

Wreningham Parish Council

AGENDA

I give notice of a Parish Council meeting and summon members to attend.
The meeting will be held in the Margaret Preston Room, Wreningham Village Hall
on **Tuesday 12th November 2024 commencing 7.30pm**
Members of the Public are welcome to attend

Signed: *T Higlett*
Clerk to Parish Council

Date: 4th November 2024
Email: clerk.wpc@gmail.com

1. To consider apologies for absence
2. To consider co-option to 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 held on 12th September 2024
6. Matters arising from the minutes.
 1. Bleed control kits and training
7. Planning
 1. Applications
2024/3163 App Type: Works to TPO trees. Location: Oak Lodge Hethel Road Wreningham.
Proposal: T1- Oak- Raise canopy over church road to 5.5m, shorten a couple longer branches from 11m to 9m to balance with the crown, reduce three taller upright growths from 24m to 22m to balance the height, remove any major deadwood.
 2. Applications commented on between meetings
2024/2627 Lawood, Church Road Wreningham. Proposal: Replacement dwelling and new double garage.
 3. To receive a report on plans accepted/refused by South Norfolk Council.
8. Update on The Farthings – situation report and next steps
9. Administrative Issues
 1. To appoint the Internal Control Officer
 2. Clerks' National Salary Award 2024/5 from April 1 2024. Increase of 67p per hour.
10. Finance
 1. To note council's current financial standing
 - a) Financial report to 31st October 2024
 2. To approve payments
 - a) T Higlett October/ November salaries - £441.68
 - b) HMRC October/November - £105.40
 - c) Autela Payroll £75.05
 3. To note payments raised between meetings
None
 4. To note receipts
 - a) South Norfolk Litter pick - £220.00
 - b) Advised only - Community Infrastructure Levy £900.00
 5. To discuss draft Budget 2025/26

Wreningham Parish Council

AGENDA

11. New

1. To discuss standpipe for All Saints Church.
2. Purchase of village Christmas tree
3. Wickes Community Fund

12. Village – Maintenance and highways.

1. Footpaths
2. Dog bin installation

13. Consultations

1. Norfolk Minerals and Waste Local Plan: Publication of proposed Main Modifications and Additional Modifications available to 13th December 2024.
2. Broadland & South Norfolk Design Code – 2nd public consultation closing 11th November 2024.

14. Correspondence

1. Ownership of Penny Green Lane
2. South Norfolk – Guidance on Unauthorised encampment
3. Wymondham Rd Energy Storage Facility – parish of Bracon Ash & Hethel.
4. South Norfolk Winter Pressures Grant
5. CPRE Norfolk comments submitted regarding current National Planning Policy Framework
6. Broadland & South Norfolk Business Awards
7. Norfolk PTS subscriber newsletters
8. Clear Councils Insurance
9. Business Community Action Suffolk Insurance

