeting

6 Planning

Applications received	2021/1175 Willys Croft, Church Road removal of existing rear entrance / lobby replace with single storey extension 2021/1176 Willys Croft Church Road replacement of 4 No. window units, installation of solar PV panels to detached garage/storage outbuilding
Applications received /Comments agreed between meetings	2021/1033 Agricultural Buildings, Fir Grove Hethel Road, Conversion and extension of 2 No. barns to 2 No. dwellings and erection of new garaging, demolition of agricultural shed and erection of 1 No. dwelling and associated works 2021/1183 The Brambles, Ashwellthorpe Road, cart lodge
Decisions	2021/0583 Chestnut Lodge, Wymondham Road, erection of detached art studio, approval with conditions

6.1 Consultation on South Norfolk Village Clusters Housing Allocations Plan (VCHAP)

7 Village Maintenance and Highways

- Tree Survey
- Playground works
- Litter collection kits
- B1113 speed monitoring

8 Village Hall

Wreningham Parish Council

9 Finance

- To receive the financial report
- Payments raised between meetings with prior approval

Transaction ID (Chq/e-B)	Description	Amount £
100336	Village sign repair materials	29.65
100337	Came & Co Annual insurance renewal	652.20
100338	Eastern Play Services - carousel play equipment	3513.28

- To approve payments:

Transaction ID (Chq / e-Bank)	Description	Amount £
	T Wadlow - internal audit	55.00
	J Lambourne - materials for noticeboards	67.44
	A T Coombes - tree survey	270.00
	Clerk's Salary June/July	341.00

10 Correspondence

- Norfolk County Council – Local Highway Improvements scheme invitation to bid.

11 Closed Session

12 Date of next meeting – Tuesday 14th September 2021

County Councillors Report – Daniel Elmer – July 2021

Forehoe Division – *Mulbarton, South Wymondham, Newton Flotman, Spooner Row, Wreningham, Swardeston, Bracon Ash, Swainsthorpe, East Carleton, Flordon, Ketteringham*

Email – daniel.elmer.cllr@norfolk.gov.uk

Highways and Road Works:

- **Norwich Western Link** - The contractor to carry out designing and building the Norwich Western Link has been announced as Ferrovial Construction. The company will begin work immediately alongside the council's existing project team to further develop the design of the Norwich Western Link. The work will feed into the public consultation scheduled for Autumn, before the planning application for the project is submitted in early 2022.
- **Thickthorn Interchange** - Highways England will start preparatory work to [upgrade the Thickthorn Interchange](#) with the A11 at Norwich. Ground investigation work has started, with works expected to start in 2023. Once complete, the works are expected to improve journey times by between 4 and 5 minutes for the drivers who use the roundabout, while bringing in safety improvements. The work is part of the £450 million committed to improve road connectivity along the A47 between Peterborough and Great Yarmouth.

Business and Jobs:

- **Norfolk Employers Urged to Support Young People** - A call has gone out this week for employers to back a new £800,000 project set to bring a welcome boost for young people taking their first steps on the career ladder. The Youth Pledge for Employers is a project that aims to develop opportunities for young people to engage in work-based experiences with a wide range of small and medium enterprises (SMEs) across Norfolk and Suffolk. Employers can get involved with the Youth Pledge at a range of different levels, from something as simple as pledging to provide an hour's talk or a site visit, right the way through to offering an apprenticeship or a job. To get the Youth Pledge project underway, the team are looking for businesses interested in hosting work inspiration events, such as giving a talk, or hosting a virtual tour of a workplace for young people in their local area.
- **Small Business Brexit Support Fund** - Earlier this year, the Chancellor of the Duchy of Lancaster, Rt Hon Michael Gove MP, [announced](#) a £20 million small and medium sized businesses (SME) Brexit Support Fund to support SMEs to adjust to new customs, rules of origin, and VAT rules when trading with the EU. The Fund will help businesses to prepare for the implementation of import controls which come into effect from July 2021 and **will close on 30 June** or earlier if all funding is allocated before this date. Councils are encouraged to share the [details of the fund to local businesses](#)

