

Minutes of the meeting of Wretton Parish Council held on Monday 4th November 2024 at 7.30pm in All Saints' Church

Present: Cllrs Gabby Atling (Chair), Karen Smith, Martyn Cann, Peter Garnett, Holly Hogan, Debbie Lister, Mick Peake (part).

County Councillor Martin Storey and Borough Councillor Sue Lintern were present.

Clerk to the meeting: Mrs Sarah Hunt

1. Apologies for Absence.

None.

2. Declarations of Interest.

Cllr G Atling declared an interest in item 8.5, printing costs. Cllr Atling remained in the meeting and chaired this item.

3. Previous Minutes.

Minutes from 2nd September 2024 – subject to an amendment at item 8.1, change of date from 31.5.24 to 29.8.24 these were AGREED as a true and correct record and signed by the Chair.
Minutes from 23rd September 2024 were AGREED as a true and correct record and signed by the Chair.

4. Updates on matters from previous meetings:

- 4.1. County Councillor Martin Storey is addressing the complaint received from a parishioner, regarding overgrown byways.

5. Public Participation

No public present.

6. Reports from Borough and County Councillors.

- 6.1. Borough Councillor Sue Lintern reported on a positive meeting with the new Member of Parliament Mr Terry Jermy, regular meetings will take place and Cllr Lintern can raise any Parish Matters, current local Highways issues are being progressed.
- 6.2. County Councillor Martin Storey reported on the possibility of local solar farms. These are on grade 3 and 4 land, but this is irrigated land and very productive. Norfolk County Council is going through the budgeting process, the consultation period is now open. Cuts to services are inevitable. The Household Support Grant continues and residents can apply for support. Devolution for Norfolk is now no longer a possibility given the change in Central Government. The leader of Norfolk County Council has been to see Ministers and dialogue is now open. The local safety scheme has been approved for the Northwold/Methwold A134 junction – a stop sign, new road marking, and hedge planting on the South Side. This is being followed up by Cllr Storey.

7. Reports.

7.1. Chair's Report.

The SAM2 sign has been repaired by Westcotec under warranty, there are now 2 working signs. The Chair attended a Chair's networking session run by Norfolk Parish Training and Support; this was very positive. Cllr Atling and Smith attended the planning session at Kings Lynn on 19th September and would recommend attendance to Councillors, next one around February 2025. Clerk to circulate details when available. The defibrillator and CPR training organised by Stoke Ferry Parish Council was excellent – Cllrs Garnet and Smith attended. The air ambulance offer training, weekends best avoided. NEXT MEETING. The MAfee subscription has expired and the Chair has installed Avast FOC onto the Clerks laptop. New pads have been purchased for the Defibrillator and are held by a local volunteer.

7.2. Clerk's Report.

None.

8. Finance

- 8.1. It was AGREED to close the Barclays Account. Clerk to action. A cheque can be raised to transfer funds prior to closure if required.
- 8.2. CIL Update. It was NOTED that the current balance is £1441.01, after having spent £2,196 in FY23/24 on the SAM2 sign, the balance should be spent by October 2024 so needs earmarking immediately for projects. Clerk to circulate CIL project list to all councillors. Councillors to offer suggestions by email to Clerk.
Suggestions include: Bench in the Park x 2; Dog bins in Chequers Lane; seating or picnic bench in the play area; shelter in the play area; village signs.
Clerk to draw up a list and associated costs to circulate.
- 8.3. Bank Reconciliation. Not available – The clerk has now obtained bank statements, reconciliation will be circulated to all councillors following the meeting.
- 8.4. Income. None.
- 8.5. It was RESOLVED to make the following payments;

Company	Description	Net	Vat	Gross
Parish Online	Annual subscription	£40.00	£8.00	£48.00
Nurture	Grass-cutting Contract 1MID351521 ALREADY PAID	£283.80	£56.76	£340.56
Nurture	Grass-cutting Contract 1MID352504 ALREADY PAID	£269.02	£53.80	£322.82
WEL Medical	Defib pads	£66.90	£13.38	£80.28
Cllr G Atling	Refund for printing costs			£5.49
K&M Lighting	Streetlight maintenance 1/10/24 – 31/10/24	£6.16	£1.23	£7.39
Lolly Dawson	Staff Costs	TBC		
K & M Lighting	Streetlight maintenance 1/11/24 – 30/11/24 invoice 9016	£6.16	£1.23	£7.39
K & M Lighting	Streetlight maintenance 1/7/24 – 31/7/24 invoice 8788	£6.16	£1.23	£7.39
K & M Lighting	Streetlight maintenance 1/6/24 – 30/6/24 invoice 8733	£6.16	£1.23	£7.39

