

## **DRAFT UNTIL SIGNED**

### **Wretton Parish Council Minutes of the Ordinary Parish Council meeting Held on Monday 1<sup>st</sup> July 2024, at 7.30pm at All Saints' Church**

**1. To record the names of those present**

Cllr G Atling - Chair, Cllr K Smith - Vice Chair, Cllr M Peake, Cllr P Garnett and Cllr M Cann.

Cllr S Lintern – Borough Councillor

Cllr M Storey – County Councillor

G Robinson – Clerk and RFO

**2. To consider accepting apologies for absence**

It was resolved to accept apologies from Cllr D Lister.

**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 Annual Parish Meeting held on 13 May 2024 and the Annual Parish Assembly held on 20 May 2024 and to consider any matters arising from these meetings**

- 6 Matters arising item 4 - blocked drains reported but not resolved.
- 6 item Matters arising item 7.3 - It was agreed to leave the pole in place until this becomes an issue. The lease runs until 2028, so no immediate action needed to renew the lease.
- 6 item Matters arising item 6 - email sent but no response. Cllr Storey needs details of the exact areas that need funding, and he will put funding towards this.

Cllr Hogan arrived at 7.36pm.

Continued.

Cllr Smith noted that A Wallace had already been emailed regarding Cromer Lane flooding back in March. Cllr Storey noted that the people living on Cromer Lane should have a say on this matter. Cllr Atling stated that a report was sent to A Wallace back in March and that Cllr Storey was copied into that email. Cllr Storey confirmed he wants to commit money to Wretton, where it is needed most. Cllr Smith to send another email to A Wallace and copy Cllr Storey into that email.

**Action: Cllr Smith**

- Item 7 The Tommy has been purchased and a location has been found for it.
- Other items have already been actioned from the minutes of 13<sup>th</sup> May.
- Item 16 footpath meeting – Cllr Hogan reported on this, noting that D Mills gave advise on how reporting on footpath matters can be made to him. All footpaths were inspected and it was found to be a useful exercise. D Mills would be very willing to help the Parish Council in the future. Cllr Hogan discussed a footpath on Limehouse Drove.

Cllr Smith proposed that both sets of minutes should be accepted as a true and accurate record of the meeting. This was seconded by Cllr Cann and all agreed.

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### **5. To consider matters arising and Clerks report**

The Clerk reported that the items that were still ongoing since the last meeting included:

- The UTB form needs to be signed to add Cllr Atling to the mandate.
- A UTB form needs to be created to add Cllr Smith to the mandate once details have been received.
- Arrangements need to be made to hold a site meeting with Nurture Group.
- Evidence needs to be received from Nurture Group before an outstanding invoice is paid.
- NorfolkALC have chased a payment, the Clerk has confirmed this has been paid.

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

There were no members of the public present.

### **7. To receive reports from Borough and/or County Councillors**

Cllr Lintern noted that Borough Council meetings have been cancelled due to the election. There has been a 'Teams' meeting with Freebridge regarding the long-term empty 61 houses. There are 2 houses in Wretton that are empty, and these have been up for auction. Freebridge is prioritising repairs to houses that are being used. Borough Council grant scheme is now up and running, email has been circulated. The Borough Council have provided an email address dedicated to providing support they can offer Parish Councils.

Cllr Storey – noted that the Parish Council is in purdah, so cannot give additional comments but asked if there is anything in particular that he can help with. Cllr Storey discussed the committee meetings he had attended. County meetings are still going ahead as usual.

### **8. To receive Chair's report**

- D Day 80 event was a huge success and would like to thank everyone involved with that.
- Next year is the 80<sup>th</sup> Anniversary of VE Day and Cllr Atling asked if anyone would like to help arrange an event for this. Cllr Atling hoped that there would be a lot of support. JANUARY agenda item.
- Clerk's vacancy – advertised with both NorfolkALC and Norfolk Parish Training and Support. There has been one response and this will be considered at the closed session at the end of the meeting.
- Highway related matters, Community speed watch – Just one volunteer came forward. There was an invitation to join another parish but we still need more volunteers to be able to join with them. Cllr Atling is going to download the data from the SAM2 tomorrow and post the data on the Wretton Parish Council Website.
- Relocation of the SAM2 sign – it was agreed via email that an application to Highways to relocate the SAM2 sign to either Chequers Road or Church Road be submitted. Cllr Atling emailed NCC on 25<sup>th</sup> June to request permission to relocate.
- Following a meeting in March, Cllr Atling emailed A Wallace on 3 June 2024 regarding the progress of a reduction of speed from 40mph to 30mph on Low Road. Cllr Storey suggested that a meeting should be held with A Wallace to discuss these matters.
- Cllr Atling attended a Chair Training Course with Norfolk Parish Training and Support. The course cost was £60.00 and was self funded by Cllr Atling. No reimbursement from Wretton Parish Council was expected.
- Cllr Atling has signed up to the M.W. White Customer Portal to enable the download

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of the Paper Bank Weight Tickets. These have now been sent to NCC and payment to Wretton Parish Council is pending.

