

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 12th March 2024 commencing 7.30pm**
Members of the Public are welcome to attend

Signed: [T Higlett](#)
Clerk to Parish Council
clerk.wpc@gmail.com

Date: 1st March 2024
Email:

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. Comments agreed between meetings
 1. **2023/3836** Location: High Common Farm Wymondham Road
Proposal: Demolition of existing farmhouse, erection of new house and garage, formation of access road and change of use of land to residential curtilage
 2. **2023/3690** Location: Cha-am Mill Lane. Proposal: Erection of oak framed two bay cart lodge with concrete pad for caravan parking
 2. To receive a report on plans accepted/refused by South Norfolk Council.
 1. **2023/3087** High Common Farm Wymondham Road. Proposed agricultural access track. Decision Approval with Conditions (Delegated) Date of decision: 12 February 2024.
6. Administrative Issues
 1. To consider Parish Council on conserving and enhancing biodiversity.
 2. To appoint Trustee to Wreningham Fuel Trust.
 3. To note services of J A Heath to cut hedge on Mill Lane.
 4. To consider 30 day trial of 'Parish Online'.
7. Finance
 1. To receive the financial report
 2. To approve payments
 1. T Higlett – salary February £356.37
 2. T Higlett – salary March
 3. K Morris – Village Photo/frame £28.47

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4. Norfolk PTS – subscription £108.41
5. B Jarvis – Website domain £26.39
3. To note payments raised between meetings with prior approval
 1. Action Play & Leisure – Springer £1208.40
 2. Copperfields Consulting Limited - £24.00
 3. J A Garden Services - £450.00
4. To note payments received
 1. South Norfolk Pride In Place Grant £300.00
 2. South Norfolk Go For It Grant £300.00
8. To update on grant towards the refurbishment of Wreningham Primary School toilets and windows.
9. To consider a financial contribution towards the hire of the village hall for the Last Wednesday Coffee Morning.
10. To discuss Village Hall kitchen refurbishment.
11. Village - Maintenance and Highways
 1. Play equipment inspection 2024 – date to be advised.
 2. New defibrillator battery
 3. Footpath maintenance schedule for footpath FP6 and FP1
 4. Speed Awareness.
 5. Reinstating Public Rights of Way signpost on Church Road. Currently attached to Bluebell Cottage fence.
 6. Dog Waste bin installation – Longs Wood.
 7. Disposal of dog waste signage.
 8. Ditch drainage Mill Lane.
12. Village – Projects, etc.
 1. The Farthings
 2. Wreningham Open Gardens 2024
 3. Wreningham Welcome Booklet
13. To discuss dangerous/aggressive dogs in the village
14. Consultations
 1. GNLP Inspectors report
15. Correspondence
 1. Big South Norfolk Litter Pick
 2. South Norfolk Electric Vehicle Charging Point Scheme update
 3. Community Action Norfolk – Village hall small grants funds
16. General Parish Issues (for information only).
17. Date of next meeting: 14th May 2024

