

Wretton Parish Council

Chair: Cllr Gabby Atling, Vice Chair: Cllr Karen Smith

Cllr Martyn Cann, Cllr Peter Garnett, Cllr Holly Hogan, Cllr Debbie Lister, Cllr Mick Peake

Clerk – Ms Jo Lloyd

26th February 2025

Email: clerk.wrettonpc@gmail.com

I hereby give you notice that the next **Ordinary Meeting of Wretton Parish Council** will be held on Monday 3 March 2025 at 7.30pm in All Saints' Church. Councillors are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder. Members of the press and public are welcomed to attend.

Agenda

1. To consider accepting apologies for absence.
2. To record declarations of personal and/or prejudicial interest from members in any item to be discussed and consider any requests for dispensations.
3. To approve the minutes of the Parish Council Meeting held on 6 January 2025.
4. Matters Arising from previous meetings, not elsewhere on the agenda.
5. To allow Public participation – 15 minutes (5 minutes per person)
 - 5.1 County Councillor Martin Storey
 - 5.2 Borough Councillor Sue Lintern
 - 5.3 Members of the public
6. Reports to include any updates from previous meetings:
 - 6.1 Chair's Report
 - 6.2 Clerk's Report
7. **Finance**
 - 7.1 To consider the purchase of a mobile phone and agree a budget.
 - 7.2 To note the current unity bank signatories, and consider adding the new Clerk to be able to view and submit payments, and remove the previous clerk.
 - 7.3 To note that the Barclays bank account has been closed and funds transferred to the unity bank account, all bank statements to be given to Clerk.
 - 7.4 To consider the NPTS quote for 25/26.
 - 7.5 To receive a bank reconciliation.
 - 7.6 To receive and approve the payments and income list and any other payments received before the meeting.

Company	Description	Net	Vat	Gross
L Dawson Month 11	Staff Costs incl expenses	£245.28		
J Lloyd Month 12 & 1	Staff Costs incl expenses	TBC		

7.7 To consider the current budget/expenditure review 24/25.

8. Admin

8.1 To consider and adopt a planning policy.

8.2 To consider and adopt a document retention policy.

8.3 To consider and adopt Internal Controls Policy.

8.4 To consider and adopt the Operational Risk Assessment.

9. Correspondence

9.1 To note email from KLWNBC that the payment arrangements for parish precepts 25/26, will move to two payments during the year instead of the previous single payment.

10. Village Matters

10.1 To consider VE Day celebrations in May 2025.

10.2 To receive an update on potential Community Payback team projects.

10.3 To discuss the play area land.

10.3.1 To consider any quotes for valuation.

11. Planning matters

Applications

Any application that appears on the Borough Council planning portal up to the date of the meeting, that requires the consultation of the Parish Council will be considered by the Councillors at this scheduled meeting, even if the application is not listed on the agenda below. Please check the planning portable for up-to-date information.

11.1.1 To ratify the agreed response to planning application 25/00055/F, variation of condition 2 of planning consent 23/01376/F: Proposed detached dwelling and garage at land SW of The Coach House, Low Road, Wretton.

11.2 Decisions

11.2.1 None received prior to publishing agenda.

12. Highways

12.1 To consider and approve any amendments to the grass cutting quote.

12.2 To consider the streetlighting maintenance contract quote, and agree whether to accept a 1- or 3-year contract term. (a 3-year contract guarantees the price for the next 3 years).

12.3 To consider the current bus stop. (Cllr K Smith)

12.4 To receive a highways update.

13. To allow Public participation – to include information from developers, Police representatives or any other person invited to speak – 15 minutes (5 minutes per person)

14. To receive items for next meeting's agenda

15. To agree the date and time of next meeting

15.1 Monday 5th May 2025 Annual Parish Council meeting & Annual Parish Assembly, Monday 7th July 2025

To resolve on the moving into a closed session, on the grounds of confidentiality in accordance with the Public Bodies Admission to Meetings Act 1960 s.1(2)

16. Staffing Matters

- 16.1 To appoint a permanent Parish Clerk & RFO and approve terms of employment.