

**Minutes of the Ordinary Meeting of Wretton Parish Council held on
Monday 10th November 2025 at 7.30pm in All Saints' Church.**

Present: Cllrs Martyn Cann (Chair), Karen Smith (Vice Chair), Debbie Lister, Holly Hogan, Steve Randall

In attendance: Cllr Lintern (from item 9)

Apologies: Cllr Storey, Cllr Lintern (for beginning of meeting)

Members of the public: 4

Parish Clerk & RFO: Ms Jo Lloyd

1. **Apologies for absence:** Apologies were accepted from C.Cllr Storey. B.Cllr Sue Lintern sent apologies to say she would miss the first part of the meeting.
2. **Declarations of interest:** None.
3. **Minutes:** The minutes of the Parish Council Meeting held on 1st September 2025 were approved as a true and correct record and signed by the Chair, proposed by Cllr Smith and seconded by Cllr Cann.
4. **Matters Arising:** None.
5. **To allow Public participation** – 15 minutes (5 minutes per person)
 - 5.1 County Councillor: Cllr Storey was unable to attend.
 - 5.2 Borough Councillor (report given later in the meeting): Cllr Lintern updated the Council on a new CIL Policy and Spending Strategy, including the recommendation that Parish Councils produce a Parish Infrastructure Investment Plan, identifying what is needed within the community to support new development. Applications for the next round of CIL funding will be 1st March – 1st May 2025.
 - 5.3 Members of the public: A MOP gave information to the Council regarding a proposed planning application. There was a discussion around potential concerns and objections they might encounter. The Council will have to wait until an application is submitted before discussing further. A MOP updated the Council on the Memorial Bench to be placed on the Green in memory of Peter Garnett. £241.63 was raised by the public to fund the siting of the bench. £20 surplus funds were donated to the Parish Council to add to the play area project fund.
6. **Reports to include any updates from previous meetings:**
 - 6.1 Chair's Report: None.
 - 6.2 Clerk's Report
 - 6.2.1 Update on Councillor vacancy: One person has contacted the Council who might be interested in the vacancy but they are not in a position to apply at present.
7. **Finance**
 - 7.1 A bank reconciliation was received and signed by the Chair.
 - 7.2 The following income was noted:

Company	Description	Amount
P R Bowers & Son	Donation from P Garnett family	442.00
BCKLWN	Precept (2 nd instalment)	5577.00

7.3 The following payments were approved:

Company	Description	Net	Vat	Gross
NPower	Streetlight electric	£195.39	£9.76	£205.15
K&M Lighting	Streetlight maintenance inv9560	£6.93	£1.39	£8.32
BCKLWN	Dog waste instalment 5	£146.47	£29.29	£175.76
J Lloyd	Month 6 payroll (plus back pay)	£304.96		£304.96
Unity	Service charge	£6.00		£6.00
K&M Lighting	Streetlight maintenance inv9610	£6.93	£1.39	£8.32
BCKLWN	Dog waste instalment 6	£146.47	£29.29	£175.76
J Lloyd	Month 7 payroll	£261.71		£261.71
Wicksteed	Play area inspection	£150.00	£30.00	£180.00
Unity	Service charge	£6.00		£6.00
J Lloyd	Mobile phone top up	£10.00		£10.00
J Lloyd	Reimburse RBL poppy wreath	£20.00		£20.00
K&M Lighting	Streetlight maintenance inv9671	£6.93	£1.39	£8.32

7.4 A budget report up to the end of 2nd quarter was received, having been circulated prior to the meeting.

7.5 Quotes were received from three companies for the grounds maintenance in 2026; Councillors resolved to appoint Walpole Mowing Ltd at a cost of £2850.

7.6 Quotes were received for the 2026 internal audit; Councillors resolved to appoint Robin Goreham.

7.7 The draft budget for 26/27 was circulated prior to the meeting. The clerk asked Councillors to review this ahead of the meeting in January, making any suggestions for additions needed.

7.8 Councillors agreed to add Cllr Hogan to the bank mandate for Unity Bank. The mandate forms will be signed by the three current signatories.

7.9 Councillors agreed to continue the subscription to Parish Online mapping at £48 / year. The clerk will ask for log in details for new Councillors.

8. Admin

8.1 The draft Financial Regulations were agreed, having been circulated before the meeting.

8.2 The Clerk circulated a report on Assertion 10 requirements for the Agar (audit), and:

8.2.1 Councillors agreed to register with the Information Commissioners Office at an annual cost of £52.

8.2.2 Council agreed to the Clerk attending training on Assertion 10 with NPTS at cost of £45 + VAT.

8.3 The Council approved a change of Tesco Mobile contract to Essentials Tariff at £2.50/month, as they are discontinuing their previous option.

