

Wretton Parish Council

Chair: vacant, Vice Chair: Cllr Karen Smith

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

Clerk – Ms Jo Lloyd

12th May 2025

Email: clerk.wrettonpc@gmail.com

I hereby give you notice that the **Annual Meeting of Wretton Parish Council** will be held on Monday 12 May 2025 at 7.45pm (or following end of Parish Assembly) 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 elect a Chair.
2. To elect a Vice-Chair.
3. To consider accepting apologies for absence.
4. To record declarations of personal and/or prejudicial interest from members in any item to be discussed and consider any requests for dispensations.
5. To approve the minutes of the Parish Council Meeting held on 3 March 2025.
6. Matters Arising from previous meetings, not elsewhere on the agenda.
7. To allow Public participation – 15 minutes (5 minutes per person)
 - 7.1 County Councillor Martin Storey
 - 7.2 Borough Councillor Sue Lintern
 - 7.3 Members of the public
8. Reports to include any updates from previous meetings:
 - 8.1 Chair's Report
 - 8.2 Clerk's Report
 - 8.2.1 Update on Councillor vacancy
 - 8.2.2 Update on VAT claim
9. **Finance**
 - 9.1 Resolve to write off cheques uncashed from previous financial years:
 - 1007 (£59.99, unidentified cheque from 2021)
 - 1101 (£66.00, West Norfolk Web Design, 13/11/23)
 - 1098 (£113.80, Glebe Management, 06/11/23)
 - 9.2 To note that the Barclays bank account has been closed and funds transferred to the Unity bank account. Closing bank statements have been received by the Clerk.

9.3 To receive a bank reconciliation.

9.4 To receive and approve the payments and income list and any other payments received before the meeting:

Company	Description	Net	Vat	Gross
J Lloyd Month 1	Staff Costs incl expenses	£253.06		£253.06
Norfolk Parish Training and Support	Annual membership	£111.54		£111.54
BCKLWN	Emptying dog bins 2024/25	£407.68	£81.54	£489.22
Viking	Stationery items	£30.22	£6.04	£36.26
K&M Lighting	8287 Streetlight maintenance 01/04/25 – 30/04/25	£6.16	£1.23	£7.39
K&M Lighting	9177 Streetlight maintenance 01/02/25-28/02/25	£6.16	£1.23	£7.39
K&M Lighting	9346 Streetlight maintenance 01/05/25 – 31/05/25	£6.16	£1.23	£7.39
Jo Raby	Internal audit	£50		£50
J Lloyd Month 2	Staff Costs incl expenses	£253.06		£253.06
BCKLWN	Emptying dog bins 2025/26	TBC		TBC

9.5 To consider allocation of CIL funding.

9.6 To consider insurance quotes.

9.7 To consider adding another signatory to the Unity account.

9.8 To consider membership of NALC at a cost of £160.25.

9.9 To consider reimbursing Cllr Debbie Lister for the purchase of VE Day banner and bunting.

10. Annual audit

To receive AGAR and agree the following:

10.1 To resolve to declare Wretton Parish Council as an exempt authority and sign the Certificate of Exemption as neither the gross income or expenditure exceeds £25,000.

10.2 To resolve to approve Section 1 of the AGAR the Annual Governance Statement.

10.3 To resolve to approve Section 2 of the AGAR the Accounting Statement.

10.4 To receive the analysis of variances report.

10.5 To receive the Internal Audit report.

11. Admin

11.1 To consider and adopt a Planning Protocol.

11.2 To consider communication between meetings.

12. Correspondence

- 12.1 To note correspondence from a parishioner regarding the bus stop location.

13. Village Matters

- 13.1 To note the increase in charges for the emptying of dog bins and consider reducing the frequency of emptying.
- 13.2 To consider new Wretton signs at entrance to village.
- 13.3 To consider the future use of the Parish Council noticeboard.
- 13.4 Play area:
 - 13.4.1 To note counter offer for land made and rejected.
 - 13.4.2 To consider replacement of baby/toddler swing seats.
 - 13.4.3 To consider an annual inspection.

14. Planning matters

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.

14.1 Applications

- 14.1.1 To note 25/00708/LDP Application for a Lawful Development Certificate for proposed kitchen extension – Churchill Cottage, Field Lane PE33 9QZ

14.2 Decisions

- 14.2.1 Note the decision re. 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 (approved).

15. Highways

- 15.1 To consider and review the grass cutting contract.
- 15.2 To receive an update on the Low Road speed limit.
- 15.3 To receive an update on the bus stop.
- 15.4 To receive a highways update.

16. To receive items for next meeting's agenda

17. To agree the date and time of next meetings

Monday 7th July 2025 and Monday 1st September