Schools:

- **New Special School at Easton** - Permission has been granted to [build a new special school](#) with 170 new places just outside Norwich. The school will be for children with learning and cognition needs, aged 4 to 19. The school will be situated in the village of Easton and will provide purpose-built facilities such as a forest school area and a specialist Autism Spectrum Disorder (ASD) unit. The free school will be run by the Bridge Trust and is part of Norfolk County Council's £120 million five-year transformation programme which has pledged to

created 500 new specialist education places. It will be funded by the Department of Education following a successful bid.

- **Food Vouchers Over Summer Holidays** - [Food vouchers for children will continue over the summer](#) holidays after Norfolk County Council has received additional funding support from the Government. The vouchers, which are worth £15 per child per week, will be provided over the six-week summer break, supporting around 27,000 children in the county. Schools and colleges will be able to order vouchers worth £90 each on behalf of all registered eligible.

Social Care:

- **Carers Emergency Planning** - As part of the work on Carers Emergency Planning, NCC have recently redesigned the online web form. Carers Emergency Planning asks people with caring responsibilities to complete a simple form, or card, to ensure that if the carer is caught up in an emergency, the people they're caring for continue to receive the help and support they need, giving both carer and cared for peace of mind. [Sign up for a carer's emergency card - Norfolk County Council](#)
- **Wellbeing Packs** - Norfolk's carers are encouraged to [apply for the latest new round of wellbeing packs](#), following the initial success with the first round of packs. Two thousand additional Wellbeing Packs are being made available for unpaid carers, free of charge, after the first round of packs were taken up enthusiastically across Norfolk. The packs include some Personal Protective Equipment (PPE) to support recipients in their role as a carer, but also includes a items for the carer to enjoy, including chocolate and other items. Carers can apply for packs by filling out the form found in the link above. More information can be found on the Carers Matter Norfolk [website](#).

Other:

- **Healthy Libraries Connect** - Local libraryies can help people to learn how to sign up for online health services in a simple, free, one to one session. This includes booking appointments, repeat prescriptions, finding health information for long term conditions, such as diabetes, arthritis, asthma and support using other NHS digital services. Sessions may be offered online whilst COVID restrictions are in place. To book a place, please email the Digital Health Hub at libraries.iconnect@norfolk.gov.uk or call 01603 774777.

	Subject/Title	Comment	Council Decision
Information / Data			
	GDPR	For review	
	Records management	For review	
	Records management – App 1. Document Retention	For review	
	Records management – App 2. Record Destruction	For review	
	Privacy Statement	Revised	
On-Line Banking			
	Debit Card	new	
	Financial Regulations	Revised	
	Internet banking	new	
	Statement of Internal Control	Revised	
General			
	Complaints Procedure	For review	
	Equality & Diversity	new	
	Litter Bin emptying	For review	
	Media Relations	For review	
	Training	For review	
	Tree Risk Assessment	For review	

JUN 7

Consultation – Wreningham extra housing

BY MICHAEL HILL

A draft of the South Norfolk Village Clusters Housing Allocations Plan (VCHAP) has been published for **8 weeks consultation, from Monday 7 June to 5pm on Monday 2 August 2021.**

For Wreningham people to note:

Wreningham is in Cluster 48 with Ashwellthorpe and Fundenhall.

The map for the proposed sites is [here](#)

The consultation document which includes Wreningham sites is accessible [here](#)

Wreningham sites (see map above) assessments:

