

**Minutes of the Ordinary Meeting of Wretton Parish Council held on
Monday 12th January 2026 at 7.30pm in All Saints' Church.**

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

In attendance: B.Cllr Sue Lintern

Apologies: C.Cllr Martin Storey, Cllr Steve Randall, Cllr Mick Peake

Members of the public: none

Parish Clerk & RFO: Jo Lloyd

Meeting opened at 7.40pm

1 / 26 **Apologies for absence:** Apologies were accepted as above.

2 / 26 **Declarations of interest:** None.

3 / 26 **Minutes:** The minutes of the Parish Council meeting held on 10th November 2025 were approved as a true and correct record and signed by the Chair, proposed by Cllr Smith and seconded by Cllr Lister.

4 / 26 **Matters Arising:** None.

5 / 26 **Public participation:**

- a. **County Councillor Martin Storey:** Cllr Storey was unable to attend, but had asked the clerk to inform Council he has money still available in his fund and to contact him if interested (Highways related projects.)
- b. **Borough Councillor Sue Lintern:** KLWNBC are now waiting to hear the outcome of LGR. A decision on whether local elections will take place is due by 19th Jan. Cllr Lintern told Council about the Dept. of Culture, Media and Sport's 10 year strategy, which will encourage funding for youth projects. This might be useful for Wretton PC when looking for funding for a play area. There will be a career and apprenticeship event at the Corn Exchange, King's Lynn on Feb 10th.
- c. **Members of the public:** none.

6 / 26 Reports to include any updates from previous meetings:

a. **Chair's Report**

- i. Re item 10b, Cllr Cann reported that in the past there was a grit bin in Wretton at the cross roads.
- ii. The bench for the bus shelter has arrived and will be fitted once the weather improves.
- iii. The old bench in the play area has been removed. A memorial plaque on the bench has been saved and will be retained for the owner if they can be traced, or re-installed on the fence nearby.
- iv. There was a recent meeting of the Jane Forby Charity, where they discussed the possibility of purchasing the play area land and renting to the council. Councillors were interested in this proposal, which will be added to the next agenda for full discussion.

- v. The Jane Forby Charity is looking for another member who is a Parish Councillor. Cllr Lister will consider this. It is important to ensure there are enough Councillors remaining non-members to allow voting on issues relating to the charity. Three Councillors are needed for a quorum.

b. Clerk's Report

- i. There are no candidates for co-option to the casual vacancy, the clerk will advertise again.
- ii. The clerk has registered the Parish Council with the Information Commissioner's Office.
- iii. The clerk will be attending a course on the new AGAR Assertion 10, after which she will have a better idea of how accessible the Wretton Parish Council website is. There was a discussion around email provision and whether Councillors should move to gov.uk emails. This will be added to the next agenda.

7 / 26 Finance:

- a. A bank reconciliation was received and signed by the Chair.
- b. The following income was noted:

Date	Company	Description	Amount
12.11.25	HMRC	VAT refund 24/25	756.90
17.11.25	Donation c/o D Lister	Surplus from P Garnett bench fund for play area project	20.00

- c. The following payments were approved:

Date	Company	Description	Net	Vat
24.11.25	Norfolk Parish Training & Support	Assertion 10 training (clerk)	45.00	9.00
24.11.25	Parish Online	Subscription	40.00	8.00
30.11.25	Unity Bank	Service charge	6.00	
03.12.25	J Lloyd	Month 8 Payroll	261.76	
15.12.25	The Horticulture Industry Scheme	Grass cutting	1,166.65	
15.12.25	K&M Lighting	Streetlight maintenance 9730	6.93	1.39
05.01.26	J Lloyd	Month 9 Payroll	261.76	
	ICO	Registration	47.00	
	Barriers Direct	Bus shelter bench	385.85	77.17

- d. Councillors considered the budget for the financial year 26/27. Documents had been circulated prior to the meeting. The clerk had prepared 3 options, with options 2 and 3 adding more funds to cover play area repairs and tree maintenance work. Councillors resolved to approve option 3, attached at Annex A.
- e. Councillors resolved to request a precept of £12,425 for 26/27.

