

# 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 9<sup>th</sup> January 2024 commencing 7.30pm**  
Members of the Public are welcome to attend

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

Date: 2<sup>nd</sup> January 2024  
Email: [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
  1. Input from the Public
  2. District & County Councillors
4. To approve the minutes of the last meeting.
5. Planning
  1. To consider a response to planning applications
    1. **2023/3836** Location: High Common Farm Wymondham Road Wreningham  
Proposal: Demolition of existing farmhouse, erection of new house and garage, formation of access road and change of use of land to residential curtilage. Application Type: Full
    2. Comments agreed between meetings
      1. **2023/3438** Location: Fairlands Top Row Wreningham Norfolk NR16 1AR  
Proposal: Proposed extensions and alterations to existing bungalow
      2. **2023/3219** Location: High Common Farm Wymondham Road Proposal: Notification for Prior Approval for a proposed change of use and associated building works of an agricultural building to 5 dwelling houses (QA and QB) Application Type: Prior Notification – Agricultural to Residential
    3. To receive a report on plans accepted/refused by South Norfolk Council
      1. **2023/2978** The Poplars Ashwellthorpe Road  
Proposal: Change from brick to weather boarded finish, change in position and number of windows, add roof windows to barn (following approved permission 2019/0605) Decision: Approval with Conditions (Delegated).  
Date of decision: 14 December 2023
      2. **2023/3438** Fairlands Top Row. Proposal: Proposed extensions and alterations to existing bungalow. Decision: Approval with Conditions (Delegated).  
Date of decision: 22 December 2023
6. Administrative Issues
  1. To consider Biodiversity policy and action plan.
  2. #Clerks' National Salary Award 2023/4 from April 1 2023. Increase of £1 per hour.
  3. To consider NALC Subscription for 2024/25.
7. Finance
  1. To receive the financial report
  2. To approve payments
    1. T Higlett – salary December £207.11
    2. T Higlett – salary January £207.11
    3. HMRC – Clerks tax £147.60
    4. Mr Hill – postage £2.30

# Wreningham Parish Council

5. T Higlett Batteries for Barclays pin reader
    6. Autela Payroll Services - £54.58
  3. To note payments raised between meetings with prior approval
    1. N Pink purchase of village Christmas Tree – £160.00
  4. To discuss budget for 2024/25
  5. To finalise precept for 2024/25
  6. To appoint Internal Auditor for 2023/24
8. To discuss grant towards the refurbishment of Wreningham Primary School toilet.
9. Village – Maintenance and Highways
1. Play equipment inspection 2024
  2. SAM2 data Hethel Road and Wymondham Road.
  3. 2<sup>nd</sup> Dog Waste bin
  4. 2<sup>nd</sup> Defibrillator
10. Village – Projects, etc.
1. The Farthings
  2. Wreningham Open Gardens 2024
  3. Wreningham Welcome Booklet
11. Consultations
1. South Norfolk Village Clusters Housing Allocations Plan – Consultation on Alternative Sites & Focused Changes (Regulation 18).
12. Correspondence
1. Norwich Western Link Project update
13. To agree the meeting dates for 2024
14. General Parish Issues (for information only).
15. Date of next meeting: 12<sup>th</sup> March 2024



## Complying with the Biodiversity Duty

### Introduction

The word biodiversity comes from the word's biological diversity – it means the variety of living species on Earth, including plants, animals, bacteria, and fungi.

The State of Nature Report 2023 which is the most comprehensive report on UK wildlife has found one in six of the more than ten thousand species assessed (16%) are at risk of being lost from Great Britain. However, this figure is much higher for some groups such as birds (43%), amphibians and reptiles (31%), fungi and lichen (28%) and terrestrial mammals (26%)<sup>1</sup>.

### Legislation

Under the Natural Environment and Rural Communities Act 2006, every public body, including Parish Councils, already has a duty to conserve biodiversity.

The Environment Act 2021 has strengthened this so those public bodies including Parish Councils in England must now consider what they can do to **conserve and enhance biodiversity**. This is the strengthened '**biodiversity duty**' that the Environment Act 2021 introduces.

### What must you do:

1. Consider what you can do to conserve and enhance biodiversity.
2. Agree policies and specific objectives based on your consideration.
3. Act to deliver your policies and achieve your objectives.

To comply complete your first consideration of what action to take for biodiversity January 2024. You must agree your policies and objectives as soon as possible after this.

You must reconsider the actions you can take within 5 years of when you complete your previous consideration.