[SN0009SL](#) Top Row

[SN0093](#) Field at junction Church/Hethel rds

[SN0187](#) Land adjacent to Rosko, north Wymondham rd

[SN0431](#) Land South of Hethel rd

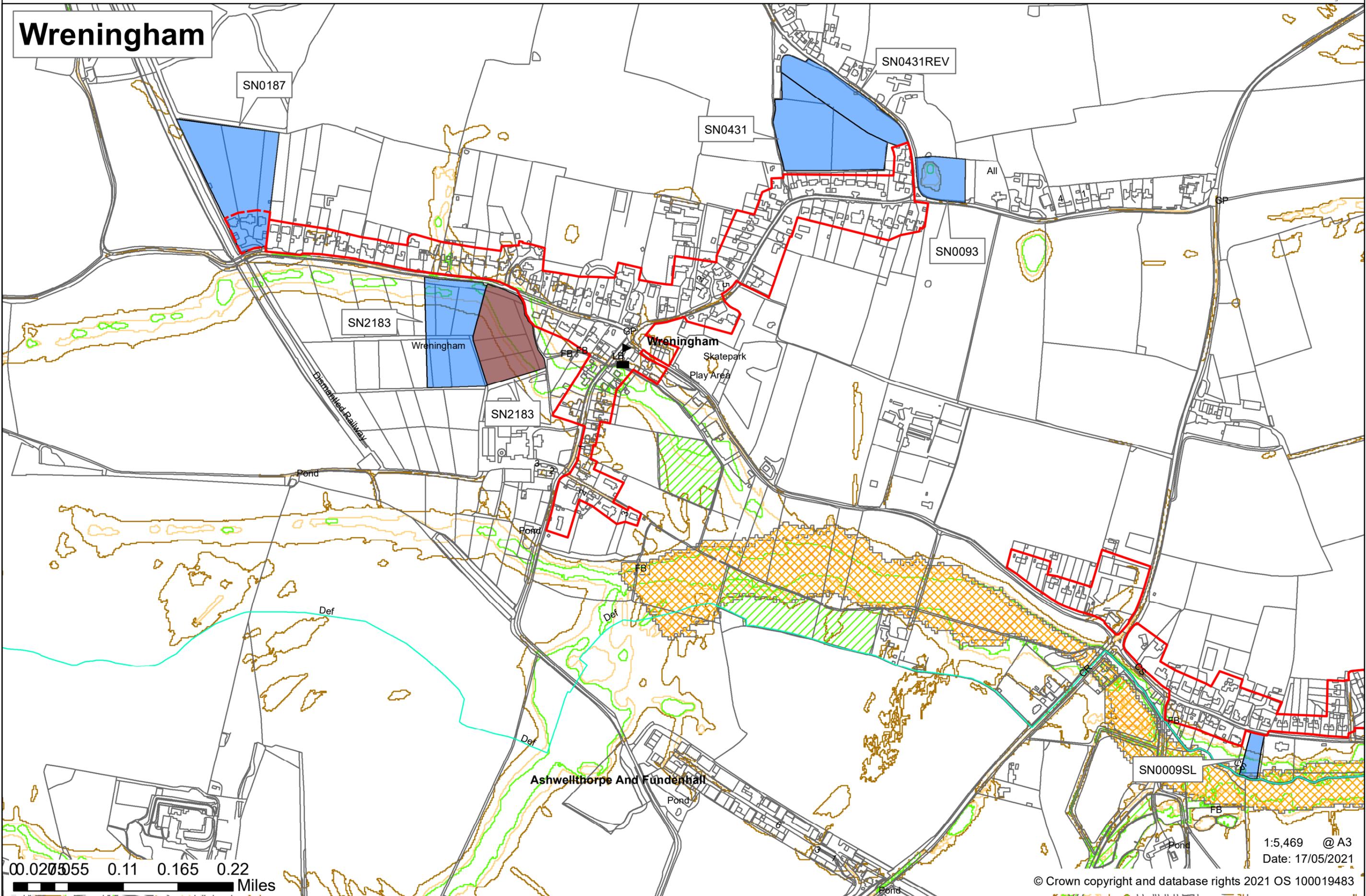
[SN0431REV](#) Land South of Hethel rd

[SN2183](#) Land South of Wymondham rd

South Norfolk Village Clusters Housing Allocations Plan



Wreningham



1:5,469 @ A3
Date: 17/05/2021

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**TREE HEALTH & SAFETY SURVEY
FOR WRENINGHAM PARISH COUNCIL, NORFOLK**



Prepared for The Norfolk Constabulary

By A.T. Coombes Associates Ltd.

