

**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