### Actions to Comply

1. *Include an item on your next Parish Council agenda*

#### **Biodiversity Duty for [insert the name of your Parish Council] –**

If your parish council manages areas of land including commons, playing fields, allotments, churchyards, rivers, streams, ponds, grass verges or just a tree in a village square it will be home to an abundance of life including potentially rare plants or a site for breeding birds.

At the meeting introduce the subject of the biodiversity duty, talk, and note what is already being done in the parish. Start thinking about what small steps can be taken to enhance areas for wildlife. Perhaps contribute towards the many national campaigns helping to protect wildlife, engage with local wildlife groups who might have enthusiastic volunteers willing to offer support, review grass cutting regimes to create some areas for wildlife.

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<sup>1</sup> (State of Nature Partnership, 2023)

As a first step agree that in future the Council will include any concerns about potential loss of biodiversity when making comments on planning applications. There is a legal duty that developments deliver a net gain in biodiversity.

2. *Agree a Policy*

A draft policy for your Parish Council to consider and adopt is appended to this briefing paper. There is no need to do this at your next meeting, take time to think about the actions to be taken and agree them as part of the agreed policy.

3. *Review agreed actions*

Within five years or sooner if it is considered appropriate the Parish Council will need to review its agreed actions and determine whether they have been achieved, or hopefully exceeded.

# Wreningham Parish Council

## Biodiversity Policy

### Introduction

Section 40 of the Natural Environment and Rural Communities Act 2006 as amended by the Section 102 Environment Act 2021, places a duty on Wreningham Parish Council (WPC), when exercising its functions, to actively consider how to conserve and enhance biodiversity.

Biodiversity derives from “biological diversity”. This is about the variety of life on earth, including plants, animals, bacteria, and fungi and the natural systems that support them.

### Aim

Wreningham Parish Council will aim to conserve and enhance biodiversity and hence contribute to the achievement of national goals and targets on biodiversity<sup>1</sup>.

### Action

The Council will:

- develop and agree an Action Plan for the parish in 2024.
- manage its land and buildings to enhance and improve biodiversity through best practices engaging with grounds maintenance contractors, volunteers and parishioners to:
  - ✓ plant indigenous trees and wildflowers;
  - ✓ reduce mowing to create a mosaic of new habitats that benefit wildlife;
  - ✓ enhance water bodies including village ponds/streams with marginal planting;
  - ✓ install bird/bat boxes and creating hedgehog friendly gardens;
  - ✓ reduce reliance on pesticides and herbicides.
- consider biodiversity when commenting on planning applications:
  - ✓ encouraging developers to plan to deliver a net gain in overall biodiversity
  - ✓ support good design to improve the local environment integrating existing habitats and trees within new developments.
- educate, advise and raise awareness of the public’s understanding of biodiversity and encourage them to improve biodiversity:
  - ✓ engage with the local community to raise awareness of biodiversity;
  - ✓ actively involve the community in projects to enhance biodiversity, such as tree planting, installing bird/bat boxes, creating and protecting wildlife habitats
  - ✓ seek out local enthusiasts/experts to help monitor biodiversity including undertaking wildlife surveys.
- encourage landowners and businesses to improve biodiversity:
  - ✓ engage with landowners and businesses to promote the importance of biodiversity
  - ✓ encourage them to consider their impact on biodiversity and to plan to actively improve biodiversity on their land and within their businesses activities.

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<sup>1</sup> [Environmental Improvement Plan 2023 – GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/environmental-improvement-plan-2023-2026)

Wreningham Parish Council  
**(Draft/Sample)**  
 Biodiversity Action Plan

The Council will manage its land and buildings to enhance and improve biodiversity through best practices engaging with grounds maintenance contractors and volunteers to:

Desired Outcome	Actions	Target Date	How to publicise
plant indigenous trees and wildflowers;			
reduce mowing to create a mosaic of new habitats that benefit wildlife;			
enhance water bodies including village ponds/streams with marginal planting;			
install bird/bat boxes and creating hedgehog friendly gardens;			
reduce reliance on pesticides and herbicides.			