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Appendix 1 - Tree Survey Data, Wreningham Parish Council

Appendix 2 – Tree Survey Plan, Village Hall

Appendix 3 – Tree Survey Plan, Playing Field

Appendix 4 – Tree Survey Plan, Village Sign Area

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1. Terms of Reference

- 1.1 The instructions from the client were to survey all trees within the grounds of the Village Hall, the playing field and the area around the village sign.
- 1.2 The aim of this survey is to fulfil the owners duty of care as a landowner and to ensure, as far as is reasonably practicable, that the trees do not pose significant risks to the public.
- 1.3 The various sites have a diverse tree stock with some large mature trees and many smaller amenity trees. All sites are accessed by members of the public and share boundaries with public and private land.
- 1.4 No site plans were provided and tree positioning was completed using aerial maps. The trees have been positioned on the plans using AutoCAD. Tree positions are approximate.

2. Tree Survey Methodology

- 2.1 Trees were surveyed from ground level with the aid of a soft hammer, probe and binoculars. The survey was completed on 25 June 2021.
- 2.2 All trees were surveyed and trees requiring work have been identified with a silver disk.
- 2.3 The recommended tree work has been prioritised, according to the perceived risk, as Extreme, High, Moderate or Low priority and identified in the risk category column on Appendix 1. High priority tree work is recommended to be carried out within 1-month, Medium priority work within 6 months and low priority works within 12 months. This risk grading has been arrived at using a qualitative system of assessing risk known as Tree Risk Assessment Qualification (TRAQ) developed by the International Society of Arboriculture (ISA). The system considers the likelihood of failure and combines this with the likelihood of impact to produce the combined likelihood of failure and impact. The risk is then evaluated using a risk rating matrix which factors in the consequences of any failure to produce an overall estimate of risk in four categories Low, Moderate, High or Extreme. There were no extreme risk trees noted during the survey. Trees requiring work for good arboricultural maintenance purposes have been listed as 'AM' in Appendix 1.
- 2.4 The risk categories have been shown on the accompanying tree position plans colour coordinated as follows; 'no work required' – green, 'arboricultural maintenance' – purple, 'Low' – light blue, 'Moderate' – blue, 'High' – red and 'Extreme' – black. There were no extreme risk trees found during this survey.
- 2.5 A range of different types of deadwood (i.e. standing deadwood, attached deadwood and lying deadwood) provide a range of different habitats particularly in the woodlands. Therefore, where possible, dead wood has been retained on the trees. This approach is consistent with recommendations in the British Standard (BS3998:2010 Tree Work - Recommendations).

3. Competence and Training

- 3.1 The survey was completed by Robert Green. Robert holds the industry standard LANTRA Professional Tree Inspection qualification and the International Society of Arboriculture's (ISA) Tree Risk Assessment Qualification (TRAQ). Robert also holds a Level 3 qualification in arboriculture.

4. Permissions and Constraints

- 4.1 Before commencing any of the recommended works it should be ascertained whether the site is within a Local Authority Conservation Area, or whether any of the trees or woodlands are protected with Tree Preservation Orders. If the site is within a Conservation Area 6 weeks' notice must be given to the Local Authority prior to carrying out any work to the trees. If a TPO applies, written permission must be obtained from the Local Authority before carrying out the work. Dead and dangerous trees are exempt from TPO regulations, but 5 days' notice of work on such trees should be given before carrying it out.

5. Survey Limitations

- 5.1 Trees are dynamic organisms, subject to the forces of nature, and can fail without showing external symptoms of weakness or decay. In some circumstance's trees fail without any decay being present.
- 5.2 Dense Ivy cover on the stem of a tree can obscure defects and fungal fruiting bodies and must be removed to enable proper inspection, trees that require ivy removal have been graded as an AM risk category because it is not possible to complete the survey until the ivy is removed.
- 5.3 The Parish's duty is not to maintain all trees in a perfectly safe condition but to take reasonable precautions to maintain public safety. This survey forms part of an on-going system to ensure this duty is met.
- 5.4 The inspection findings remain valid for 12 months after which the trees will require further inspections as prescribed in section 6 below.

