

Wretton Parish Council

Chair: Cllr Martyn Cann, Vice Chair: Cllr Karen Smith

Cllr Holly Hogan, Cllr Debbie Lister, Cllr Mick Peake, Cllr Steve Randall

Clerk – Jo Lloyd

4th November 2025

I hereby give you notice that an **Ordinary Meeting of Wretton Parish Council** will be held on Monday 10th November 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 1st September 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
 - 6.2.1 Update on co-option.

7. Finance

- 7.1 To receive a bank reconciliation.
- 7.2 To receive details of any income received:

Company	Description	Amount
P R Bowers & Son	Donation from P Garnett family	442.00
BCKLWN	Precept (2 nd instalment)	5577.00

- 7.3 To approve the payments list and any other payments received before the meeting:

Company	Description	Net	Vat	Gross
NPower	Streetlight electric	£195.39	£9.76	£205.15
K&M Lighting	Streetlight maintenance inv9560	£6.93	£1.39	£8.32
BCKLWN	Dog waste instalment 5	£146.47	£29.29	£175.76
J Lloyd	Month 6 payroll (plus back pay)	£304.96		£304.96

Unity	Service charge	£6.00		£6.00
K&M Lighting	Streetlight maintenance inv9610	£6.93	£1.39	£8.32
BCKLWN	Dog waste instalment 6	£146.47	£29.29	£175.76
J Lloyd	Month 7 payroll	£261.71		£261.71
Wicksteed	Play area inspection	£150.00	£30.00	£180.00
Unity	Service charge	£6.00		£6.00
J Lloyd	Mobile phone top up	£10.00		£10.00
J Lloyd	Reimburse RBL poppy wreath	£20.00		£20.00
K&M Lighting	Streetlight maintenance inv9671	£6.93	£1.39	£8.32

7.4 To receive a budget review for 2nd quarter.

7.5 To receive and consider quotes for grounds maintenance 2026.

7.6 To receive and consider quotes for 2026 internal audit.

7.7 To receive draft budget for 26/27.

7.8 To consider adding Cllr Hogan to the bank mandate for Unity Bank.

7.9 To consider continuing of Parish Online subscription at £48 / year.

8. Admin

8.1 To approve Financial Regulations.

8.2 To receive Clerk report on Assertion 10 requirements for Agar, and:

8.2.1 To consider registering with ICO at annual cost of £52.

8.2.2 To approve Clerk training on Assertion 10 with NPTS at cost of £45 + VAT.

8.3 To approve change of Tesco Mobile contract to Essentials Tariff at £2.50/month, as they are discontinuing their previous option.

9. Correspondence

To note any correspondence received prior to meeting:

9.1 BCKLWN revised CIL Spending Strategy and Policy document.

10. Play area

10.1 To receive annual inspection report and decide on repair and maintenance.

10.2 To receive any update from agent.

10.3 To consider routine maintenance recording process.

11. 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.

11.1 Applications

- 11.1.1 25/01381/LDE Seeking formal confirmation of non-compliance of agricultural occupancy condition relating to the property at Wretton Fruit Farm, West Dereham Road: to ratify the response sent by the Clerk.
- 11.1.2 25/01381/NMA_1 NON-MATERIAL AMENDMENT OF PLANNING CONSENT DM 6156: Removal/re-wording of condition 5 to remove the agricultural occupancy; Wretton Fruit Farm, West Dereham Road.
- 11.1.3 25/01222/RM Demolition of existing agricultural building to create 2 no. dwellings. at Agricultural Building S of Oak Farm Chequers Road: amendments on application.

11.2 Decisions

- 11.2.1 25/01381/LDE Seeking formal confirmation of non-compliance of agricultural occupancy condition relating to the property at Wretton Fruit Farm, West Dereham Road: Occupancy is lawful.

11.3 Other Planning Matters

- 11.3.1 25/01222/RM (as above) Demolition of existing agricultural building; to consider a request from the Parish Council to BCKLWN for more information regarding risk assessments and safeguards for asbestos removal.

12. Highways

- 12.1 To note that NCC have repaired the damaged drain cover on Low Road and will replace the damaged footpath signs.
- 12.2 To receive any update regarding Highways upgrades to prevent future flooding in Limehouse Drove.
- 12.3 To receive any other Highways update, including footpath issues.
- 12.4 To request an update on the Low Road / West Dereham Road speed limit.
- 12.5 To request an update on the Low Road bus stop.

13. Village Matters

- 13.1 To receive update on bus shelter bench and refurbishment plans.
- 13.2 To consider new Wretton signs at entrance to village and receive any quotes.
- 13.3 Community book swap.
- 13.4 Christmas.

14. To receive items for next meeting's agenda

15. To agree the date and time of the next meetings

Monday 5th January and Monday 2nd March