9. Correspondence

9.1 Email received from BCKLWN regarding the revised CIL Spending Strategy and Policy as detailed in item 5.2. More information is available at [Community Infrastructure Levy | Borough Council of King's Lynn & West Norfolk](#)

10. Play area

10.1 The recent play area inspection report was circulated prior to the meeting. Councillors noted the recommended actions for maintenance and repair, and agreed they needed to look at the report together to prioritise the items, identify any work which could be carried out by Councillors or volunteers and where quotes for professional maintenance were needed. A meeting was arranged for 17th November to consider this, allowing time for options and quotes to be researched before the next Council meeting in January.

10.2 An update was received from the estate agent, which confirmed that the Diocese of Ely is still willing to sell the land at a cost of £10,000. Councillors discussed how this could be funded, as it is often difficult to get grants for land purchases. B.Cllr Lintern said that a Public Works Loan is one option, and that she would look into options for grants. The Council will also look into other options including securing a long term lease for the land.

10.3 Cllr Randall has designed a digital recording system for routine play area inspections by Councillors. Councillors agreed to try this and Cllr Randall will circulate more details.

11. Planning matters

11.1 Applications

11.1.1 25/01381/LDE Seeking formal confirmation of non-compliance of agricultural occupancy condition relating to the property at Wretton Fruit Farm, West Dereham Road: the response sent by the clerk was ratified, stating that the Parish Council object to the removal of the agricultural occupancy condition as they would like the land to be protected for future agricultural use.

11.1.2 25/01381/NMA_1 NON-MATERIAL AMENDMENT OF PLANNING CONSENT DM 6156: Removal/re-wording of condition 5 to remove the agricultural occupancy; Wretton Fruit Farm, West Dereham Road: the Council have not been consulted as this follows on from the previous application to confirm non-compliance.

11.1.3 25/01222/RM Demolition of existing agricultural building to create 2 no. dwellings. at Agricultural Building S of Oak Farm Chequers Road: amendments on application: The Council resolved to support these amendments, agreeing that the addition of Norfolk flint/cobbles would be an improvement and agreeing that they did not consider it necessary to move the door to the front on the second property.

11.2 Decisions

11.2.1 25/01381/LDE Seeking formal confirmation of non-compliance of agricultural occupancy condition relating to the property at Wretton Fruit Farm, West Dereham Road: Occupancy is lawful.

11.3 Other Planning Matters

11.3.1 25/01222/RM (as above) Demolition of existing agricultural building: the Parish Council agreed to request more information regarding risk assessments and safeguards for asbestos removal. This concern will be added in the consultation response at 11.1.3 and B.Cllr Lintern will seek further information from the Borough Council.

12. Highways

12.1 It was noted that NCC have repaired the damaged drain cover on Low Road and will replace the damaged footpath signs.

12.2 Limehouse Drove: Cllr Storey has been in communication with Highways regarding works to prevent future flooding. They will be conducting a site visit this week.

12.3 Other Highways updates: There is a missing restricted byway sign on West Dereham Road. Clerk will report to NCC.

12.4 Low Road / West Dereham Road speed limit: It has been 6 months since the Council were informed this would go ahead. Clerk to contact Highways to request an update.

12.5 Low Road bus stop: an update has been requested regarding the timescale for this.

13. Village Matters

13.1 Bus shelter bench and refurbishment: NCC have agreed to fund 80% of the cost of a bench for the bus shelter. The cost to the Parish Council is £77.17, approved in September. The bench has been ordered and expected delivery is December.

13.2 New Wretton signs at entrance to village: Further quotes have not been possible, leaving one quote from Limelight Signs at £147.02 for two signs. Cllr Lintern suggested that the Parish Partnership Scheme may fund 50% The Clerk will look into this before the deadline of 1st December.

13.3 Community book swap: decision postponed, awaiting more information for location.

13.4 Christmas: Cllr Smith proposed planting a Christmas Tree on the Green. The Clerk said the Council can use S137 budget for community benefit. It was agreed that Cllr Smith can purchase a tree if a suitable one is found within budget.

14. Items for next meeting's agenda

None proposed

15. Date and time of the next meetings

The next meetings were agreed as Monday 5th January and Monday 2nd March.

Meeting closed at 9.58pm

Signed Date