

Wretton Parish Council

Minutes of the Ordinary Parish Council meeting held on Monday 6th November 2023 at 7:30pm at All Saints Church

Parish Councillors

Chair: Cllr Martyn Cann Vice Chair: Cllr Mick Peake
Cllr Gabby Atling Cllr Peter Garnett Cllr Holly Hogan
Cllr Debbie Lister Cllr Karen Smith

1. To record the names of those present

Cllr M Cann – Chair, Cllr M Peake – Vice Chair, Cllr H Hogan, Cllr K Smith,
Cllr P Garnett, Cllr D Lister and Cllr G Atling

Cllr S Lintern – Borough Councillor
3 members of the public
G Robinson – Clerk and RFO

2. To consider accepting apologies for absence

Cllr M Storey – County Councillor

3. To record declarations of personal and/or prejudicial interest from members in any item to be discussed and consider any requests for dispensations

There were no declarations of interest declared.

4. To approve the minutes of the last ordinary council meeting held on Monday 4th September 2023 and to consider any matters arising from this meeting

Cllr Smith proposed that the minutes of the last meeting were a true and accurate record of the meeting, this was seconded by Cllr Atling and all agreed. It was **resolved** that the minutes should be signed.

5. To allow public participation – to include information from developers, Police representatives or any other person invited to speak

- A member of the public noted about the flooding on Field Lane and feels this is an accident waiting to happen.
- Opposite White Rose Cottage and Myamber, the group is not clear. Cllr Lintern to be sent a photo of the exact location so that the Clerk can report it. Clerk to send details to Highways and Cllr M Storey. A councillor noted that pipes have become blocked at this point too. The water has sat at the position for a couple of weeks.
- A member of the public expressed concern about an alternative diversion because of recent road closures and the routes advised. The member of the public noted the amount of damage this causes to the road verges in the village.
- A member of the public is interested in helping with three dimensional planning of the playground.

6. To receive reports from Borough and/or County Councillors

- Cllr Lintern noted that democratic services are looking to receive the declaration of interest forms from 3 councillors, which they undertook to do.
- Recently Stoke Ferry have held a 'Beat the bills' road show. It was hoped that this may help a lot of people in the community financially. Details from this could be added to the website. There is funding available for a community 'hot spot' again, if the parish has somewhere to hold this.
- Community funding may be available for the hollow on the green – this is from the Borough Councillor's fund. Cllr Lintern is willing to help with the £200 application available.
- Biodiversity training attended recently by Cllr Lintern. She will send more details in the coming months.
- Cllr Lintern gave members a laminated sheet of examples of material planning objections.
- 4000 houses are planned for West Winch. Cllr Lintern will keep the Parish Council up to date with the progress of this large development.

Cllr Cann thanked Cllr Lintern for being prepared to call in a recent planning application, which was not ultimately necessary.

7. Reports to include any updates from previous meetings:

7.1 Chairman's Report

- Trying to sort out change of address information for Clerk and still having problems with the bank mandate changes.
- The SAM2 speed sign has been repaired and can now be put in position.
- A SAM2 speed sign is needed for Church Road – Clerk to contact A Wallace to discuss a position and Clerk to make application for position once agreed.
- Lighting in All Saints Place is still missing. The lights were taken down by UK Power Networks. The lights are now with K&M Lighting ready to put them back up. The power supply is on the pole ready. It was agreed that once the work had been done the resulting invoice for this would be passed onto UK Power Networks to pay because they caused the problem.

7.2 Clerk's Report

It was proposed by Cllr Smith that the Clerk purchase a new laptop as it is an essential piece of equipment, and the previous laptop is not working. This was seconded by Cllr Atling. It was agreed by all that Cllr Cann could purchase a laptop for around £500.

7.3 Risk Assessment Update

The members discussed the playground equipment. The Borough Council carried out a risk assessment and have also agreed which items need to be replaced. A company in Norwich can supply but Stoke Ferry Timber is local and Cllr Cann will obtain a quote from them. The Parish Council will remove the wood that is not suitable at the moment. Hazard

tape will be put around the area when items are removed to ensure the area is safe until the wood has been replaced.

8. To receive current financial update and authorise payments

8.1 To receive bank account balances

Community account balance as at 9th October 2023 £5,209.69

8.2 To receive details of income received

None.

8.3 To consider the recommended payments

Cllr Garnett noted that he has made contact with Maxey Grounds regarding a new lease agreement and charge for the playground. Clerk to put a reminder for the next year rent and lease renewal. Currently the charge is £113.80

Defibrillator pads - £79.08 This charge has already been agreed.

CGM - £228.85

K&M Lighting - £7.39

West Norfolk Web Design - £66.00

It was **resolved** that all these payments should be made.

8.4 To consider changes to banking provision

It was **resolved** that the Parish Council should remain with Barclays Bank at the moment. The members discussed moving to online banking.

8.5 To consider replacing the current laptop to be provided for the Clerk to use

Considered and agreed at item 7.2.