15. General Parish Issues (for information only)

16. Date of next meeting: January 2025

Wreningham Parish Council	Year 1/2		Year 2/3		Year 3/4		Year 4/5				Year 5/6		Notes	
	Year 2021-22	Budget 2021-22	Year 2022-23	Budget 2022-23	Year 2023-24	Budget 2023-24	Year 2024-25	Budget 2024-25	Actual Spend to 30th November 2024	Additional Spend to year end B	Estimated to year end A+B	Year 2025-26		Estimated Budget 2025-26
Expenditure Head	£	£	Actual Spend to 31st March 2023	£	Actual Spend to 31st March 2024	£	£	£	£	£	£	£	£	£
EMPLOYEES														
SALARIES			£2,400.00	£2,777.50										
Salaries and related costs					£3,000.00	£3,730.26	£3,255.00	£2,206.92	£1,230.44	£3,437.36	£3,650.00	£395.00		To allow for pay rise and Increment
Staff Training					£50.00	£31.50	£50.00	£0.00	£0.00	£0.00	£50.00	£0.00		
Staff expenses and subscriptions					£30.00		£30.00	£0.00	£0.00	£0.00	£30.00	£0.00		
Total for Employees	£2,219.00	£2,400.00	£2,777.50	£3,080.00	£3,761.76	£3,335.00	£2,206.92	£1,230.44	£3,437.36	£3,730.00	£395.00			
OFFICE SERVICES														
ADMINISTRATION			£1,800.00	£1,163.58										
Stationery					£50.00	£8.60	£50.00	24.76	£0.00	£24.76	£50.00	£0.00		
Postage					£30.00		£30.00	£0.00	£0.00	£0.00	£30.00	£0.00		
Software support					£80.00		£80.00	£0.00	£0.00	£0.00	£80.00	£0.00		
Total Office Services	£1,398.58	£1,800.00	£1,238.41	£160.00	£8.60	£160.00	£24.76	£0.00	£24.76	£160.00	£0.00			
COMMUNICATIONS														
Grant towards Village Magazine					£100.00	£100.00	£100.00	£0.00	£100.00	£100.00	£100.00	£0.00		
Website Host/Licence/Support					£30.00	£52.78	£230.00	£0.00	£230.00	£230.00	£230.00	£0.00		
Total Communications	£0.00	£0.00	£0.00	£130.00	£152.78	£330.00	£0.00	£330.00	£330.00	£330.00	£0.00			
MEMBERS														
TRAINING			£325.00	£58.00										
Members Expenses					£50.00		£50.00	£0.00	£0.00	£0.00	£50.00	£0.00		
Room Hire														
Members Training					£200.00	£44.00	£200.00	£0.00	£0.00	£0.00	£200.00	£0.00		
Total Members	£325.00	£325.00	£58.00	£250.00	£44.00	£250.00	£0.00	£0.00	£0.00	£250.00	£0.00			
PROFESSIONAL SERVICES														
Legal & Professional Fees					£200.00		£600.00	£0.00	£0.00	£0.00	£400.00	-£200.00		
Audit Fees					£60.00	£60.00	£285.00	£50.00	£0.00	£50.00	£300.00	£15.00		
Payroll Services						£54.58	£250.00	£148.78	£75.05	£223.83	£250.00	£0.00		
Insurance					£750.00	£875.21	£1,200.00	£976.91	£0.00	£976.91	£1,500.00	£300.00		Inclusion of COL.
Total Professional Services	£0.00			£1,010.00	£989.79	£2,335.00	£1,175.69	£75.05	£1,250.74	£2,450.00	£115.00			
SUBSCRIPTIONS														
SUBSCRIPTIONS			£186.00											
NALC				£153.88	£160.00									
ICO					£35.00	£35.00	£35.00	£35.00	£0.00	£35.00	£42.00	£7.00		Possible increase
Norfolk PTS						£212.45	£115.00	£0.00	£115.00	£115.00	£115.00	£0.00		
Subscriptions other											£0.00	£0.00		
Total Subscriptions	£186.00	£186.00	£153.88	£195.00	£247.45	£150.00	£35.00	£115.00	£150.00	£157.00	£7.00			
GRANTS AND DONATIONS														
DONATIONS														
Grants s137 (£5167= 10.81 x 478 electorate)			£2,160.00	£150.00										
Grants other				£250.00				£5,167.00	£0.00	£5,167.00				
				£300.00	£300.00	£0.00	£500.00	£433.00		£433.00	£500.00	£0.00		
Total Grants and Donations	£460.00	£2,160.00	£700.00	£300.00	£0.00	£500.00	£5,600.00	£0.00	£5,600.00	£500.00	£0.00			
VILLAGE MAINTENANCE														
MAINTENANCE														
Grounds maintenance (playground)			£2,000.00		£1,000.00	£996.69	£1,200.00	£216.60	£983.40	£1,200.00	£1,320.00	£120.00		allowing for a 10% increase
Village maintenance (hedge cutting etc.)					£705.02	£450.00	£1,000.00	£0.00	1,000.00	1,000.00	£1,100.00	£100.00		allowing for a 10% increase
Dog Waste Bin Emptying Service					£176.96	£148.64	£450.00	£162.00	£0.00	£162.00	£450.00	£0.00		
Total Village Maintenance	£2,834.00	£2,000.00	£2,077.22	£2,100.00	£1,595.33	£2,650.00	£378.60	£1,983.40	£2,362.00	£2,870.00	£220.00			
VILLAGE SERVICES														
Churchyard maintenance					£250.00	£250.00	£250.00	£0.00	£250.00	£250.00	£250.00	£0.00		

