

Wretton Parish Council

Minutes of the Annual Parish Council meeting Held on Monday 13th May 2024 at 7.30pm

1. To Elect a Chair

Cllr M Peake proposed Cllr M Cann to be Chair. Cllr P Garnett seconded this. There were 2 votes for this proposal.

Cllr K Smith proposed Cllr G Atling to be Chair. Cllr H Hogan seconded this. There were 3 votes for this proposal.

It was **resolved** that Cllr Atling would be Chair for the coming year.

2. To Elect a Vice Chair

Cllr G Atling proposed Cllr K Smith to be Vice Chair. Cllr H Hogan seconded this. There were 3 votes for this proposal.

Cllr M Peake proposed Cllr M Cann to be Vice Chair. Cllr Garnett seconded this. There were 2 votes for this proposal.

It was **resolved** that Cllr K Smith would be Vice Chair.

3. To record the names of those present

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

Cllr S Lintern – Borough Councillor
G Robinson – Clerk and RFO
1 Member of the Public

4. To consider accepting apologies for absence

Apologies were given by County Councillor - Cllr M Storey.

5. 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.

6. To approve the minutes of the last ordinary council meeting held on Monday 4th March 2024 and to consider any matters arising from this meeting

It was **resolved** that the minutes were a true and accurate record of the meeting and duly signed by Cllr Atling.

Matters arising – Actions and updates from these

- **Item 4** Blocked drains have been reported but have not been solved. Clerk to ask again for drains to be cleared in preparation for coming winter. **Action: Clerk**
- **Item 7.3** The replacement wooden pole was considered a low risk but does need to be replaced at some point. No definite deadline to complete but agenda item for the next meeting. Cllr Hogan to chase matters relating to the playground lease for the next meeting. **Action: Cllr Hogan**

Maxey Grounds, the letting agent are happy for the lease to continue. Councillors would like to suggest to the Diocese that the land is leased with no charge to the Parish Council as the Parish Council pays for the grass cutting. The Parish Council needs a lease to be able to secure grant funding for new equipment for the playground. The Parish Council to send an email to Maxey Grounds to explain the situation. Cllr Atling and Cllr Smith to do this and copy Rev Dr Ian Mac into the email.

Action: Cllr Atling and Cllr Smith

- **Item 17** Standing Orders to be considered later in the meeting.
- **Item 18** D Day arrangements to be considered later in the meeting
- **Item 5** Cromer Lane issue has been reported and this will be continually monitored.
- **Item 6** Cllr Atling and Cllr Smith to follow up on flooding matters.

Action: Cllr Atling and Cllr Smith

- Internal audit still to be completed.
- **Item 10** – Defib formal handover to be started with Rev Dr Ian Mack giving some training to the new person.
- **Item 12** Maps of paths have been shared with Councillors.

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

A parishioner noted that £145 has been pledged from Wretton parishioners to purchase a Tommy. The parishioner has started up a crowdfunding post on Facebook. The Parish Councillors now need to decide whether the Tommy needs to be left or right facing. It was felt that the Tommy can be purchased and funded completely from the money raised from the Crowdfunding. Cost will be around £200 including the postage.

Cllr Atling proposed that if there is a shortfall in the money raised, then £55 could be spent by the Parish Council to be able to complete the purchase. Cllr Smith seconded this. It was agreed that posters would be put up around the village to ask if there are any more donations to purchase the Tommy, so that all parishioners have an opportunity to know they can make a donation towards the Tommy as not everyone is on Facebook. All agreed to this proposal. Councillors stepped out of the meeting to consider on site, the direction of the Tommy.

Action: Cllr Atling

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

Cllr Lintern gave a report on recent issues and developments within the Borough Council.

Cllr Smith asked about a local developer and their intentions to renege on the Section 106 agreement. Cllr Lintern noted that talks are ongoing with the planning department.

Cllr Lintern reported that the Open spaces team are giving away plants at The Walks in King's Lynn on 14 May 2024 and should anyone wish to collect some.

