

# WRETHAM PARISH COUNCIL

Clerk: Julie (Jules) Challenor, Tofts Barn, Church Road, Wretham, IP24 1RL  
Telephone: 07760 485472  
Email: [clerk.wrethamparishcouncil@gmail.com](mailto:clerk.wrethamparishcouncil@gmail.com)

Minutes of the **ANNUAL GENERAL Parish Meeting of Wretham Parish Council** held on Thu 16<sup>th</sup> May 2024 at 7:00pm in Wretham Village Hall.

**Present:** Cllr Harold Smith (HS) – Chair, Cllr Sharon Ford, (SF) – Vice Chair, Cllr Paul Barnard (PB), Cllr Jon Ford (JF) Cllr Lorna Soar (LS) and Parish Clerk, Jules Challenor (JC)

One member of the public present, John Kitson reporting on behalf of the Village Newsletter.

1. To elect a Chairman of the Council & receive the Chairman's declaration of acceptance of office.  
Cllr Harold Smith was elected – Proposed by JF and seconded by SF.  
Chairman's Declaration of Acceptance of Office, duly signed by Cllr HS.
2. To elect a Vice-Chairman of the Council.  
Cllr Sharon Ford proposed by HS and seconded by JF.
3. Apologises of Absence – None
4. Confirmation of Adoption of Financial Regulations and Financial Risk Assessment. At the time of this meeting, we had received correspondence from Norfolk Association of Local Councils informing that there are new Financial Model Regulations available. It was agreed that the Clerk would review again and add to Agenda for next month. **Action: Clerk**
5. Adoption of Standing Orders / Code of Conduct – Ditto above and add to Agenda for next month.  
**Action: Clerk**
6. Confirmation of Election of Internal Auditor for Year End 31<sup>st</sup> Mar 25. It was agreed to ask Mr Michael Corrie – **Action: Clerk**
7. Declarations of Interest of the Agenda. Cllr LS unable to comment on Item 11.2 - Mill Stone Green. Cllrs JF and SF unable to comment on 14.2, although nothing to discuss.
8. MINUTES – the minutes of the meeting held on Thu 11<sup>th</sup> April 2024 were agreed by all and signed by the Chairman. These will be available to view on the Parish Council website and noticeboards.
9. PUBLIC PARTICIPATION – This session should not exceed 20 minutes – No one attended.
10. **DISTRICT AND COUNTY COUNCILLORS REPORT**
  - 10.1 District Councillors Report – emailed report to all Councillors prior to meeting. Phil Cowen is still recovering and unable to drive, therefore he has put together a report, which is at the end of these minutes. On a general note, Breckland continues to manage its finances in a prudent manner and is maintaining a balanced budget although there are stresses in the system that are a result of external pressures particularly relating to housing costs and the like.
  - 10.2 County Councillors Report – None.

Chairmans initials SF

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## 11. MATTERS ARISING

### 11.1 OUTSTANDING HIGHWAY MATTERS

**ENQ-28545** hedge rows around the junction A1075 + Woodcock Road are all cut back. Clerk is to contact who owns the land/and or who farms the land, as Highways inform it is their responsibility. Contact Ian and Jeanette Thurtle at Woodcock Farm, Woodcock Road to see if they can help. **Action: Clerk (not carried out last month due to workload with Year End)**

**ENQ-663793-G1B6Z3** (Croxtan Road) stating potholes resolved. Cllr JF and SF reported the potholes still not fixed. **Action: Again due to wet weather Cllr SF to take photos once dry and email Clerk – NB needs to be asphalted back to the road.**

Roadsigns /chevrons by Denton / end of the camp – Action: **Cllr SF photos and email Clerk**

Low Road Illington, reported lots of potholes. Also Illington Road to Wretham couple of big potholes. Due to all the heavy rain, holes filled with water so as soon as possible photos to be taken and reported. **Action: Clerk - again due to wet weather, unable to take photos**

### 11.2 ANY OTHER MATTERS

Mill Stone Green – Clerk emailed District Councillor Phil Cowen for update and response is still awaiting an update / position statement from the Planners at Breckland. It was agreed by all Cllrs that if we have not heard anything by next meeting, we will write and formally complain.

It was reported, that the grounds urgently need cutting. It was suggested by Cllr JF that we write to Beres stating, after representation by our residents, we would appreciate it if they would maintain the grounds as it is still their responsibility. It has not yet been handed over to the residents so they are unable to do anything. It may be that we will need to correspond with the Council to enforce Beres to resolve. **Action: Clerk**

**12. CORRESPONDENCE** – All correspondence regularly sent electronically to all Councillors.

## 13. FINANCE

- 13.1** Monthly Financial Report and all payments for May 24 sent to Cllrs via email for consideration prior to meeting. Approved and signed payments for May 24, copy attached.
- 13.2** Year End 31<sup>st</sup> Mar 24 – Clerk submitted accounts for internal audit on 15<sup>th</sup> Apr 24. We have received audited accounts and note the report to the Council from the internal auditor and completed signed Annual Internal Audit Report from the Annual Governance and Accountability Return (AGAR) 2023/24 – Page 4 of 6 – Auditor approved and signed.
- 13.3** Receipts and Payments Account, Bank Reconciliation and Explanation of Variance for Year 1Apr23 to 31Mar24 – Chair approved and signed.
- 13.4** Certificate of Exemption AGAR 2023/24 – Page 3 of 6 – Chair approved and signed.
- 13.5** AGAR 2023/24 Form 2 Section 1 – Annual Governance Statement – Page 5 of 6 – Chair approved and signed.
- 13.6** AGAR 2023/24 Form 2 Section 2 – Accounting Statements – Page 6 of 6 – Chair approved and signed.
- 13.7** To note that the Clerk, as RFO has set the commencement date for the Notice of Public Rights and Publication of AGAR Return as Mon 3 Jun 24.
- 13.8** To note the Clerk will send all signed AGAR forms to PKF Littlejohn (external Accountants) and publish all documents on the website and noticeboards. **Action: Clerk**

**All of the above is available to view on the Parish Council website and noticeboards.**

## 14. PLANNING APPLICATIONS

- 14.1 ENF/271/22/PAR** – 4 Manor Cottages - Appeal ongoing & Breckland Council managing.