<i>Defibrillator</i>				£200.00	£148.74	£200.00	398.94	£0.00	398.94	£400.00	£200.00	Increase in expenditure 2024/25 budget
Total Village Services	£0.00	£0.00	£0.00	£450.00	£398.74	£450.00	£398.94	£250.00	£648.94	£650.00	£200.00	
Other												
<i>Christmas Tree</i>					£160.00							
<i>Village photography</i>					£202.47							
<i>Springer</i>					£1,208.40							
<i>Village Flyer</i>					£15.00							
<i>Bluetooth for SAM monitor</i>					£514.80							
<i>SAM batteries</i>					£154.98							
<i>Village Planters</i>							118.46					
<i>Road Closure notice</i>							45					
<i>Open Gardens</i>							366.5					
<i>Welcome brochures</i>							208					
<i>Dog Waste Bin</i>							258.48					
Total Other					£2,255.65		£996.44		£996.44			
TOTALS	£7,422.58	8,871.00	£7,005.01	£7,675.00	£9,454.10	£10,160.00	£10,816.35		£14,800.24	£11,097.00	£937.00	

Reserves held by the Parish Council

Wreningham

	Year 1/2 2022/23		Year 2/3 2023/24		Year 3/4 2024/25		
	Start of year	End of year balance	Start of year	End of year balance	Start of year	Expenditure	End of year balance
	£	£	£	£	£	£	£
General Reserves							
Dog Waste Bin Purchase	£250.00	£250.00	£250.00		£500.00	£258.48	241.52
Election Expenses	£500.00	£500.00	£500.00	500.00	£500.00	£0.00	500.00
Recruitment Costs	£500.00	£500.00	£500.00				
Office Equipment	£800.00	£449.00	£449.00	£351.00	£351.00	£0.00	351.00
Defibrillator	£1,500.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00		
Coronation			£300.00	£0.00			
The Farthings			£2,500.00	£2,500.00	£5,000.00		
Highways Improvements					£5,000.00		
Open Gardens				£500.00	£500.00	£484.96	15.04
Other/Contingency			£1,000.00	1368.00	£2,000.00		
Total Earmarked Reserves	£3,550.00	£3,199.00	£6,999.00	£6,719.00	£15,351.00		
Ring Fenced Reserves	£	£	£	£			
CIL - section 106	£2,753.48	£2,753.48	£2,753.48		£2,753.48		
District Councillor Grant							
County Councillor Grant							

	Year 4/5	2025/26	
	Start of year	Expenditure	End of year balance
	£	£	£
	£241.52		
	£450.00		
	£15.04		
	£3,395.00		

**Wreningham
Income**

	Year 1/2 2022/23		Year 2/3 2023/24		Year 3/4 2024/25	
	Budget	Actual	Budget	Actual	Budget	Actual
	£	£	£	£	£	£
Cil	£1,917.21	£1,917.21	£0.00			900
HMRC - Vat refund	£2,206.81	£2,206.81	£160.21	£152.63	£150.00	
SNC Council Grant			£500.00	£300.00		
Grants - Other		£200.00		£300.00		
Village Hall Rent	£10.00	£10.00				
Credits	£220.00	£220.70		£20.00	20	220
COL - The Farthings						
Total Income	£4,354.02	£4,554.72		£772.63	£170.00	£1,120.00
Precept	£10,200.00	£10,200.00	£10,404.00	£10,404.00	£10,841.00	£10,841.00

Wreningham Parish Council
Accounts for the financial year 2024-25

Accounts 2024-25

Nov-24

Payments	Budget	Actual	over/under
	2024/25	spend	spend
	£	£	£
Employees			
Salaries	3,255.00	1,659.84	1,595.16
Staff Training	50.00	0.00	50.00
Staff expenses	30.00	0.00	30.00
Total for Employees	3,335.00	1659.84	1675.16
Administration			
Stationery	50.00	24.76	25.24
Postage	30.00	0.00	30.00
Software support	80.00	0.00	80.00
Total for Administration	160.00	24.76	135.24
Communications			
Grant Village magazine	100.00	0.00	100.00
Website host	230.00	0.00	230.00
Total for Communications	330.00	0.00	330.00
Members			
Members expenses	50.00	0.00	50.00
Members training	200.00	0.00	200.00
Total for Members	250.00	0.00	250.00
Professional Services			
Legal fees	600.00	0.00	600.00
Audit	285.00	50.00	235.00
Payroll Services	250.00	148.78	101.22
Insurance	1,200.00	976.91	223.09
Total for Professional Services	2,335.00	1175.69	1,159.31
Subscriptions			
ICO	35.00	35.00	0.00
Norfolk PTS	115.00	0.00	115.00
Total for Subscriptions	150.00	35.00	115.00
Grants & Donations			
S137 £10.81 per elector 10.81 x478=£5167.18			
Grants other	500.00	433.00	67.00