## Q3 Third Quarter accounts for the financial year 2023-24

Payments	Budget 2023/24 £	Actual spend £	over/under spend £
<b>Employees</b>			
Salaries	3,000.00	1,825.22	1,174.78
Staff Training	50.00	31.50	
Staff expenses	30.00		
<b>Total for Employees</b>	<b>3080.00</b>	<b>1856.72</b>	<b>1174.78</b>
<b>Members</b>			
Members expenses	50.00		
Members training	200.00	44.00	156.00
<b>Total for Members</b>	<b>250.00</b>	<b>44.00</b>	<b>156.00</b>
<b>Professional Services</b>			
Audit fees	60.00	60.00	0
Insurance	750.00	875.21	-125.21
Legal fees	200.00		
<b>Total for Professional Services</b>	<b>1010.00</b>	<b>935.21</b>	<b>-125.21</b>
<b>Subscriptions</b>			
Norfolk NALC - council did not renew this year			
Norfolk PTS	160.00	104.04	55.96
ICO	35.00	35.00	0
<b>Total for Subscriptions</b>	<b>195.00</b>	<b>139.04</b>	<b>55.96</b>
<b>Communications</b>			
Website Host	30.00	26.39	3.61
Grant Village magazine	100	100.00	0
<b>Total for Communications</b>	<b>130.00</b>	<b>126.39</b>	<b>3.61</b>
<b>Administration</b>			
Stationery	50.00		
Postage	30.00		
Software support	80.00		
<b>Total for Administration</b>	<b>160.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Village Maintenance</b>			
Dog waste emptying service	200.00	148.64	51.36
Churchyard maintenance	250.00	250	0
Playing field maintenance	900.00	70.00	830.00
Defibrillator	200.00	148.74	
Maintenance	1,000.00	926.69	73.31
<b>Total for Village Maintenance</b>	<b>4,094.07</b>	<b>1,544.07</b>	<b>954.67</b>
<b>Grants &amp; Donations</b>			
S137 £8.82 per elector 8.82 x 478 = £4215.96			
Grants other	300.00		
<b>Total for Grants and Donations</b>	<b>300.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Other</b>			
Printing of Flyer	15	15.00	
Village photograph	150	150.00	
Community Speedwatch - Bluetooth repair	514.8	514.80	
Speedwatch batteries	154.98	154.98	
<b>Total for Others</b>	<b>834.78</b>	<b>834.78</b>	
<b>Totals</b>	<b>9,219.07</b>	<b>5,480.21</b>	<b>3,738.86</b>

Receipts	Budget £	Actual £
Precept	10,404.00	10,404.00
Grants (other)		
CIL		
Other		20.00
Vat refund	160.00	
Village Hall Rent	10.00	
<b>Total</b>	<b>10,574.00</b>	<b>10,424.00</b>

Opening Balance 1st April 2023	26,550.23
Total Income	10,424.00
Total Expenditure	5,480.21

Balance 18/12/2023	31,494.02
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Represented by:	
Community Account at 18/12/2023	31,494.02

General Reserves	3,738.86
CIL money	2,753.48

Draft budget 2024-25  
Wreningham Parish Council

Produced January 2024

Wrenningham Parish Council		Year 1/2	Year 2/3		Year 3/4				Year 4/5		
		Year 2021-22	Year 2022-23		Year 2023-24				Year 2024-25		
Expenditure Head	Budget 2021 - 22	Budget 2022-23	Year End	Budget 2023-24	Actual Spend to 31st December 2023	Additional Spend to year end	Estimated to year end A+B	Estimated Budget	Increase or decrease	Notes	
EMPLOYEES											
SALARIES			£2,400.00	£2,777.50						salary increase 2024-25	
Salaries and related costs					£3,000.00	£1,825.22	£1,217.24	£3,042.46	£3,200.00		£200.00
Staff Training					£50.00	£31.50	£0.00	£31.50	£50.00		
Staff expenses and subscriptions					£30.00	£0.00	£0.00	£0.00	£30.00		
Total for Employees		£2,219.00	£2,400.00	£2,777.50	£3,080.00	£1,856.72	£1,217.24	£3,073.96	£3,280.00	£200.00	
OFFICE SERVICES											
ADMINISTRATION		£1,398.58	£1,800.00								
Stationery					£50.00	£15.00	£20.00	£35.00	£50.00		
Postage				£22.80	£30.00	£0.00	£10.00	£10.00	£30.00		
Software support					£80.00	£0.00	£0.00	£0.00	£80.00		
Total Office Services		£1,398.58	£1,800.00	£1,163.58	£160.00	£15.00	£30.00	£45.00	£160.00	£0.00	
COMMUNICATIONS											
Grant towards Village Magazine					£100.00	£100.00	£0.00	£100.00	£100.00		
Website Host/Licence/Support					£30.00	£26.39	£0.00	£26.39	£230.00	£200.00	
Total Communications		£0.00	£0.00	£0.00	£130.00	£126.39	£0.00	£126.39	£330.00	£200.00	
MEMBERS											
TRAINING			£325.00	£58.00							
Members Expenses					£50.00	£0.00	£0.00	£0.00	£50.00		
Room Hire											
Members Training					£200.00	£44.00	£0.00	£44.00	£200.00		
Total Members		£325.00	£325.00	£58.00	£250.00	£44.00	£0.00	£44.00	£250.00	£0.00	
PROFESSIONAL SERVICES											
Legal & Professional Fees					£200.00	£0.00	£0.00	£0.00	£600.00	£400.00	
Audit Fees					£60.00	£60.00	£0.00	£60.00	£200.00	£140.00	
Payroll Services									£250.00		
Insurance					£750.00	£875.21	£0.00	£875.21	£1,200.00	£450.00	
Total Professional Services		£0.00		£0.00	£1,010.00	£935.21	£0.00	£935.21	£2,250.00	£990.00	
SUBSCRIPTIONS											
SUBSCRIPTIONS			186								
NALC					£160.00	£0.00	£0.00	£0.00			
ICO					£35.00	£35.00	£0.00	£35.00	£35.00		
Norfolk PTS											
Subscriptions other								£104.04	£115.00		
Total Subscriptions		£186.00	£186.00	£153.88	£195.00	£35.00	£0.00	£139.04	£150.00	£45.00	
GRANTS AND DONATIONS											
DONATIONS			£2,160.00								
Grants s137 (£4019 = 8.32 x 478 electorate)											
Grants other					£300.00	£0.00	£300.00	£300.00	£500.00	£200.00	
Total Grants and Donations		£460.00	£2,160.00	£700.00	£300.00	£0.00	£300.00	£300.00	£500.00	£200.00	
VILLAGE MAINTENANCE											
MAINTENANCE			£2,000.00								
Grounds maintenance					£1,000.00	£926.69	£0.00	£926.69	£1,200.00	£200.00	
Village maintenance					£900.00	£739.78	£200.00	£939.78	£1,000.00	£100.00	
Dog Waste Bin Emptying Service					£200.00	£148.64	£0.00	£148.64	£350.00	£150.00	