6. Recommendations for Future Inspections

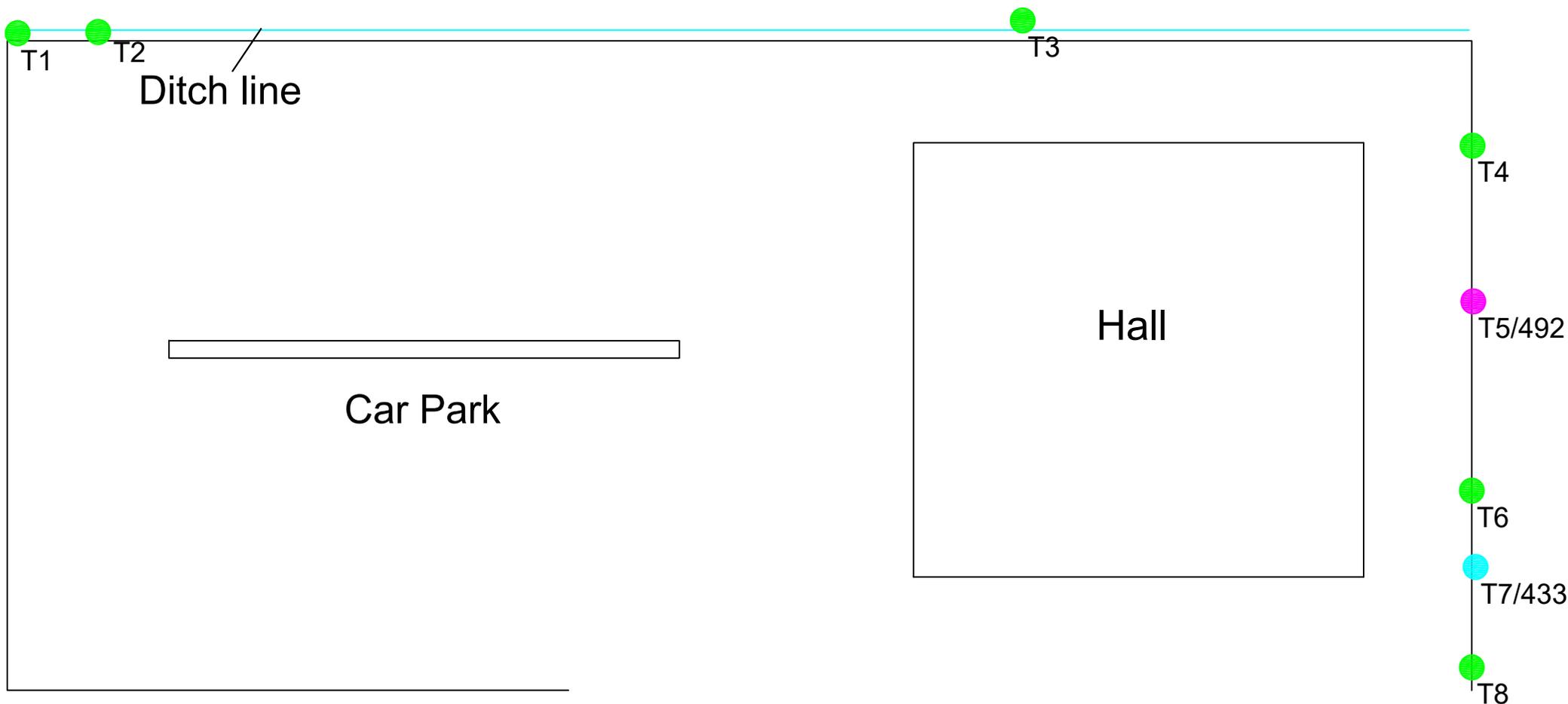
- 6.1 Given the proximity of trees to known targets with a medium occupancy level, all trees require further professional inspection at a maximum of two-year intervals.
- 6.2 It would be prudent to complete a basic level check at 12-month intervals, particularly of the mature beech in the playing field, this does not need to be carried out by a qualified arboriculturist, but a basic knowledge of trees would be preferable. Details of the basic survey should be recorded and retained. The next professional survey should be carried out in autumn 2022, when wood decay fungal fruiting bodies are more prolific. Additional checks will also be necessary following any extreme weather event.