- 8.6. It was AGREED to add Lolly Dawson to the Unity Bank Account Management, ex-clerk to be removed. Ms Dawson to be able to View, Submit and be appointed as administrator. No additional signatories to be added.
- 8.7. The meeting considered the current budget/expenditure review 24/25. Historical VAT to be claimed. Paper Bank payments should be included.
- 8.8. The meeting considered the 25/26 draft budget. The Council RESOLVED not to take out membership of Norfolk ALC, but to subscribe to Norfolk Parish Training and Support.
Grass Cutting to be increased to a minimum of £3,800.00. Defibrillator to be added as an earmarked reserve at £200.00.
- 8.9. The meeting considered the 25/26 precept figure. To be agreed by Full Council at the next meeting – revised budget to be circulated and agreed prior to meeting.

9. Administration

- 9.1. Documents. These have been collected from the previous chair and are being audited by the Chair and Councillors. Relevant historical documents to be deposited to the Archive Centre, other documents to be passed to the Clerk.
- 9.2. It was AGREED that the Clerk have a budget of £60 allocated for stationery/stamps.

10. Village Matters

- 10.1. Community Payback team. Clerk to contact Parochial Church Council and see if they would be prepared for attendees to use church facilities – possible work schedule circulated, to include work in churchyard, to be offered to PCC. Materials need providing, cuttings need removing.

- 10.2. Play area land. Lease expires in 2028. Discussions with landowner ongoing. Cllr H Hogan. Next meeting. Any possible conveyancing costs need including in budget.
- 10.3. Remembrance Wreath. Cllr D Lister was thanked for donating this. Cllr H Hogan to represent the Parish Council and lay the wreath.

11. Planning matters

- 11.1. Applications - None.
- 11.2. Decisions
- 11.2.1 24/01516/F – Lingwood, 5 Church Road, PE33 9QR. Dismantle existing sunroom and replace with rear extension. Application permitted. 22/10/2024. Delegated Decision.

12. Highways

- 12.1. PLA 951 Wretton Low Road 30mph Speed Limit Order consultation. A response on behalf of the Council was delegated to Cllr K Smith. Concerns over the 60mph going to 40mph then 30mph on West approach to village. Cllr Martin Storey will follow up.
- 12.2. Grass Cutting quotations. These were reviewed by Council. References to be obtained – Cllr D Lister from the Council's preferred contractor, along with proof of insurance. Clerk to obtain quotation from Garden Guardian. The awarding of the contract was delegated to the Clerk in discussion with the Chair and Vice-Chair prior to next meeting if necessary for contractor scheduling.

It was AGREED to suspend standing orders and continue the meeting at 9.30pm.

- 12.3. Bus Stop. It was AGREED that Cllr K Smith respond with the Council's preferred locations for the bus stop (what3words).
- 12.4. Further to the meeting with the Highways Engineer, County Councillor and Chair and Vice-Chair a number of issues remain unaddressed:
Low road blocked drains and gullies.
HGV signage chequers Road and Cromer Lane
Request Bus Stop on Lynn Road
Verge Cutting Wretton – Stoke Ferry (pedestrians are still walking in the roadway)
Flooding at Limehouse Drove – County Councillor to follow up progress on scheme development as his budget is to be utilised.
The Cllr Atling to resend list to Cllr Storey and Highways Engineer.

13. Correspondence

- 13.1. Notification of new residential property address, Gatekeepers Cottage. NOTED.
- 13.2. Email received from Kings Lynn & West Norfolk Borough Council, survey from communications team. www.letstalkwestnorfolk.co.uk. NOTED. This is on the Council website and Facebook feed.

Cllr M Peake left the meeting at 9.39pm

14. Public participation – None.

15. Items for next meeting's agenda

- 15.1. To consider and approve a document retention policy.
- 15.2. To consider and approve a risk assessment.

16. Date and time of next meetings:

Monday 6th January 2025 at 7:30pm

The meeting dates for 2025 were AGREED as presented – meetings to remain at 7.30pm.

It was RESOLVED to move into a closed session, on the grounds of confidentiality in accordance with the Public Bodies Admission to Meetings Act 1960 s.1(2)

17. Staffing Matters

The meeting RESOLVED to appoint Miss Lolly Dawson as Clerk and Responsible Financial Officer for Wretton Parish Council for four hours per week, scale point 16. Terms of Contract AGREED by COUNCIL.

Pay as You Go mobile phone to be included within budget and put onto January meeting to support Council business continuity.

The meeting closed at 10.04pm.

Signed:

Dated: