

Wreningham Parish Council

I give notice of a meeting and summon members to attend.
The meeting will be held in the Margaret Preston Room, Wreningham Village Hall
on **Tuesday 11th July 2023 commencing 7.30pm**
Members of the Public are welcome to attend

Signed: [T Higlett](#)
Clerk to Parish Council

Date: 2nd July 2023
Email: clerk.wpc@gmail.com

AGENDA

1. To consider apologies for absence
2. To consider co-option of a councillor to fill vacancy on the Parish Council
3. To receive declarations of interest
4. Open Forum
 1. Input from the Public
 2. District & County Councillors
5. To approve the minutes of the last meeting
6. Planning
 1. To receive a report on planning applications received since last meeting
 1. 2023/1241 Sunningdale, Wymondham Road Wreningham. Demolition of existing bungalow and garage with replacement dwelling and integrated garage with associated infrastructure works.
 2. 2023/1556 Location: Laburnums, Church Road, Proposal: Detached double garage
 2. Planning applications
 1. 2023/1241 amended Sunningdale, Wymondham Road Wreningham. Demolition of existing bungalow and garage with replacement dwelling and associated infrastructure works
7. Administrative Issues
 1. Statutory Policy Review

Policy	Amendments	Notes
Grant Awarding Policy	Application process amended (page 1). Application form has been included	Updated to version 3.
Planning Procedure Policy	Updated with new South Norfolk Council web link to planning portal	Updated to version 2.

8. Finance
 1. To receive the financial report
 2. To approve payments
 1. T Higlett – Salary June/July
 2. HMRC – Clerks taxation
 3. Drone Photography Ltd. - £150.00
 3. To note payments raised between meetings with prior approval
 4. To note receipts
 5. CIL Report
9. Village - Maintenance and Highways
 1. Playground Inspection Report
 2. Child's play equipment – the Springer – repair or replace?

Wreningham Parish Council

3. Footpath on B1113 Norwich Road - NCC 'Parish Partnership' scheme for Local Highways Improvements 2023-24
4. Footpaths Report
5. 2nd defibrillator – planned for All Saints Church

10. The Farthings Project
 1. Meeting (27 June 2023)
 2. Next steps

11. Updates/Considerations
 1. County Broadband Wayleave
 2. Update on Consultation on local bus service
 3. Speed limits in the village

12. Correspondence
 1. Norfolk PTS Networking sessions
 2. Wreningham Open Gardens 2024
 3. Royal Norfolk Show Community Champions Tribute

13. Date of next meeting: 12th September 2023

**Wreningham Parish Council
Minutes of the Parish Council meeting**

Tuesday 9th May 2023 at 7:40pm
in the Margaret Preston Room, Village Hall

In Attendance: Cllr M Hill (Chairman), Cllr J Lambourne, Cllr A Tancred, Cllr H Glaves, Cllr K Morris, Cllr L MacDaid

District Councillor: J Webber

Parish Clerk: Tina Higlett

6 members of the public

1 To elect a chairman for the forthcoming year and receive the Chairman's declaration of acceptance of office.

Vote M Hill – proposed K Morris – seconded by J Lambourne.

M Hill elected and signed the acceptance of office.

2 To elect a vice chairman.

Members decided to leave this as an action for each meeting when the chair was absent.

3 Councillor declaration of acceptance of office form and declaration of interests

Acceptances of Office signed prior to meeting. Clerk will email declaration of acceptance forms to councillors.

4 Consider apologies for absence - Nil

5 To receive declarations of Interest - Nil

6 Open Forum, including reports from District & County Councillors.

- o Public in attendance – no concerns

- o District & County Councillors reports - Reports were conveyed at the Annual Parish Meeting [held prior to this meeting].

7 To approve the minutes of the last meeting - agreed as a true record of proceedings

8 Administrative Issues

- a. To co-opt, following vacancies not filled as a result of the recent uncontested election - None

- b. Statutory Policy Review

Policy	Amendments	Notes
Standing Order	No change	All in favour. Next review May 2024.
Financial Regulations	Item 2.2 half yearly review of accounts	Council to appoint Internal Control Officer to carry out half yearly review. All in favour Next review May 2024
LGA's Code of Conduct		Members adopted.