- f. It was agreed that the Parish Council will pay a share of SLCC membership for the clerk, at a cost of £61.54 for 2026.
- g. The clerk was approved to set up a direct debit payment to the ICO, and the instruction was signed by Cllrs. Initial payment is £47.00 for 2026.

8 / 26 **Admin**

- a. A draft Document Retention Policy was circulated prior to the meeting, based on NALC model. Councillors resolved to accept this policy.

9 / 26 **Correspondence**

- a. The Government consultation on LGR finished on 11/01/26.
- b. A parishioner contacted the Council to ask if it was possible to provide grit bins. If a Parish Council provide grit bins, NCC refill them when necessary. The clerk will research this further.

10 / 26 **Play area**

- a. The Clerk has spoken to the estate agent who suggested the landowner would prefer to sell the land rather than renew the lease. The clerk asked the agent to clarify whether leasing was still an option if the PC can't buy. Cllr Cann gave an update on the possibility of the Jane Forby Charity purchasing the land (in the Chair's report.)
- b. The Council have received one quote for play area repairs. The clerk will try to get further quotes before a decision is made.
- c. Update on actions from inspection: bench has been removed, Cllr Hogan to buy a padlock, Cllr Cann has a key which it is hoped will secure the bin lid, Cllr Smith will remove the jumbo bag, the clerk will make a sign to laminate.

d. **Planning matters**

Applications

- i. 25/01930/F | Variation of conditions 2,5,7,8 and 9 attached to planning permission 25/0055/F: VARIATION OF CONDITION OF PLANNING CONSENT
23/01376/F: Proposed Detached Dwelling and Garage | Land SW of The Coach House, Low Road, Wretton: Council ratified the comments submitted on 17/12/25 objecting to the application. It was noted that there is a caravan on the land, the clerk will write to the Planning Dept to ensure that this is removed at the end of development.
- ii. 25/01758/F | Retention of existing structures for agricultural use and retention of earth bund | Chalk Pit Farm, Lynn Road, Stoke Ferry: Council ratified the comments submitted on 18/12/25.

e. **Decisions**

- i. 24/00217/NMA_1 | NON-MATERIAL AMENDMENT TO APPLICATION:
24/00217/O: OUTLINE APPLICATION WITH ALL MATTERS RESERVED FOR :
Demolition of existing agricultural building to create 2no residential dwellings. |

Agricultural Building S of Oak Farm Chequers Road Wretton: Application permitted.

f. **Other Planning Matters** None

11 / 26 **Highways**

- a. The damaged byway sign on West Dereham road has been replaced.
- b. Limehouse Drove flooding issues: A new drain has been created by NCC Highways, there has been no significant rain yet to test it.
- c. Low Road / West Dereham Road speed limit: An update from NCC has been received, the paperwork for this is still being processed by solicitors.
- d. Low Road bus stop: no update.

12 / 26 **Village Matters**

- a. Bus shelter bench: This is ready to be installed. Cllrs will repaint the interior of the bus shelter first.
- b. Wretton Village signs: It was noted that a PPS application has been submitted for a 50% contribution towards new Wretton signs at the entrance to the village.
- c. Pipistrelle Drive: Residents have approached the Parish Council concerning some issues with street signage, trees and surface water flooding on the new development. Borough Cllr Lintern advised liaising with the CSNN team re. signage, which will depend on the agreement made with the developer. The issues with trees and flooding should be reported to the planning officer. Taking photos of the flooding would be advisable.

13 / 26 **To receive items for next meeting's agenda**

- a. Drainage
- b. Trees owned by the PC
- c. Trees on Limehouse Drove
- d. NALC email/website
- e. Defibrillator pads and SAM2 sign responsibilities

14 / 26 **Date and time of the next meetings** These were agreed as Monday 2nd March and Monday 11th May (Ordinary Meeting and Parish Assembly.)