- Clover club – Cllr Smith and Cllr Atling have submitted an objection regarding the S106 Agreement.
- Cllr Atling thanked Cllr Cann and David Smith for cutting the grass and managing the tree outside Dr Mack's house. It was noted that since the grass has been cut, there have been cars parked on that area. It was agreed to monitor this situation. It was noted that this area does belong to the Parish Council.

### **9. To receive current financial update and authorise payments**

#### **9.1 To receive bank account balances**

- **Barclays as at 31<sup>st</sup> May 2024**

Business Current Account £9108.69

Business Savings Account £3518.53

- **UTB £500** as per the initial opening balance transfer.

#### **9.2 To receive details of income received**

There were no details of income to provide.

#### **9.3 To consider the recommended payments**

It was **resolved** to approve a payment of £7.39 K&M lighting.

### **10. To consider Planning matters**

#### **10.1 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.**

None to consider.

#### **10.2 Decisions** None to consider.

#### **10.3 Address notification** None to consider.

#### **10.4 Correspondence** None to consider.

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

A parishioner has suggested holding an open gardens event in June 2025. It was agreed this would be a JANUARY agenda item.

A parishioner suggested that the Parish Council supplies and pays for speed limit stickers for wheelie bins. This was duly considered and everyone was not in favour on taking this forward.

Further to parishioner concerns regarding HGV's using Chequers Road, HGV signs were discussed and it was noted that there was one at the top of Chequers Road. Cllr Atling to check if the sign is missing, and report to Highways if necessary.

**Action:** Cllr Atling

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### **12. To consider lease on playground - expiry 2028 (shared with councillors via email 18/6/24)**

It was felt this was good news. Cllr Atling to look at paper work.

**Action:** Cllr Atling

### **13. To consider CIL and allocation of monies**

It was noted that only one quote is required up to a CIL bid of £5000.00. Cllr Lintern noted that the money is awarded on a point system and discussed how this works. It was suggested to use the money on benches, swings and matting for the play area. Cllr Hogan discussed having a new community board at the bus stop, but it was felt this was not necessary. Cllr Hogan suggested benches on the footpaths and some locations and a picnic bench and seating in the playground/green. Cllr Garnett suggested a teen shelter. It was agreed that a meeting should be held to get feedback from parishioners on how funding could be used for the play area going forward. But at present funding should be applied for to purchase the above items, all agreed to this. It was agreed that an email should be circulated to confirm level of support for specific items to be purchased.

### **14. To consider reimbursement to Cllr Gabby Atling for printing of Parish Materials**

Cllr Atling explained that she has incurred considerable printing costs (paper and ink), and asked if everyone would be happy for her to make appropriate reimbursement claim for these costs. It was agreed for Cllr Atling to be reimbursed.

It was agreed that Cllr Atling be reimbursed a sum of £29.75 for the printing of the Household Support Fund Letter by Lime Tree Printing once invoice has been received from them.

### **15. To adopt the LGA model code of conduct and publish on the website (shared with councillors via email 20/6/24)**

It was **resolved** to adopt this and add to the website, it was agreed to review annually.

**Action:** Clerk

### **16. To consider arrangements for Remembrance Sunday**

It was agreed to purchase a wreath for Remembrance Sunday. Clerk to make an order with the Downham Market contact.

**Action:** Clerk

### **17. To consider arrangements for Christmas**

SEPTEMBER agenda item.

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

There were no members of the public present.

### **19. To receive items for next meeting's agenda**

- Arrangements for Christmas

Highways – Pressure to prevent flooding – Cllr Atling to contact A Wallace to come out and visit parish and if necessary, an Extra Ordinary meeting should be in August. J Moose to be copied into meeting request.

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### **20. Any further reports – for information only**

None

### **21. Date and time of next meeting – Monday 2<sup>nd</sup> September 2024 at 7.30pm**

Councillors duly noted the date of the next meeting.

### **22. 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) - moved to confidential items.**

#### **20.1 To consider quotes for work required - Nurture Group**

Statement of works from Nurture Group is a lot higher than budget. It was suggested to have less cuts, Cllr Smith would like to have a meeting with someone at Nurture Group to discuss way forward. Cllr Smith to lead on this and make an appointment for a site visit. The Clerk confirmed the contract had been signed. Grounds maintenance SEPTEMBER meeting agenda.

Action: Cllr Smith

#### **20.2 To discuss interview of candidate for Clerk's vacancy and remuneration**

Cllr Atling discussed a potential candidate and it was agreed they should be interviewed. Councillors discussed the remuneration necessary to provide two hours per week. Cllr Smith, Cllr Atling and Cllr Garrett to attend the interview. It was agreed to hold an interview as soon as possible.