- c. Annual Insurance - council approved.

- d. Subscription renewal to Norfolk Association of Local Councils.

Council compared the support service offered by NALC and Norfolk Parish Training and Support. Service is similar however annual cost for NALC £184.66 compared to NPTS £104.04. It was proposed council trial the service offered by NPTS for 2023-24. Agreed unanimously.

9 Finance

- a. To consider the Internal Auditors report for year ending 31 March 2023

Wreningham Parish Council Minutes of the Parish Council meeting

Recommendations were duly noted. Council will ensure statutory documentation is up to date and will list them on the parish website.

- b. To consider and authorise exemption from external audit
It was noted that as the Council's income and expenditure for the year was under £25,000 Council could exempt itself from an External Audit. This was considered and agreed. Chairman and Clerk were authorised to sign the Certificate of Exemption.
- c. To consider and authorise the Annual Governance Statement 2022/23
This was considered, the form completed and the Chairman and Clerk were authorised to sign on behalf of the Council.
- d. To consider, approve and authorise the Accounting Statements 2022/23
This was considered and the Chairman and Clerk were authorised to sign on behalf of the Council.
- e. To note council's current financial standing – End of Financial Year 2022/23
Bank statement as at 31st March 2023 - £26,550.23
- f. To note payments since last meeting

Payee	Description	Payment method	Amount
T Higlett	Clerks' salary March	Bacs	227.40
HMRC	Clerks' taxation	Bacs	147.80

- g. To note receipts since last meeting

Payee	Description	Payment method	Amount
South Norfolk Council	Coronation Grant	Bacs	200.00
South Norfolk Council	1 st half precept	Bacs	5202.00

- h. To approve payments

Payee	Description	Payment method	Amount
T Higlett	Salary April & May 2023	Bacs	363.92
Gallagher Insurance	Insurance 2023-24	Bacs	875.21
Norfolk Parish Training & Support	Subscription	Bacs	104.04
T Wadlow	Audit 2022-23	Bacs	60.00
B Jarvis	Website Annual Domain Fee	Bacs	26.39
Information Commissioners Office	Annual Renewal fee	Direct Debit	35.00

Clerk advised she had reverted to directly managing the payroll via the HMRC portal. This is due to NALC is unable to provide Real Time Information (RTI) for HMRC reporting.

- i. To appoint auditor for 2023-24
Lorraine Trueman was appointed. Lorraine is a fully trained auditor and is the parish clerk to three parish councils.
- j. Appointment of Internal control officer – finance
Cllr Tancred was duly appointed.
- k. Distribution of King Charles III Coronation Grant
 - o KM proposed purchase of paint and matting for playing field shelter.
 - o AT advised the community tasks undertaken at the school which would benefit from a financial contribution towards costs.

**Wreningham Parish Council
Minutes of the Parish Council meeting**

- Proposal for a group photograph of the village residents to mark the King's coronation. A free digital copy would be available for residents to request. Discussion regarding professional photographer (budget £150) and suitable date. [Post meeting note: Village Hall & WPC plan for 11 June with hall open for refreshments, etc. Photographer being arranged]

10 Village maintenance and Highways

- a) Playground Inspection – date to be arranged
- b) Drainage along Hethel Road – Junction of Church Road to Fir Grove Cottage. MH has contacted Adam Mayo, NCC Highway, to inspect the drainage system with a view to collaborative engagement with FW Property Ltd. to improve overall drainage performance in the area. **Action MH**
- c) Church Road Trod damage
Developer is aware of our concerns and a written response has been received advising the Trod will be repaired.
- d) Land offer – Public meeting to be held in June [on 27th].
Developer has requested 2 weeks notice to prepare. Confirmation that representatives from Norfolk Wildlife Trust and South Norfolk will be in attendance. South Norfolk asked for interest in mini-forests on 10m² plots. MH expressed an interest should the land ownership transfer to the parish.