A. T. Coombes NDF, MSc (Arb & Urban For), FICFor, PDArb (RFS) MArborA
A.T. Coombes Associates Ltd
25 June 2021

Tree No.	Species	Age Class	Defect Y/N	Notes on Condition	Required Work	Likelihood of Failure	Likelihood of Impacting Target	Likelihood of Failure and Impact	Consequences of Failure	Risk Category
Village Hall										
T1	Ash	M	N		No works					
T2	Ash	EM	N		No works					
T3	Ash	SM	N		No works					
T4	Field maple	M	N	Minor ivy cover	No works					
T5	Field maple	EM	Y	Heavy ivy cover	Sever ivy at base					AM
T6	Field maple	EM	N		No works					
T7	Field maple	EM	Y	Dead stem hung up in adjacent trees	Remove loose and dangerous deadwood from crown	Possible	Low	Unlikely	Minor	Low
T8	Field maple	EM	N	Ivy cover, adjacent to power lines	No works					
Playing Field										
T1	Horse chestnut	M	N	Suppressed by adjacent beech	No works					
T2	Beech	M	N	Good vitality, minor deadwood in crown, historic damage at base with decayed wood, <i>Kretzschmaria deusta</i> on deadwood	No works					
G1	Ash	EM	N		No works					
T3	Copper beech	EM	N		No works					
G2	Ash	SM	N		No works					

Tree No.	Species	Age Class	Defect Y/N	Notes on Condition	Required Work	Likelihood of Failure	Likelihood of Impacting Target	Likelihood of Failure and Impact	Consequences of Failure	Risk Category
T4	Ash	SM	N		No works					
T5	Purple Norway maple	SM	N		No works					
G3	Leyland cypress	EM	N		No works					
T6	Leyland cypress	M	N		No works					
T7	Leyland cypress	M	N	Slightly thin crown, coming in to seed	No works					
Area Around Village Sign										
T1	Silver birch	M	N		No works					
T2	Yew	M	Y	Low crown over path	Raise crown over path allowing for 2.4 m clearance					AM
T3	Ash	EM	N	Coppice stool with one stem and hollowing at base, previously topped at approx 6.5 m with good vitality, minor deadwood	No works					
G1	Ash and beech hedge	EM	N	Ivy cover						

Appendix 2 - Tree Survey Plan, Village Hall



KEY:

No Works Required



Low Priority Trees



Arboricultural Maintenance



Not to Scale

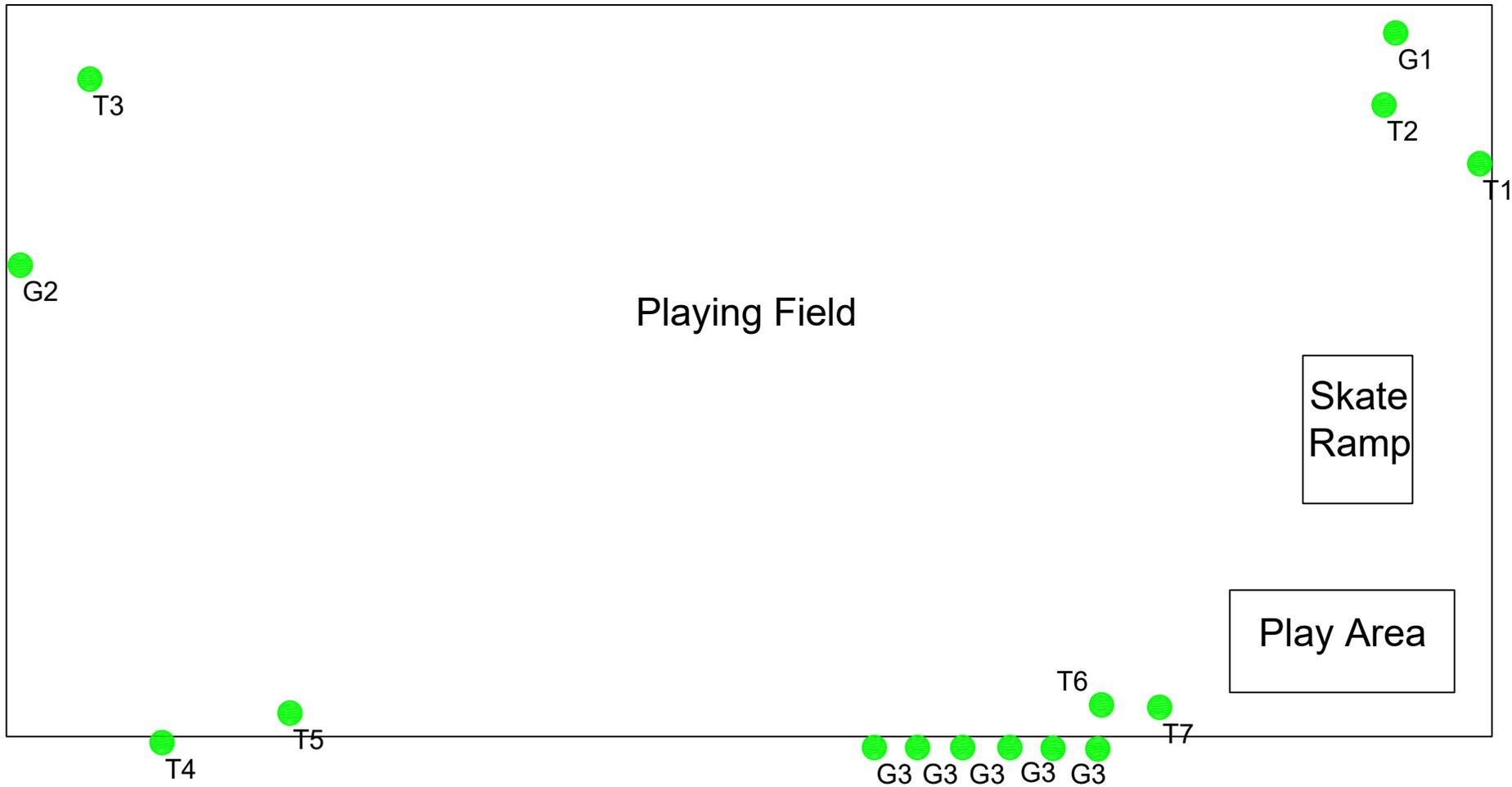
Tree locations are approximate



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Appendix 3 - Tree Survey Plan, Playing Field

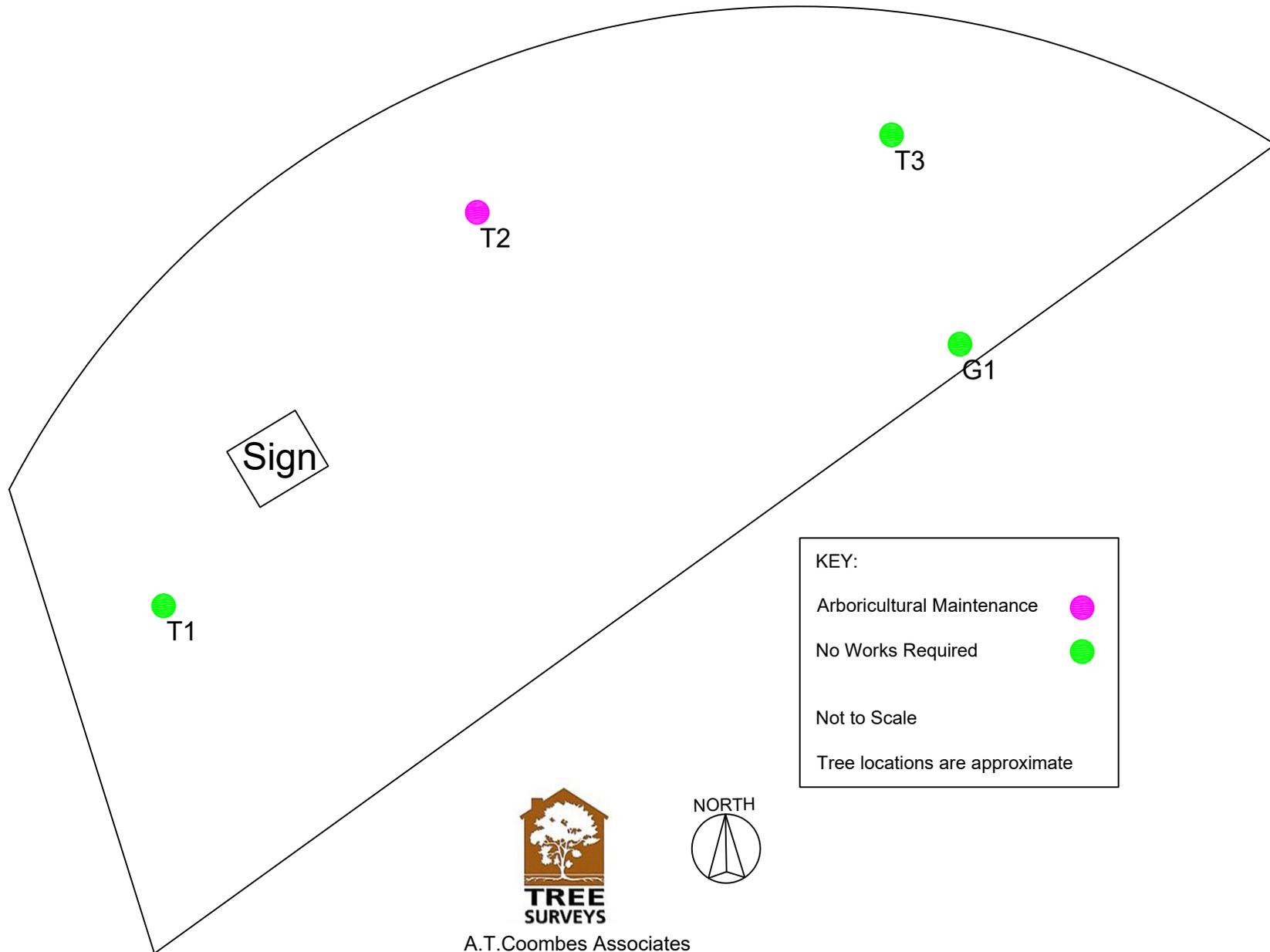


KEY:
No Works Required ●
Not to Scale
Tree locations are approximate



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Appendix 4 - Tree Survey Plan, Village Sign Area



KEY:

- Arboricultural Maintenance ●
- No Works Required ●

Not to Scale

Tree locations are approximate



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cc Local Members

Your Ref:	My Ref:	HI/12/GEN/DH/KT
Date: June 2021	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 eight years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2022/23. 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 £300,000 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 10 December 2021. 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 2022 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 or Shelter Lighting. 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

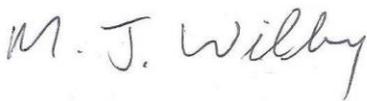
- The objective of the scheme
- Details of the scheme, its cost and your contribution.
- A plan/map of the extents of the scheme
- Who, and how many people will benefit.
- Local support, particularly from your local Member, frontagers and land owners.
- For 'off highway' schemes, your proposals for future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