9. Reports to include any updates from previous meetings:

9.1 Chair's Report – No report.

9.2 Clerk's Report – No report.

10. To receive current financial update and authorise payments

10.1 To receive bank account balances – As at 28th March 2024 £3518.53

10.2 To receive details of income received – Precept £6,673.00

10.3 To consider the recommended payments

It was resolved that £193.50 should be paid to CGM for work completed the previous year.

10.4 To consider Internal Audit report

It was **agreed** for the Clerk to ask J Raby to carry out an Internal audit.

This was proposed by Cllr Atling, seconded by Cllr Smith and all agreed.

10.5 To consider and approve AGAR documents in order defined within the document and accompanying information due to return to the External Auditor

As the Parish Council has both an income and expenditure that did not exceed £25,000 in the year of account ended 31 March 2024, it was **resolved** to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Small Authorities) Regulations 2015.

10.6 To consider Grounds Maintenance way forward

It was **resolved** to work towards changing Grounds Maintenance provider, however the Clerk will find out the charge increase prior to this going ahead.

Action: Clerk

11. To consider Planning matters

11.1 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.

Councillors considered application 24/00800/AC. It was felt that the information on the planning portal was lacking. The building is within 400m of properties. It was **resolved** that the Clerk should ask for an update as the Parish Council is concerned that there are not full details available on the portal.

Action: Clerk

11.2 Decisions - none

11.3 Address notification - none

11.4 Correspondence – none

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

- A parishioner noted that white lining had been completed around the village but not on Church Path. It was felt this does not need following up.
- It was agreed that details of the Low Road closure would be put on Facebook.

Action: Cllr Atling

13. To consider and approve Grant Funding Policy (PC applications)

It was **resolved** to approve and adopt the Grant Funding Policy. Councillors thanked Cllr Lintern for allowing Wretton Parish Council to utilise Stoke Ferry Parish Council's Policy.

14. To consider and approve Social Media Policy

It was **resolved** to approve and adopt the Social Media Policy.

15. To consider and approve Newsletter and leaflet delivery/Volunteer Litter Pick, and Gardening Risk Assessments

It was **resolved** to approve and adopt the Newsletter and leaflet delivery/Volunteer Litter Pick, and Gardening Risk Assessments. All to be added to the website.

Action: Clerk

16. Footpaths - To discuss footpaths and apply to add any which are not on the definitive map – update

Footpath sign - Cllr Smith to inform the Clerk where this is. It was agreed the Clerk would ask D Mills to do a general review of the footpaths in the village. Cllr Lister and Cllr Hogan to be copied into the email as they will attend the meeting in the village.

Action: Clerk

Action: Cllr Lister and Cllr Hogan

17. Flooding - To discuss the recent flooding issues – update

Cllr Smith to chase Cllr Storey regarding the allocation of funds.

Action: Cllr Smith

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

Councillors noted that they are not able to proceed with improvements to the play equipment unless the lease is renewed. It was agreed that the playground maintenance will be undertaken prior to the school summer break.

Action: All Councillors

A meeting was held on the Village Green to discuss how best to spend the Grant provided by Borough Councillor Sue Lintern. It was decided to build a gabion seating bench with flint, kindly provided free of charge from Bonnets of Stoke Ferry, and install bird boxes in the hollow and hedgehog housing.

19. To approve the new standing orders as drawn up by Clerk using the Model NALC

Cllr Atling proposed that the Standing Orders should be approved. This was seconded by Cllr Smith and all agreed. The Standing Orders were duly adopted.

20. To discuss commemorating the 80th Anniversary of the D-Day Landings on 6 June – progress report

A meeting held last Friday to make further arrangements and minutes have been published this evening and distributed to Wretton Parish Council Councillors and the team at All Saints' Church.

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

A parishioner advised that the crowdfunding mentioned at the beginning of the meeting to purchase a Tommy had reached £155 in donations. The Tommy was duly purchased.

22. To receive items for next meeting's agenda

- Christmas arrangements
- Remembrance arrangements

23. Any further reports – for information only

No further reports.

24. Date and time of next meeting – Monday 1st July 2024 at 7.30pm

Councillors noted the details of the next meeting.

25. 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)

25.1 To consider quotes for work required – no quotes to consider.

25.2 Clerk to get the Parish Councils payroll facilities working so payment can be made.

Action: Clerk