Wrenningham Parish Council		Year 1/2	Year 2/3					Year 3/4				Year 4/5		
		Year 2021-22	Year 2022-23		A	B	C	Year 2023-24				Year 2024-25		
Expenditure Head	Budget 2021 - 22		Budget 2022-23	Actual Spend to 1st November 2022	Additional Spend to year end	Estimated to year end A+B		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	£844.94	£2,012.56	£2,857.50								
Salaries and related costs								£3,000.00	£1,825.22	£1,217.24	£3,042.46	£3,255.00	£150.00	Allowing for 5% increase
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	£844.94	£2,012.56	£2,857.50		£3,080.00	£1,856.72	£1,217.24	£3,073.96	£3,335.00	£150.00	
OFFICE SERVICES														
ADMINISTRATION	£1,398.58		£1,800.00		£550.00									
Stationery					£22.80	£22.80		£50.00	£15.00	£20.00	£35.00	£50.00		Will need to allow for the purchase of Ink and Paper twice
Postage								£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					£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	£200 allowed for Gov.uk domain and email address
Total Communications	£0.00		£0.00	£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								£200.00	£44.00	£0.00	£44.00	£200.00		
Members Training								£250.00	£44.00	£0.00	£44.00	£250.00	£0.00	
Total Members	£325.00		£325.00	£58.00	£0.00	£0.00								
PROFESSIONAL SERVICES														
Legal & Professional Fees								£200.00	£0.00	£0.00	£0.00	£600.00	£400.00	The Farthings legal advice
Audit Fees				£55.00				£60.00	£60.00	£0.00	£60.00	£285.00	£215.00	If our receipts and/or payments go over 25K then we will require an external audit.
Payroll Services								£750.00	£875.21	£0.00	£875.21	£250.00		
Insurance				£699.41								£1,200.00	£450.00	Include pro rata The Farthings
Total Professional Services	£0.00		£754.41	£0.00	£0.00	£0.00		£1,010.00	£935.21	£0.00	£935.21	£2,335.00	£1,065.00	
SUBSCRIPTIONS														
SUBSCRIPTIONS			186	£153.88	£35.00									
NALC								£160.00	£0.00	£0.00	£0.00			
ICO								£35.00	£35.00	£0.00	£35.00	£35.00		
Norfolk PTS											£104.04	£115.00		Allow for increase
Subscriptions other														
Total Subscriptions	£186.00		£186.00	£188.88	£0.00	£0.00		£195.00	£35.00	£0.00	£139.04	£150.00	£45.00	
GRANTS AND DONATIONS														
DONATIONS			£2,160.00	£300.00	£250.00	£550.00								
Grants s137 (£5167= 10.81 x 478 electorate)								£300.00	£0.00	£300.00	£300.00	£500.00	£200.00	
Grants other								£300.00	£0.00	£300.00	£300.00	£500.00	£200.00	
Total Grants and Donations	£460.00		£2,160.00	£300.00	£250.00	£550.00		£300.00	£0.00	£300.00	£300.00	£500.00	£200.00	
VILLAGE MAINTENANCE														
MAINTENANCE			£2,000.00		£915.00	£915.00								
Grounds maintenance					£915.00	£915.00		£1,000.00	£926.69	£0.00	£926.69	£1,200.00	£200.00	G lake increase of £150.00
Village maintenance (hedge cutting etc.)					£671.46	£149.00	£820.46	£900.00	£739.78	£200.00	£939.78	£1,000.00	£100.00	10% increase
Dog Waste Bin Emptying Service					£132.72	£132.72		£200.00	£148.64	£0.00	£148.64	£450.00	£250.00	Additional 2 x bins
Total Village Maintenance	£2,834.00		£2,000.00	£804.18	£1,064.00	£1,868.18		£2,100.00	£1,815.11	£200.00	£2,015.11	£2,650.00	£550.00	
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	£0.00	£0.00		£450.00	£398.74	£0.00	£398.74	£450.00	£0.00	
Other														
Christmas Tree									£160.00		£160.00			
Drone photography									£150.00		£150.00			
Springer										£1,208.40	£1,208.40			
Dog Waste Bin										£247.40	£247.40			
Total Other								£310.00	£1,455.80	£1,765.80				
TOTALS	£7,422.58		8,871.00	£2,950.41	£3,326.56	£5,275.68		£7,675.00	£5,536.17	£3,203.04	£8,843.25	£10,160.00	£1,995.00	

Key:	Budget 22/23
Budget headings set by previous clerk	
ADMINISTRATION	£1,800.00
SALARIES	£2,400.00
TRAINING	£325.00
SUBSCRIPTIONS	£186.00
DONATIONS	£2,160.00
MAINTENANCE	£2,000.00
	£8,871.00

Wreningham Community Account

Date	Description	Nov-23		Reconciled with Bank Statement	Balance
		Method	Out £	In £	£
10/01/2024	Balance				√ £31,334.02
10/01/2024	T Higlett - expenses	Bacs	8.6		√ £31,325.42
10/01/2024	Autela Payroll Services	Bacs	£54.58		√ £31,270.84
10/01/2024	HMRC	Bacs	£147.60		√ £31,123.24
10/01/2024	T Higlett - December salary	Bacs	£207.11		√ £30,916.13
19/01/2024	South Norfolk Council (Pride in Place Grant)	DC		£300.00	√ £31,216.13
22/01/2024	T Higlett - January salary	Bacs	£206.91		√ £31,009.22
25/01/2024	Action Play &Leisure - Springer	Bacs	£1,208.40		√ £29,800.82
26/01/2024	South Norfolk Council (Go For It Grant - Open Gardens)	DC		300	£30,100.82
06/02/2024	J Heath Garden Services - hedge cutting	Bacs	£450.00		£29,650.82
Totals					
Outgoings			£2,283.20		
Income				£600.00	
					Balance 10/01/2024 £31,334.02
					Income £600.00
					Outgoings £2,283.20
					Total £29,650.82
Business Community Account balance 16th February 2024			£29,650.82		