

Wretton Parish Council

Minutes of the Ordinary Parish Council meeting Held on Monday 4th March 2024 at 7.30pm At All Saints Church

1. To record the names of those present

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

Cllr M Storey – County Councillor

G Robinson – Clerk and RFO

1 member of the public

2. To consider accepting apologies for absence

It was noted that apologies were received from Cllr S Lintern – Borough Councillor.

All Parish Councillors were present.

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 5th February 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 Cann.

Matters arising – Actions and updates from these

- **Item 6, bullet point 1** – A Wallace was asked to attend a meeting in the village and both Cllr Cann and Cllr Storey discussed the matter of flooding with A Wallace via email. It was reported A Wallace will be sending a highway technician this week. Cllr Cann also discussed the potholes in his email, noting that the potholes were white lined today. Cllr Cann felt that the Low Road flooding is to do with the ditches being blocked. Cllr Smith noted that there is a lot of mud blocking the drains and culverts causing the blockage. Clerk to report to highways the blocked road drains on Low Road. Cllr Smith will report this to Cllr Lintern too. Cllr Storey will also remind highways in the coming days. Cllr Cann noted that flooding signs were not put up to help drivers drive safely through flooded areas.

Action: Clerk, Cllr Smith and Cllr Storey

- **Item 7.3** Cllr Garnett reported that the damaged pole has been replaced. However, it was felt that it does not conform with play area regulations. The pole needs to have rounded edges and treated with particular safe chemicals, play grade timber is needed. Councillors to find out more information on how to move forward on this issue. The piece of equipment is considered a low risk of danger to the public using the piece of equipment. **Action: Councillors**
- **Item 7.3** Cllr Garnett reported that the Diocese are happy for the Parish Council to rent the land but there will be a clause within the lease agreement, that if needed for the church graveyard, the Church will take the land back. The Councillors discussed other options for play equipment in the light of this clause. There is land at the back of the church that could be used by the diocese for a graveyard. However, it was felt the church would need planning permission to extend the graveyard. Cllr Smith feels that the Parish Council would need a lease with at least a 20 years commitment to the play area to apply for any funding. Cllr Garnett to find out more information ready for the next meeting. **Action: Cllr Garnett**
- **Item 9.1** – The Clerk confirmed this application feedback was submitted.
- **Item 10** – The Clerk confirmed a thank you had been sent to H Wyett.
- **Item 13** – Due to further alterations being made close to the Parish Council meeting, Councillors would like more time to review the document before resolving to approve it. Agenda item for May. **Action: Clerk**
- **Item 15** – Preferred Councillor email addresses were circulated.
- **Item 16** – To be considered at agenda item 20.2.
- **Item 17** – The Church committee noted that they do not have money available for this path lighting project. It was also noted that there is no money in the Parish Council budget either.
- **Item 18** D Day planning – post published on Facebook promoting the event and an email sent to the Church committee to get their support. It was agreed a group of Councillors would set up a working group to complete a risk assessment for the event. Cllr Garnett knows someone who could make the Tommy. Cllr Garnett to get quote. RBL Tommy costs £175. It was felt the project is all coming together well. **Action: Working Group and Cllr Garnett**
- **Item 21 Bus shelter** – Cllr Smith noted that she has not heard anything from Rober Pratt yet relating to the location of the new bus stop, which was disappointing. Emails were sent on 8/2/24 and 20/2/24. The newly installed bus stop has been removed and the verge reinstated.

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

A parishioner living on Cromer Lane discussed the flooding at that area and the drains and gullies near her property. It is particularly bad where the road drops. It was felt this is where another drainage ditch is blocked under the road.

There were reports of a septic tank being emptied into a dyke on Cromer Lane. Clerk to report to Anglian Water and Environment Health. **Action: Clerk**

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

- Cllr Storey acknowledged the problems on Cromer Lane.
- The NCC budget has been resolved upon
- Discussed the budget and the consultations relating to this. Findings from this will be considered in the future.
- In November ten minutes will be given to flooding in Norfolk in the commons debate. All other items are discussed on the NCC website.
- The QE hospital building is on schedule to be completed.

Cllr Smith asked about the speed limit on Low Road – this has been previously looked at but was not successful. Cllr Storey is prepared to bring this up again with highways. **Action: Cllr Storey**

7. Reports to include any updates from previous meetings:

7.1 Chairman's Report – Nothing to report.

7.2 Clerk's Report – Nothing to report.

7.3 Risk Assessment Update – Remove as not needed every meeting.

8. To receive current financial update and authorise payments

8.1 To receive bank account balances as at 4th March – Due the bank mandate changes not being completed yet, no recent balance is available.

8.2 To receive details of income received – As above.

8.3 To consider the recommended payments

Online playgrounds	Swing seat	£117.60
NorfolkALC	Sub balance	£0.63
NorfolkALC	Training	£96.00
K&M Lighting	Monthly maint £7.39 x 4	£29.56
Cllr Cann	Stamps	£8.25

It was **resolved** to approve these payments.

8.4 CIL Money - To agree spending/allocation of CIL money (expiry 31/3/24 and 31/3/25)

£2196.00 was awarded between 1/4/18 – 31/3/19 and therefore must be used by 31/3/24

It was **resolved** to allocate £2196.00 to the purchase of the SAM2 sign, which was purchased earlier in the year.

£1441.01 was awarded between 1/4/19 - 31/3/20 and therefore must be used by 31/3/25

It was **resolved** to allocate £1441.01 to a future project.

8.5 To discuss how the clerk is progressing with the laptop and agree a realistic date for the interim audit to take place

Agenda item for May when the Clerk has possession of all the bank statements and records can be updated.

Action: Clerk

9. To consider Planning matters

9.1 Applications

- 24/00217/O OUTLINE APPLICATION WITH ALL MATTERS RESERVED FOR : Demolition of existing agricultural building to create 2no residential dwellings
Wretton Parish Council would like to support this application as they feel it would be a great improvement to the street scene. They would however like several points to be noted. Concern was raised regarding access and development on agricultural land which is currently being farmed. The Parish Council does not wish to see any further domestication of agricultural land in connection with this development. The site in question is situated in very close proximity to residential dwellings. They would like their concerns noted regarding the asbestos removal on site and require assurance that safety precautions are carried out including sealing off the work area, using wet methods to minimise fibre release, and that the contractors follow proper containment and disposal procedures. They would like to request a timeline for the removal of the asbestos. When/if demolition starts there may be concerns from parishioners in which case it would be helpful to be kept up to date with the development to field any concerns.

9.2 Decisions - None

9.3 Address notification - None

9.4 Correspondence - None

9.5 Planning comments - To discuss putting a process in place before the Parish Council submits their planning comments online –

It was agreed that the Clerk would circulate a draft response to Councillors before submitting planning responses to the BCKLWN.

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

A parishioner reported that the verges of Church Path are being churned up and looked untidy and unkempt. After viewing the area, it was determined that this is an adopted road and it was agreed that the damage was caused by cars parking on the verges for Church services etc. Unfortunately, the

Parish Council is not in a position to rectify the problem due to budgetary constraints.

Cllr Atling met with a parishioner on 19/2/24 whilst taking photos of flooding on Chequers Road. They expressed some highway concerns. Cllr Atling gave the parishioner her email address and asked them to provide all the details in order that she could bring up their concerns at the next Parish Council meeting. As of 4/3/24, no email has been received from said parishioner.

Lighting on Church yard path – no further action.

Defibrillator checks – details to be put on Facebook, to ask if a parishioner can take this on.

Action: Cllr Smith

11. Jane Forby Charity – To ask trustees for a presentation to ascertain if there is a way forward for a collaborative working arrangement between the PC and the charity

The Chairman of the Trustees was unable to engage with the Parish Council.

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

Cllr Smith has made contact with Ian Sharman from NCC to see a definitive map of the footpaths in the village. Cllr Smith to share that map as some footpaths in the village are not on the map link.

Action: Cllr Smith

13. Flooding - To discuss the recent flooding issues

On 22/2/24, Cllr Atling emailed A Wallace and Cllr Storey on behalf of two parishioners who were experiencing flooding at Orchard House, Chequers Road. As of 4/3/24 no response has been received from them.

14. Displaying of minutes – To discuss displaying the minutes only on the notice board by the bus stop, rather than on two notice boards

Clerk confirmed that it is fine to display in just one notice board.

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

None.

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

None.

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

Agreed to consider at the next meeting.

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

Discussed earlier in the meeting.

19. To consider holding a village litter pick and the arrangements required

A post was published on Facebook with four possible dates for a litter pick. Seven people responded, four of whom were Parish Councillors. The litter pick will therefore not go forward due to lack of interest.

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

None.

21. To receive items for next meeting's agenda

To approve the new Standing Orders as drawn up by the Clerk using the NorfolkALC model.

To discuss interim audit if the Clerk is in possession of all the bank statements and records have been updated.

22. Any further reports – for information only

None.

23. Date and time of next meeting – Monday 6th May 2024 at 7.30pm

As the 6th is a Bank holiday it was agreed the next meeting should be held on 13th May 2024. Annual Parish Assembly meeting at 7.00pm and The Annual Parish Council meeting – at 7.15pm

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)

20.1 To consider quotes for work required

None.

20.2 Grass Cutting - To discuss quotes received

Clerk to chase a quote from Nurture Group (formerly CGM).

HHA to requote after reduction of cuts to fit with the budget. When alternative quotes have been considered by Councillors via email, a decision will be made.

20.3 Clerk's 'catch up' - Informal chat with Clerk to find out how she is settling in with Wretton Parish Council.

The Clerk had an informal chat with the Councillors.