Receipts	Budget	Actual
	£	£
Precept	10,841.00	10,841.00
Grants (other)		
CIL		
Other	220.00	220.00
Vat refund 2023/24	320.37	
Total	11,381.37	11,061.00

Opening Balance 1st April 2024	28,697.54
Total Income	11,061.00
Total Expenditure	10,269.27
	29,489.27

Community Account at 18/10/2024 **29,489.27**

General Reserves	6,054.17
CIL money	2,753.48

Total for Grants and Donations	500.00	433.00	67.00
<i>Village Maintenance</i>			
Grounds Maintenance	1,200.00	0.00	1200.00
Village Maintenance	750.00	0.00	750.00
Play Equipment maintenance	250.00	216.60	33.40
Dog Waste Emptying Service	450.00	162.00	288.00
Total for Village Maintenance	2,650.00	378.60	2271.40
<i>Village Services</i>			
Churchyard Maintenance	250.00	0.00	250.00
Defibrillator	200.00	398.94	-198.94
Total for Village Services	450.00	398.94	51.06
Budget	10,160.00	4,105.83	6,054.17
<i>Other</i>			
Open Gardens - Go For It Grant/ Pride In Place (600)		484.96	
Road closure notice		45.00	
Dog waste bin		258.48	
Wreningham School		5167.00	
Wreningham Welcome Brochures		208.00	
Total for Other		6163.44	
Totals	10,160.00	10269.27	