11 Village – General

- a. Purchase of second defibrillator – Clerk had obtained quotations: Community Heartbeat – no reply yet; London Hearts - quoted £1211.
Besides installing one at the Church, it was suggested that Council could approach the Bird in Hand to see if they would sponsor an installation at their premises. **Action MH**
- b. Wayleave request from County Broadband – A Wayleave would enable CB to install and maintain equipment on a 3rd party's land. MH advised has requested the Wayleave document to clarify their request. To date no response. Council have made contact with NP Law should they require legal representation. **Action MH**
- c. EVCP presentation – MH and the clerk both attended on-line presentation. Since presentation Clerk has requested clarification on insurance and ownership of equipment. Awaiting a response. **Action Clerk**
- d. Vandalism in Village – Broken windows at property on Church Road and the school. Damage possibly caused by the use of a catapult. The police have been involved. MH asked residents to further malicious damage incidents to the police.

12 Consultations

- a. Norfolk County Council – Bus services 37A, 805, 806 and South Norfolk Flexibus
MH had requested feedback from parishioners which was collated and forwarded onto NCC. Areas of concern were access to buses, single track roads with passing places and age and mobility of those using the buses. Residents have also made comments direct to NCC.

13 Correspondence

- South Norfolk Funded Mini Forests – expression of Interest
- Norfolk Parish Training and Support - subscription for 2023-24
- Golden Tree Services – noted

14 Date of Next meeting 11th July 2023.

Meeting closed at 21:00

Wreningham Parish Council

Grant Awarding Policy



Introduction

Wreningham Parish Council ("The Council") will consider applications for grants from organisations, voluntary groups or charitable organisations operating within Wreningham Parish and for the benefit of Wreningham parishioners. Consideration of an application does not imply that a grant will be forthcoming from the Council.

Application process

Applications should be made by completing the Funding Application Form available from the Parish Clerk. For established organisations, a copy of the latest set of annual accounts and balance sheet will be required. For new organisations, evidence of a planned budget will be required.

Applicants will be informed of the meeting at which their application will be considered and will be invited to attend.

If an application is approved:

- the Council will issue a cheque for the sum agreed
- Clerk will record the transaction in the Council finances
- the Clerk will write to the applicant enclosing the cheque and the "conditions" section below
- the Clerk will minute the action for the record.

If an application is refused:

- the Clerk will note the comments from the meeting and advise the applicant accordingly
- the Clerk will minute the action for the record.

Eligibility

Any Charity, Voluntary Group or Community Organisation. They must operate within the Parish and provide benefit to the local community, with the following provisos:

- Must not be for an activity / organisation which is the responsibility of a Statutory Authority.

Wreningham Parish Council

Grant Awarding Policy

- Applications from schools for an activity that takes place within the school day will not be considered.
- The Parish Council will not fund activities outside its powers and functions.
- Applications for general fund raising will not normally be considered.
- Groups operating outside the parish boundary will be limited to no more than £100.

Qualifying Applications

To qualify for an award the applicant must be able to:

- Show the benefiting group is based within the parish; that it is constituted for the benefit of parishioners; that it is (largely) run by parishioners
- Demonstrate that such funding will benefit the Parish or its parishioners
- Provide supporting information:
 - a financial summary for the group (e.g. current available funds)
 - a description of what the funds will be spent on and when
 - evidence of an attempt to identify best value for the grant (e.g. 3 quotations).
- Relate the application to one or more of the following:
 - purchasing equipment either in part or in full.
 - funding transport to enable group members to partake in a group trip or outing.
 - For training activities, or to purchase the expertise of a trainer / facilitator.
 - Raising the profile of the group's work.
 - Covering running costs of a viable group experiencing a period of hardship.
 - Hosting special events or celebrations.

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Grant Awarding Policy

- Providing recreational facilities.

Award Conditions

1. Grant recipients will undertake to report (verbally or in writing) how the grant was used to the Annual Parish Meeting.
2. Grants are not awarded to individuals.
3. Additional similar applications within a 12 month period will not normally be considered.
4. The award must be used for the purpose for which the application was made.
5. Return the award to the Council if it cannot be used for the stated purpose.
6. All awards must be properly accounted for and evidence of expenditure should be supplied. If the Council is not satisfied with the arrangements, they may request a refund of monies awarded.



