

Wretton Parish Council

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

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

I hereby give you notice that an **Ordinary Meeting of Wretton Parish Council** will be held on **Monday 2nd March 2026** 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.

Signed: *J Lloyd* (Clerk)

25th February 2026

Agenda

- 16 / 26 To consider accepting apologies for absence.
- 17 / 26 To record declarations of personal and/or prejudicial interest from members in any item to be discussed and consider any requests for dispensations.
- 18 / 26 To approve the minutes of the Parish Council Meeting held on 12th January 2026.
- 19 / 26 To consider co-option to fill the casual vacancy.
- 20 / 26 Matters Arising from previous meetings, not elsewhere on the agenda.
- 21 / 26 To allow Public participation – 15 minutes (5 minutes per person)
 - a. County Councillor Martin Storey
 - b. Borough Councillor Sue Lintern
 - c. Members of the public
- 22 / 26 Reports to include any updates from previous meetings:
 - a. Chair's Report
 - b. Clerk's Report
 - i. Update on Pipistrelle Drive issues
 - ii. SAM2 sign
 - iii. Defibrillator
- 23 / 26 Finance:
 - a. To receive a bank reconciliation.
 - b. To receive details of any income received:

Date	Company	Description	Amount
12.02.26	Norfolk County Council	Funding for bench from bus shelter scheme	£308.68

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

Date	Company	Description	Net	Vat
19/01/26	K&M Lighting 9783	Streetlight maintenance 9783	£6.93	£1.39
31/01/26	Unity Bank	Service Charge	£6.00	
04/02/26	J Lloyd	Month 10 Payroll	£261.76	
04/02/26	J Lloyd	Expenses: Reimburse for ink cartridges (Stinkyink)	£20.06	£4.01
16/02/26	K&M Lighting 9840	Streetlight maintenance 9840	£6.93	£1.39
	J Lloyd	Month 11 Payroll	£259.76	
	HMRC	PAYE Month 11	£2.00	
	SLCC	Contribution to clerk SLCC membership	£60.20	
	Glebe Management	Play area land rent (1 year plus arrears)	£206.76	

- d. To review and agree the Asset Register.
- e. To approve the annual increment for the clerk from SCP13 to SCP14 as per the employment contract, from 1st April 2026.

24 / 26 Admin:

- a. To approve the following policies and governance documents:
- i. Risk Assessment and Management Plan
 - ii. IT Policy
 - iii. Internal Controls Statement
- b. Annual review of Standing Orders, Financial Regulations and all other Policies.
- c. Receive update on Assertion 10 compliance and consider seeking quotes for gov.uk website and emails for all Councillors.
- d. To consider completing a Parish Infrastructure Investment Plan for Wretton.

25 / 26 Correspondence

To note any correspondence received prior to meeting:

- a. BCKLWN Call for sites

26 / 26 Play area

- a. To receive updates regarding long term security of land.
- b. To receive additional quote for repair work and consider acceptance of either of the two quotes now received.
- c. To receive update on actions from inspection.

27 / 26 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.

- a. **Applications**
- b. **Decisions**
- c. **Other Planning Matters**

28 / 26 Highways

- a. Update on the Low Road / West Dereham Road speed limit.
- b. Update on the Low Road bus stop.
- c. Any other highways issues.

29 / 26 Village Matters

- a. To identify trees on Parish Council land and consider a tree survey.
- b. To consider any action on the overgrowth of vegetation on Limehouse Drove, including ivy growing on the protected Oak trees.

30 / 26 To receive items for next meeting's agenda

31 / 26 To agree the date and time of the next meetings

Monday 11th May (Ordinary Meeting and Parish Assembly)

Monday 6th July