Wreningham Parish Council	Year 1/2		Year 2/3		Year 3/4		Year 4/5				Year 5/6		Notes	
	Year 2021-22	Budget 2021-22	Year 2022-23	Budget 2022-23	Year 2023-24	Budget 2023-24	Year 2024-25	Budget 2024-25	Actual Spend to 30th November 2024	Additional Spend to year end B	Estimated to year end A+B	Year 2025-26		Estimated Budget 2025-26
Expenditure Head	£	£	Actual Spend to 31st March 2023	£	Actual Spend to 31st March 2024	£	£	£	£	£	£	£	£	£
EMPLOYEES														
SALARIES			£2,400.00	£2,777.50										
Salaries and related costs					£3,000.00	£3,730.26	£3,255.00	£2,206.92	£1,230.44	£3,437.36	£3,650.00	£395.00		To allow for pay rise and Increment
Staff Training					£50.00	£31.50	£50.00	£0.00	£0.00	£0.00	£50.00	£0.00		
Staff expenses and subscriptions					£30.00		£30.00	£0.00	£0.00	£0.00	£30.00	£0.00		
Total for Employees	£2,219.00	£2,400.00	£2,777.50	£3,080.00	£3,761.76	£3,335.00	£2,206.92	£1,230.44	£3,437.36	£3,730.00	£395.00			
OFFICE SERVICES														
ADMINISTRATION			£1,800.00	£1,163.58										
Stationery					£50.00	£8.60	£50.00	24.76	£0.00	£24.76	£50.00	£0.00		
Postage					£30.00		£30.00	£0.00	£0.00	£0.00	£30.00	£0.00		
Software support					£80.00		£80.00	£0.00	£0.00	£0.00	£80.00	£0.00		
Total Office Services	£1,398.58	£1,800.00	£1,238.41	£160.00	£8.60	£160.00	£24.76	£0.00	£24.76	£160.00	£0.00			
COMMUNICATIONS														
Grant towards Village Magazine					£100.00	£100.00	£100.00	£0.00	£100.00	£100.00	£100.00	£0.00		
Website Host/Licence/Support					£30.00	£52.78	£230.00	£0.00	£230.00	£230.00	£230.00	£0.00		
Total Communications	£0.00	£0.00	£0.00	£130.00	£152.78	£330.00	£0.00	£330.00	£330.00	£330.00	£0.00			
MEMBERS														
TRAINING			£325.00	£58.00										
Members Expenses					£50.00		£50.00	£0.00	£0.00	£0.00	£50.00	£0.00		
Room Hire														
Members Training					£200.00	£44.00	£200.00	£0.00	£0.00	£0.00	£200.00	£0.00		
Total Members	£325.00	£325.00	£58.00	£250.00	£44.00	£250.00	£0.00	£0.00	£0.00	£250.00	£0.00			
PROFESSIONAL SERVICES														
Legal & Professional Fees					£200.00		£600.00	£0.00	£0.00	£0.00	£400.00	-£200.00		
Audit Fees					£60.00	£60.00	£285.00	£50.00	£0.00	£50.00	£300.00	£15.00		
Payroll Services						£54.58	£250.00	£148.78	£75.05	£223.83	£250.00	£0.00		
Insurance					£750.00	£875.21	£1,200.00	£976.91	£0.00	£976.91	£1,500.00	£300.00		Inclusion of COL.
Total Professional Services	£0.00			£1,010.00	£989.79	£2,335.00	£1,175.69	£75.05	£1,250.74	£2,450.00	£115.00			
SUBSCRIPTIONS														
SUBSCRIPTIONS			£186.00											
NALC				£153.88	£160.00									
ICO					£35.00	£35.00	£35.00	£35.00	£0.00	£35.00	£42.00	£7.00		Possible increase
Norfolk PTS						£212.45	£115.00	£0.00	£115.00	£115.00	£115.00	£0.00		
Subscriptions other											£0.00	£0.00		
Total Subscriptions	£186.00	£186.00	£153.88	£195.00	£247.45	£150.00	£35.00	£115.00	£150.00	£157.00	£7.00			
GRANTS AND DONATIONS														
DONATIONS														
Grants s137 (£5167= 10.81 x 478 electorate)			£2,160.00	£150.00										
Grants other				£250.00				£5,167.00	£0.00	£5,167.00				
				£300.00	£300.00	£0.00	£500.00	£433.00		£433.00	£500.00	£0.00		
Total Grants and Donations	£460.00	£2,160.00	£700.00	£300.00	£0.00	£500.00	£5,600.00	£0.00	£5,600.00	£500.00	£0.00			
VILLAGE MAINTENANCE														
MAINTENANCE														
Grounds maintenance (playground)			£2,000.00		£1,000.00	£996.69	£1,200.00	£216.60	£983.40	£1,200.00	£1,320.00	£120.00		allowing for a 10% increase
Village maintenance (hedge cutting etc.)					£705.02	£450.00	£1,000.00	£0.00	1,000.00	1,000.00	£1,100.00	£100.00		allowing for a 10% increase
Dog Waste Bin Emptying Service					£176.96	£148.64	£450.00	£162.00	£0.00	£162.00	£450.00	£0.00		
Total Village Maintenance	£2,834.00	£2,000.00	£2,077.22	£2,100.00	£1,595.33	£2,650.00	£378.60	£1,983.40	£2,362.00	£2,870.00	£220.00			
VILLAGE SERVICES														
Churchyard maintenance					£250.00	£250.00	£250.00	£0.00	£250.00	£250.00	£250.00	£0.00		

<i>Defibrillator</i>				£200.00	£148.74	£200.00	398.94	£0.00	398.94	£400.00	£200.00	Increase in expenditure 2024/25 budget
Total Village Services	£0.00	£0.00	£0.00	£450.00	£398.74	£450.00	£398.94	£250.00	£648.94	£650.00	£200.00	
Other												
<i>Christmas Tree</i>					£160.00							
<i>Village photography</i>					£202.47							
<i>Springer</i>					£1,208.40							
<i>Village Flyer</i>					£15.00							
<i>Bluetooth for SAM monitor</i>					£514.80							
<i>SAM batteries</i>					£154.98							
<i>Village Planters</i>							118.46					
<i>Road Closure notice</i>							45					
<i>Open Gardens</i>							366.5					
<i>Welcome brochures</i>							208					
<i>Dog Waste Bin</i>							258.48					
Total Other					£2,255.65		£996.44		£996.44			
TOTALS	£7,422.58	8,871.00	£7,005.01	£7,675.00	£9,454.10	£10,160.00	£10,816.35		£14,800.24	£11,097.00	£937.00	