

Wacton Parish Council

Minutes of the Meeting of the Parish Council held at Wacton Village Hall.

At 6.00pm on Wednesday 3rd April 2024.

**Present: - Chair: Gary Mulhall. Councillors: Pete Fraser, Felicity Perry. Kat Ireson
Parish Clerk: Alan Arber**

Two members of the public were also present.

1. Public participation.

No public participation noted.

2. To consider apologies for absence.

No apologies received.

3. To receive any disclosures of interest.

Gary Mulhall for payment all agreed.

4. To approve the minutes of the Parish Council meeting held on 6th March 2024

The minutes were agreed as a true record of the meeting.

Proposed: Pete Fraser

Seconded: Gary Mulhall

5. To consider matters arising from the last minute (for information only).

None reported.

6. To receive a report from the County Councillor.

No report

7. To receive a report from the District Councillor.

No report

8. To receive a report from the footpath warden

No report

9. To receive a report from the Village Hall Management moving forward.

No report.

10. To receive and governance updates

The clerk reported that Nalc have made their polices password protected so NPTS have done their own the clerk is working on these for the May meeting.

11. To consider Planning applications.

2024/0624 Wilderness House Erection of Green House Parish Council approved.
2024/781

12. Correspondence.

Complaint from Parishioner on Hedge cutting.
Clerk replied on 18/3 to put the ball in the chairs court to get this done.
PKF Littlejohn Paperwork received.
Vat reclaims submitted.
Planning application 2024/0624 received and emailed to councillors.
Call the grass cutting contractor to do early cut as grass is exceptionally long.
Many emails to BT regarding lack of Wi-Fi service
Yearend Bank reconciliation done.
Year-end paperwork done on Sect 1 and Sect 2 of AGAR.
Pride in bloom seminar attended.
NPTS seminar attended.
Email regarding Vandalism on the green again.
New ink for printer ordered and received.
Internal control undertaken by Chair and no issues found.
Aset Register updated.
Annual Play Area Inspection undertaken and passed with one fault.
Hannah Lewis Litter Pick details received.
Planning Application 2024/0781 received and sent to all councillors for comments.

13. Authorisation of Payments.

1. Receipts

No receipts

2. Finance

- To approve payment of Clerks Salary and expenses for March £657.51
- To approve payment to Norfolk Pension Scheme for Clerks Pension March £ 209.49
- To approve payment to Mulbee solutions March £157.50

- To approve payment to HMRC for Tax and NI January £89.29
- Credit card monthly charge March £3.00
- To approve payment to Play Inspection Company for annual play Inspection £99.00
- To approve payment to Viking for Stationery £114.96
- To approve payment to O2 for clerk's mobile March £11.89
- To approve payment to BT for Broadband for defib March £28.74

- To approve payment on Credit card for printer Ink £27.98
Proposed: Felicity Perry **Seconded: Kat Ireson.**
- **To receive the Year End V budget expenditure reports**
 The clerk produced the report and was thanked by the councillors for his work on this.
- **To receive the year end bank Reconciliation**
 The clerk produced the report which was lower than usual as we have undertaken many projects, and these have come at a cost to our reserves, and we finish the year with a total of £12,730.26
- i. **To receive and agree Section 1 Of the AGAR Annual Governance Statement 2023-2024**
 The clerk took the council through the statements for them to agree to the answers and minute these for the AGAR.
Proposed Felicity Perry **Seconded Pete Fraser**
- ii. **To receive and agree Section 2 of the AGAR Accounting Statements**
 The clerk took the council through the section explaining what each statement meant and how we got to them, and these were agreed and duly minuted for the AGAR
Proposed Gary Mulhall **Seconded Kat Ireson**

The clerk reported that he had now made up the new Accounts folder and accounts spreadsheet for 2024-2025 and this is now being used.

We started 1st April with a year-end balance of £12730.26 and with today's payments agreed we will start May on a balance of £11330.90 but the clerk has submitted a Vat reclaim of £905.94 which we should receive in around 4 weeks.

14. Report on ongoing matters.

- **Woodland Project and damaged Bridge**
 The bridge is really in state of disrepair and has had temporary repairs made and marked with yellow tape. The ongoing tidy up is continuing and construction of a new play shelter has been started.
- **Councillor and Clerk Training**
 The Clerk will start Filca and will start this in the coming months.
- **To discuss the Book Exchange project**
 The inside has been painted with brick paint and the outside of the rear wall has been dug out to stop the wall from being damp. Questions on a door being installed and this was thought to be a good idea.
- **New Benches**
 This has been deferred until the weather spring.
- **Councillors Page on the website**
 The clerk has most bio's and will undertake this task as soon as yearend is done and has all Bio's. Will be done soon. Website head page may be changed in the coming months to make it look better.
- **Gov.uk Email Addresses for councillors.**
 The clerk commented that he is finalizing this process and again should be complete after the yearend tasks are complete.

- **Biodiversity**
The clerk is working on this, along with a climate emergency policy as well and will report to the council once year end is completed and should be at May meeting.
- **Damaged Play equipment and replacement**
This will be looked at after year end is completed. The damaged play equipment has been removed and the car park sign has again been vandalized and removed.
- **Litter on Hall Lane.**
Still not been cleaned and this is a saffron issue to deal with
- **Purchase of Apple Trees**
This will be looked at after year end is completed. The sticks have been taken out and the sticks will be used to make a nature habitat. The foundry garden Centre is good for trees to help with this. Planting is best in the autumn.
- **Move Parish Noticeboard and purchase new one.**
These cost around £540 to purchase and will be looked at after year end is completed.
 - **South Norfolk Big Litter Pick**
Certain people undertake this, and Hannah is doing a great job on her DofE project and really is doing a great job.

14. To receive details of Parish Speed Watch.

No Report as the group have not been out, it is hoped they will be out soon, but new Sam 2 has been installed which is great news. Sam data downloaded and discussed with councillors.

15. To discuss the need for New Parish Councillors.

We need new councillors desperately and will look for these asap. Two volunteers may be interested in the coming months.

16. Public Participation

No comments

17. Items for the next Agenda

**Complete year end
Internal Auditors report
SAM data**

The meeting ended at 6.38 pm.

Next Parish Council Meeting will be 1st May after the Annual Meeting of the Parish 5.30-6pm. Annual parish council meeting starts at 6pm.