

WRETHAM PARISH COUNCIL

The ANNUAL GENERAL MEETING of WRETHAM PARISH COUNCIL
will take place on THU 16th MAY 2024 at 7:00pm at Wretham Village Hall
All councillors are summoned to attend

A G E N D A

1. To elect a **Chairman of the Council** and to receive the Chairman's Declaration of Acceptance of Office
2. To elect a **Vice-Chairman of the Council**
3. **Apologies of Absence**
4. **Confirmation of Adoption of Financial Regulations and Financial Risk Assessment**
5. **Adoption of Standing Orders / Code of Conduct**
6. **Confirmation of Election of Internal Auditor for Year End 31st Mar 25**
7. To receive declarations of interest of the agenda.
8. **CONFIRM AND SIGN THE MINUTES** as a true record of the meeting held on Thu 11th April 2024
9. **PUBLIC PARTICIPATION** – This session should not exceed 20 minutes
10. **DISTRICT AND COUNTY COUNCILLORS REPORT**
 - 10.1 District Councillors Report
 - 10.2 County Councillors Report
11. **MATTERS ARISING**
 - 11.1 **OUTSTANDING HIGHWAY MATTERS** – discuss any outstanding issues + report any new issues
ENQ-28545 re hedge rows Woodcock Road
ENQ-663793-G1B6Z3 – Croxton Road potholes
Roadsign + chevrons by Denton / end of camp
Low Road, Illington plus Illington Road to Wretham - Potholes
 - 11.2 **ANY OTHER MATTERS**
Mill Stone Green – still awaiting an update / position statement from the Planners at Breckland.
12. **CORRESPONDENCE** – To report on any outstanding correspondence received by the Council
13. **FINANCE**
 - 13.1 Monthly Financial Report and all payments for May 24 sent to Cllrs via email for consideration prior to meeting. Approve/sign payments for May 24.
 - 13.2 Year End 31st Mar 24 – Clerk submitted accounts for internal audit on 15th 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
 - 13.3 Chair to approve and sign the Receipts and Payments Account, Bank Reconciliation and Explanation of Variance for Year 1Apr23 to 31Mar24.
 - 13.4 Chair to approve and sign the Certificate of Exemption AGAR 2023/24 – Page 3 of 6
 - 13.5 To approve the AGAR 2023/24 Form 2 Section 1 – Annual Governance Statement – Page 5 of 6
 - 13.6 To approve the AGAR 2023/24 Form 2 Section 2 – Accounting Statements – Page 6 of 6
 - 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.

14. PLANNING APPLICATIONS – new planning applications, planning decisions and correspondence, and to decide on comments to be made where necessary.

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

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**

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**

15. ANY OTHER BUSINESS

15.1 Dementia Care Friendly Village – anything to report.

15.2 Litter Picking – anything to report.

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

2024 - 11th Jul 24, Aug (tba) 12th Sep, 10th Oct, 14th Nov, Dec 24 (tba).

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