Chairmans initials SF.

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- 14.2 3PL/2023/1107/F - Sunnycreeks Hockham Road IP24 1SD - Tourism development to include erection of 2 holiday cabins, 5no caravan pitches, service block, stables, manege and paddocks for equestrian use – **Decision change date to 13 May24** – decision still outstanding
- 14.3 3PL/2024/0347/HOU – 25 Mill Stone Green, IP24 1FP – Erection of single storey side extension and single storey front porch extension – **Decision by 14Jun24** – **No Comments by PC**

**15. ANY OTHER BUSINESS**

- 15.1 Dementia Care Friendly Village. Cllr LS to put something together and wants to think about a new name, suggested “Memory and support café” – **Action: LS**
- 15.2 Litter Picking / general tidy of village. Unable to make a start on litter picking due to wet weather. May very busy for Clerk so hoping to start in June. It was noted that some of the areas need grass cutting, especially the area where the village sign is placed. Clerk informed NCC is responsible for these areas so will make contact. **Action: Clerk**

**16. ITEMS FOR NEXT AGENDA AND DATE FOR NEXT MEETING(S)**

**2024** - 13<sup>th</sup> Jun (Apologies Cllr LS due to holiday), 11<sup>th</sup> Jul 24, Aug (tba at June meeting – probably not hold due to holiday period), 12<sup>th</sup> Sep, 10<sup>th</sup> Oct, 14<sup>th</sup> Nov, Dec 24 (tba).

**2025** - 9th Jan, 13th Feb, 13th Mar, 10th Apr, 8th May, 12th Jun, 10th Jul 2025.

## District Councillors' report May 2024 All Saints and Wayland ward

Some highlights of achievements and work streams ahead of annual parish meetings across Breckland.

- **Thetford £20m funding** – Cabinet is reviewing a report to help set in motion the key steps to mobilise the funding – received as part of the Government's Long Term Plan for Towns Programme. The first step will be to setup a new 'Town Board' in Thetford, by June, and then for that board to oversee the development of the approach to defining spend priorities for the funding.
- **O.C.O Technology** - just obtained planning permission from Norfolk County Council this month for their full ambition (of 100,000 tonnes p.a.) at their Larkshall Mill site in East Wretham.
- **Snetterton NetZero project** - completed last month by Opergy and EP Group, funded (£58k) via the Greater South East Net Zero Hub (GSENGH), identifying investment opportunities in the delivery of power infrastructure while maximising the role of renewables
- The new **Housing Allocations Policy** came into force from the 1<sup>st</sup> April for new applicants. Officers are working their way through existing applications and contacting the customers who are affected by the changes. There are currently 1500 applicants on the housing register, with 400 waiting assessment.
- All available **Council Tax Support Funds** were distributed during 2023-24 and additional support was also available through Breckland's Exceptional Hardship Fund. In total almost £214,000 additional support was provided to those on low incomes.
- **Inspiring Communities Match-Funding:** Inspiring Communities Match Funding Grant Scheme is now live. First round of applications is open until 14<sup>th</sup> June. The successful applicants will be given up to £5,000 each to help them deliver projects that reduce vulnerability and health inequalities.
- **Household Support Fund 5:** The Household Support Fund 5 is now open to applications. The fund will be issued across 2 rounds: the first running from now until the end of June, the second from July until the end of September. Awards are for a fixed amount of £300. As with previous rounds, referrals can only be made by professionals who have identified eligible residents.
- **Council AGM** – This will take place on May 23, and will include appointment of new Council Chairman and Vice Chairman, as well as appointments to Council committees.
- **Local Government Boundary Commission for England (LGBCE) Review –** Thursday 7 May) the LGBCE has officially responded to our submission, confirming the number of Councillors for Breckland from the election in 2027 onwards will be 51 (previously 49). A proposed warding pattern will be considered by Council later in the year.
- **Future Events**
  - **D-Day (80<sup>th</sup> Anniversary)** flag raising – Thursday 6 June
  - **Armed Forces** flag raising – Monday 24 June

### Local Plan Update

- The Local Plan is due for Cabinet review on 13<sup>th</sup> May to enact the next – "Reg 18" – consultation which will be the first draft of the plan
- This has been shaped following the extensive consultation and engagement work to date, and sets out the key suggested options in terms of where housing growth is planned to take place, and which sites may receive allocation

Chairmans initials SF.

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- A substantial enhanced consultation process has been designed alongside, which will include diverse range of in person and online events for stakeholders

**Nutrient Neutrality:**

- The Councils has worked with partners to bid for a further £12m of funding through the Government's Nutrient Mitigation Fund, this comes as projects have been identified for the first tranche with EOIs to be received following the schemes formal launch in May
- The Council has also bid for c. £2.5m of Brownfield funding to help mitigate the cost implications for affordable housing developers within Breckland catchment