8.6 To consider contracts requiring quotes in preparation of the budget and precept requirement – including grounds maintenance

It was agreed that grounds maintenance quotes should be sought for the 2024 season ready for budget preparation.

8.7 To consider CIL money

At present the Parish Council holds £3637.01 CIL money.

8.8 To consider Interim audit following NorfolkALC advice

Cllr Atling discussed and noted that this would be a good idea to get the Parish Council running well. The amount quoted was in the region of £250. It was **resolved** that an interim audit, provided by NorfolkALC should be undertaken. This will be undertaken when the Clerk is in possession of the new laptop.

8.9 To consider the purchase of replacement defibrillator pads

Considered at a previous meeting and payment agreed at item 8.3.

8.10 To consider the purchase of replacement litter bins and additional dog waste bins

Councillors discussed providing an additional litter bin by the bus stop. But, due to cost it was decided not to go ahead with this at the moment. Also, an additional dog waste bin at the end of Chequers Road.

8.11 To consider the purchase of a new village notice board

Councillors discussed having an information board on the village green holding 8 sheets double sided. It was agreed to ask if someone in the village if they could make this. Clerk to ask A Wallace – Highway engineer if a street furniture application was necessary. Agenda item next meeting.

9. To consider Planning matters

9.1 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.

9.2 Decisions

- 23/01316/F Wretton Churchill Cottage Field Lane Wretton King's Lynn Norfolk PE33 9QZ - New double garage Application Permitted 8 September 2023 Delegated Decision
- 23/01376/F Wretton Land SW of The Coach House Low Road Wretton Norfolk - Proposed Detached Dwelling and Garage Application Refused 26 October 2023 Delegated Decision

9.3 Address notification

None

9.4 Correspondence

None

10. To receive general correspondence via email during the month and consider any further actions required

- Councillors discussed theirs, and the Clerks email address. After discussion it was resolved that the Clerk should set up a new email address for the Clerk Parish Council correspondence – clerk.wrettonpc@gmail.com Councillors should also set up a new email address for themselves with the format of:

first name initial of surname dot wrettonpc@gmail.com

11. Village projects: Wretton Green and play equipment replacement (Update)

Already considered.

12. To consider procedure for the publication of draft and final minutes on the Parish Council website, Facebook page and Pump magazine

Cllr Atling has spoken to the Village Pump editor and minutes need to be with them by 15th of each month.

Councillors would like the minutes of each meeting posted on the village Facebook page.

It was **resolved** that the Clerk should get draft minutes to the chair and vice chair within one week of the meeting.

13. To adopt updated Standing Orders (Model NALC)

Cllr Atling has started reviewing this document. It was resolved that the Clerk should draft the Standing Orders appropriate for the Parish Council to use and circulate them for consideration and they would be resolved upon and adopted at the next meeting.

14. To discuss changes made to the website and payment to West Norfolk Web Design

Cllr Atling noted that she has been making improvements to the website and bringing it up to date with information.

15. To consider Christmas events and Parish Council's contribution towards these

Cllr Lister suggested various Christmas events. The ideas were welcomed, and it was resolved that Cllr Lister would be delegated to spend a maximum of £100 on this project. In the future it was resolved this would be an agenda item for September 2024.

16. To consider the Parish Council's contribution toward events in 2024

Cllr Atling suggested an Easter trail event, purchasing a Remembrance Tommy with a cost in the region of £175. It was agreed to approach Bonnets in Stoke Ferry for a quote. Also, perhaps a yard sale in. These suggestions were well received.

17. To consider items for the Highway Rangers, to be reported to Highways and future traffic management

It was **resolved** the Clerk should order a wreath ready for the Parish Council to lay on Remembrance Sunday. Agenda item September 2024.

The following matters were for the Clerk to report:

- Potholes on Wretton Fen Road
- Give way sign at the end of Wretton Fen Road is broken.
- House at top of Field Lane has trees overhanging and they need cutting back.

18. To consider holding a village litter pick

Councillors discussed holding a village litter pick. It was agreed the idea should be put on the Facebook page to ask for a preferred date. Cllr Smith was delegated to go ahead when the date was agreed. Clerk to send a model risk assessment to Cllr Smith.

19. To consider holding a bulb planting event at the Hollow

As above, the idea is to be put on Facebook to see what support parishioners can give. Agenda item for next meeting.

20. To consider items for and to use the Community Payback team

Councillors discussed how the Community Payback team could be used in the village. It was noted that the Parish Council needs to make sure that footpaths are kept open and accessible.

Cllr Lintern discussed how the Community Payback team works. Cllr Hogan and Cllr Smith to take a lead on this.

21. To receive items for next meeting's agenda

- Lighting for the church yard
- Maintenance of the hollow

22. Any further reports – for information only

The Churchwarden was thanked for putting the heating on and setting up the tables in the church ready for the meeting.

23. Date and time of next meeting – Monday 8th January 2024 at 7.30pm

Cllr Lintern gave her apologies for this next meeting.

24. 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)

15.1 To consider quotes for work required

It was not necessary to close the meeting for this item.

As there was no further business, the meeting closed at 9.54pm