Wreningham Parish Council Funding Application Form

For all not-for-profit groups and organisations meeting within the parish and operating for the benefit of the residents of Wreningham.

Name of Group/Organisation

Registered Charity Number (if applicable)

Purpose of Group/Organisation

Current Membership

Age Range	Under 5	5-12 years	13-19 years	20-54 years	55 +	Total Overall	Total from Wreningham
Female							
Male							

Current Officers	Name	Address	Tel. No
Chairman			
Secretary			
Treasurer			

Sources of Regular Funding

Subject of Application

Other Financial Sources being pursued

Documents to be sent with application:

Wreningham Parish Council

Funding Application Form

- copies of three written quotations / estimates for all costs involved

For established groups:

- latest set of accounts and balance Sheet
- details of current financial position

or for new groups:

- a planned budget

Project details and reason for application:

Total Cost of Project £

Amount requested from Parish Council £

Declaration: the above information is submitted to the Parish Council and is correct to the best of my / our knowledge.

Signature of Applicant:

Printed Name:

Wreningham Parish Council

Funding Application Form

Position in Organisation:

Date:

Please note that the Parish Council likes to meet with all applicants, the Parish Clerk will let you know at which meeting this application will be considered.

Please send this completed form, together with supporting information to the Parish Clerk: Tina Higlett, 01508 530733 or email clerk.wpc@gmail.com

Data Protection

The data contained on this form will be retained for the purposes of this grant and, if you are successful, within the Council's accounts for the required seven years. The data is held securely and will not be shared or be used for any other purpose.

As a data subject you have detailed rights including: right of access to your own personal data, right of correction, erasure and to object to processing and the right to lodge a complaint with the Information Commissioner (the ICO).

More information regarding how the Parish Council handles data can be found in its privacy statement.



Planning Policy

Background information

Plans for development are managed formally by the Planning Authority, South Norfolk and Broadland District Council (SNBC). 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 SNBC's Planning Department at <https://www.southnorfolkandbroadland.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 SNBC.
- 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.

1.1. Conflict of Interests



Planning Policy

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 SNBC.

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 SNBC.

Wreningham Parish Council		Accounts 2023-24							Jul-23
Q1 First quarter for the financial year 2023-24									
Payments	Budget 2023/24	Actual spend	over/under spend			Receipts		Budget	Actual
	£	£	£					£	£
Employees						Precept		10,404.00	5,202.00
Salaries	3,000.00	363.92	2,636.08			Grants (other)			
Staff Training	50.00					CIL			
Staff expenses	30.00					Other			
Total for Employees	3080.00	363.92	2636.08			Vat refund		160.00	
Members						Village Hall Rent		10.00	
Members expenses	50.00					Total		10,574.00	5,202.00
Members training	200.00								
Total for Members	250.00	0.00	0.00			Opening Balance 1st April 2023		26,550.23	
Professional Services						Total Income		5,202.00	
Audit fees	60.00	60.00	0			Total Expenditure		1,438.17	
Insurance	750.00	875.21	-125.21						
Legal fees	200.00					Balance 30/06/2023		30,314.06	
Total for Professional Services	1010.00	935.21	-125.21						
Subscriptions						Represented by:			
Norfolk NALC	160.00	0	160			Community Account at 16/06/2023		30,314.06	
Subscriptions other		104.04							
ICO	35.00	35.00	0			General Reserves		6,236.83	
Total for Subscriptions	195.00	139.04	160.00			CIL money		2,753.48	
Communications									
Website Host	30.00								
Grant Village magazine	100								
Total for Communications	130.00	0.00	0.00						
Administration									
Stationery	50.00								
Postage	30.00								
Software support	80.00								
Total for Administration	160.00	0.00	0.00						
Village Maintenance									
Dog waste emptying service	200.00								
Churchyard maintenance	250.00								
Playing field maintenance	900.00								
Defibrillator	200.00								
Maintenance	1,000.00								
Total for Village Maintenance	2,550.00	0.00	0.00						
Grants & Donations									
S137 £8.82 per elector 8.82 x478=£4215.96									
Grants other	300.00								
Total for Grants and Donations	300.00	0.00	0.00						
Totals	7,675.00	1,438.17	6,236.83						