Total Village Maintenance	£2,834.00	£2,000.00	£1,991.84	£2,100.00	£1,815.11	£200.00	£2,015.11	£2,550.00	£450.00
VILLAGE SERVICES									
Churchyard maintenance				£250.00	£250.00	£0.00	£250.00	£250.00	
Defibrillator				£200.00	£148.74	£0.00	£148.74	£200.00	
Total Village Services	£0.00	£0.00	£0.00	£450.00	£398.74	£0.00	£398.74	£450.00	£0.00
Other									
Christmas Tree					£160.00		£160.00		
Drone photogrpahy					£150.00		£150.00		
Springer						£1,208.40	£1,208.40		
Dog Waste Bin						£247.40	£247.40		
Total Other		VAT	£160.21		£310.00	£1,455.80	£1,765.80		
TOTALS	£7,422.58	8,871.00	£7,005.01	£7,675.00	£5,536.17	£3,203.04	£8,843.25	£9,920.00	£1,995.00

## Wreningham Parish Council – Precept 2024-25

Prepared by T Higlett – Clerk 3<sup>rd</sup> January 2024

### Precept

Precept for 2023/24 was £10,404.00

Precept for 2022/23 - £10,200.00

Precept for 2021/22 -£9,200.00

Precept for 2020/21 – £8,740.00

### Tax Base

Tax base for 2024/24 is 235

Tax base for 2023/24 was 232

Tax base for 2022/23 was 234

Tax base for 2021/22 was 228

### Example 1.

Consideration to be given to 2% increase on the 2023/24 budget.

Total funding for 2023-24 was £10,404 with a 2% increase the new precept will be £10,612.08 (£208.08 increase)

Band D charge to be shown on council tax bill will be the precept amount divided by the tax base.

(Precept) = 10,612 divided by (Tax base) 235 = [£45.15](#) Band D charge as shown on bills.

In this example the band D charge has increased from 44.84 to 45.15 an increase of £0.31

**Example 2.**

Consideration to be given to 3% increase on the 2023/24 budget.

Total funding for 2023-24 was £10,404 with a 3% increase the new precept will be £10,716.12 (£312.12 increase)

Band D charge to be shown on council tax bill will be the precept amount divided by the tax base.

(Precept) = 10,716 divided by (Tax base) 235 = **£45.60** Band D charge as shown on bills.

In this example the band D charge has increased from 44.84 to 45.60 an increase of £0.76

**Example 3.**

Should the parish wish to keep the parish band D charge shown on Council Tax bills the same as previous year.

Previous year Band D charge 44.84 x 232 Tax base (2023/24) parish precept requirement and Parish Funding would be a total of

Parish Precept £10,403.