Meeting closed at 9.10pm

Signed

Date

Annex A

Budget Proposal 2026-27

Receipts:

	ACTUAL 2024/25	BUDGET 2025/26	YTD 2025/26 As At Month 11	Y/E Forecast 2025/26	BUDGET 2026/27	+/- Budget compared to 25/26
TOTAL RECEIPTS	7,548	11,154	14,961	14,961.14	12,925.00	
Precept	7,373.00	11,154.00	11,154.00	11,154.00	12,425.00	+1271.00
CIL			13.31	13.31		
VAT refund			3,311.83	3,311.83	500.00	
Donations			462.00	462.00		
Refunds	79.48		20.00	20.00		
Paperbank	48.98					
Interest	46.48					

Payments:

Budget Line Detail	ACTUAL 2024/25	BUDGET 2025/26	YTD 2025/26 As At Month 11	Y/E Forecast 2025/26	BUDGET 2026/27	+/- Budget compared to 25/26
TOTAL PAYMENTS	5,627	9,978	7,463.14	10,370	10,925.00	
Clerk Salary / PAYE	981.12	3,203.20	2,388.51	3,697.00	3,200.00	-3
Admin (phone, stationery, bank charges, postage)	227.97	500.00	196.21	250.00	250.00	-250
PC Insurance	393.79	450.00	437.00	437.00	500.00	50
Subscriptions (ICO, NALC, SLCC)	223.88	200.00	175.25	227.25	350.00	150
Audit Fees					100.00	100
Training		100.00	45.00	45.00	200.00	100
Waste/Bin Collections	380.64	500.00	1,140.03	1,286.48	1,200.00	700
Grass Cutting	3,131.47	3,800.00	2,333.35	3,500.00	2,850.00	-950
Play Area Insp and maintenance		500.00	375.00	500.00	1000.00	500
Equip/Software					150.00	150
Streetlight maint.	79.17	100.00	57.75	92.40	100.00	
Streetlight electric	208.70	500.00	195.39	195.39	250.00	-250
Village maint. incl. trees					500.00	500
Donations/ S137		125.00	9.65	29.65	125.00	
Website / emails			110.00	110	150.00	150

Reserves:

General & Earmarked Reserves	Target	Budget 25/26 Allocation	Balance for 25/26	Exp. 25/26	Balance at 30 Nov 25	Budget Allocation 2026/27
General Reserve (contingency/ continuity)	10000	2500	2500		2,500	2000
Staffing	500	500	500		500	
Defibrillator	200	200	200		200	
Streetlights	500	500	500		500	
Street furniture renewals & repairs	1250	0	0		0.00	250
Play Area project	5000	2500	2500		2,962	1000
Tree maintenance	3000	0	0		0.00	500
IT renewal (Laptop 7 year life £400)	400	0	0		0.00	100
Election Costs (contested) May 2027	2000	500	500		500	1000
Legal Fees (deeds etc)	1000	0	0		0.00	1000
EMR Total	23850	6700	6700	0	7162	5850

Of the £5850 added to reserves in 26/27, £3850 will be from the surplus at EoY, £2000 will be added to the precept.

Precept Requirement:

PRECEPT REQUIRED	Actual 2024/25	Budget 2025/26	Budget 2026/27
Total Payments	6,450	9,978	10,925
Add to Reserves		1,201	2,000
Total Receipts	7,548	25	500
Taken from Reserves / surplus funds		0	0
TOTAL PRECEPT REQUIRED	7,373	11,154	12,425
£ Increase/Decrease		3,781	1271
% Increase/Decrease		51.28%	11.4%
BAND D CHARGE ON COUNCIL TAX BILL			
Tax Base		157	153
Band D Charge	0.00	71.09	81.10
Actual % Increase/Decrease		0.00%	14.09%