

## WENDLING PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 17TH MAY 2018  
AT 7.30 P.M. IN THE VILLAGE HALL.

**Present:** Cllr S Warwick (Chairman), Cllr C Foster, Cllr M Olley and  
Cllr S Hughes-Wade

**Others Present:** 3 Electors, Dist. Cllr Robert Richmond and County Councillor Mark  
Kiddle-Morris.

### 1. Election of Chairman and Vice Chairman

Cllr Foster proposed Cllr Warwick for the position of Chairman of the Parish Council for the forthcoming year, seconded by Cllr Olley and carried. Cllr Warwick accepted the position and signed the Declaration of Acceptance of Office.

Cllr Warwick proposed Cllr Olley for the position of Vice Chairman of the Parish Council for the forthcoming year, seconded by Cllr Hughes-Wade and carried. Cllr Olley accepted the position.

### 2. Welcome and to consider accepting apologies for absence

Cllr Warwick, Chairman of the Parish Council, welcomed those present to the meeting. Apologies for absence were received from Cllr A Jenness and these were accepted.

### 3. To declare any Interests re items on the agenda

There were no Interests declared.

### 4. To co-opt onto the Parish Council, if possible

Cllr Warwick proposed Mrs Sally Knight be co-opted onto the Parish Council, seconded by Cllr Foster and carried. Cllr Knight then completed the Declaration of Acceptance of Office and the Interest form.

### 5. To confirm minutes of the meeting held on April 5th

The minutes had been circulated. Cllr Olley proposed the minutes of April 5th be accepted as a true and accurate record of the meeting, seconded by Cllr Warwick and carried.

### 6. To discuss any matters from the minutes of April (not on the agenda)

There were no matters arising.

## PUBLIC PARTICIPATION PERIOD

The Consultation period for people to make comments on the Norwich Western Link (Norwich Northern Distributor Road) is from 8<sup>th</sup> May until 3rd July and anyone can comment.

Under the Public Health grant, there are going to be 4 mobile phone detector units used and this project will be trialed for a year.

There was some discussion regarding a field that used to be accessible for dog walking is now not accessible. Cllr Warwick will speak to the dog warden about the situation. If land has stewardship on it, it cannot be used for dog walking.

Cllr Richmond spoke about the housing situation and lack of affordable houses in parishes for siblings wishing to remain in the same vicinity as their parents. He said the new houses in Mileham had proved to be successful and he will try to get the situation improved in other areas.

**7. To discuss Parish Councillor vacancies**

This subject will go on the July agenda

**8. To discuss Correspondence**

There was no correspondence to discuss. A copy of the Clerks & Councils magazine had been received and it will be circulated.

**9. To discuss any Planning Issues and future Planning applications**

3PL/2018/0419/HOU Mr & Mrs R O'Neil, The Oaks, Carr Lane, new triple cartshed, the Parish Council had no objection.

3PL/2018/0288/HOU and 3PL/2018/0289/LB Mr & Mrs A Jenness, Manor Farm, Manor Drift, demolition of existing rear 1 ½ storey extension and construction of new 2 storey rear extension. The Parish Council had no comment to make on this application.

**10. To discuss Highways Matters**

At Grange Road there are some bad pot holes and the water coming off the field is not being controlled. The Highways Department will be asked to make this a matter of urgency. The Highways Rangers have not visited the parish for a while and verge grass cutting has not been carried out yet. Highways will be chased up on this. The proprietor of Dereham Firewood Supplies has carried out some very good work on the land and there are cows in the field.

**11. To receive authorisation for financial payments**

Cllr Foster proposed the following necessary financial payments be authorized, seconded by Cllr Olley and carried:-

Clerk's net salary for April & May	£208.00	HMRC tax for April & May	£52.00
Zurich Insurance	£295.96	SCS Accounting Solutions	£100.00
Wendling Village Hall (recycling credit)	£219.53	C Foster (refreshments for meeting)	£11.77
Norfolk Assoc. of Local Councils subs.	£107.59		

**12. To adopt the end of year accounts**

Cllr Foster proposed the end of year accounts be adopted as an accurate record of the Parish Council's finances, seconded by Cllr Olley and carried.

**13. To adopt the Certificate of Exemption and the Annual Return**

Cllr Foster proposed the Certificate of Exemption be adopted, seconded by Cllr Olley and carried. The Responsible Finance Officer and the Chairman signed the Certificate.

The Internal Auditor had completed page 4 of the Annual Return and produced a report.

Cllr Foster proposed the Annual Governance Statement be adopted, seconded by Cllr Olley and carried. Cllr Foster proposed the Accounting Statements be adopted, seconded by Cllr Olley and carried.

**14. To review the current Standing Orders and amend if necessary**

This will be an item for the July agenda.

**15. To review the current Financial Regulations and amend if necessary**

Amended Financial Regulations were reviewed and Cllr Warwick proposed they be adopted, seconded by Cllr Hughes-Wade and carried.

**16. To amend Clerk's Contract of Employment to include role of Data Protection Officer**

The Clerk received an amended Contract of Employment and Job Description to reflect the added position of Data Protection Officer.

**17. To receive items for next agenda**

To discuss the purchasing of a defibrillator

To discuss a village Litter Pick


To finalise the Internal Accountant for 2018 – 2019

Parish Councillor vacancies

**18. To confirm date, time and venue of next meeting in July**

The next meeting will take place on July 26<sup>th</sup> in the Village Hall at 7.30 p.m.

There being no other business to discuss, Cllr Warwick declared the meeting closed at 8.55 p.m. and thanked everyone for attending.

  
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Chairman

26.7.2018  
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Date