

# **Wacton Parish Council**

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

**At 6.00pm on 3<sup>rd</sup> July 2024.**

**Present: - Chair: Gary Mulhall. Councilors: 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 in item 13 all agreed.

**4. To approve the minutes of the Parish Council meeting held on 6<sup>th</sup> June 2024**

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

**Proposed: Pete Fraser**

**Seconded: Felicity Perry**

**5. Matters arising from last minutes**

No report

**6. To receive a report from the County Councillor.**

No report Received due to upcoming election

**7. To receive a report from the District Councillor.**

No report received due to upcoming election.

**8. To receive a report from the footpath warden**

No report as we have no footpath warden

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

No report received

**10. To adopt Parish Policies for 2024-2025 including the new NPTS Standing Orders and Financial Regulations.**

The clerk commented that he had updated all policies, and this included the new NPTS Standing Orders and Financial Regulations and gave all councillors a copy of the Policies sheet which is attached as [appendix 1](#)

**Proposer: Gary Mulhall**

**Seconded: Kat Ireson**

**11. To consider Planning applications.**

Planning application 2024/1708 Change of use for a proposed and associated building works from an agricultural building to a dwelling.

Parish Council supported this application

**12. Correspondence.**

Planning application 2024/1708 received and circulated for councillors to look at  
Email from PKF Littlejohn to say our year end is logged and in the queue to be worked on asap  
Nalc and NPTS training emails received

Land sale documents and emails from Solicitors received and answered as required along with the chair.

Pylons work update received via email.

Email from SNDC to say they have appointed architects to update their design code for planning and design moving forward.

Annual Play Inspection requested from Play Safety and acknowledgement received all in place  
Planning applications dealt with at the last meeting all comments sent in supporting both applications.

Email sent to GLS regarding the Copse bridge, but nothing received yet.

**13. Authorisation of Payments.**

**1. Receipts**

No Receipts in June

**2. Finance**

- To approve payment of Clerks Salary and expenses for June £636.36
- To approve payment to Norfolk Pension for Clerks Pension June £211.92
- To approve payment to Mulbee solutions General maintenance and book exchange £473.40
- To approve payment to HMRC for Tax and NI June £110.14
- To approve payment to Viking for Stationery £137. 53
- Credit card monthly charge June £3.00
- To approve payment to SLCC for annual subscription £96.56
- To approve payment to O2 for clerk's mobile June £12.47
- To approve payment to BT for Broadband for defib June £32.53

**Proposed: Felicity Perry**

**Seconded: Pete Fraser**

The council are in a healthy position with the bank balance showing at 1<sup>st</sup> July being £14,858.31 and after today's payments the balance will be £13,144.40 but

we still await the credit card bill so this may change before minutes finalised. The clerk also noted that we have a VAT reclaim of £520,07 to reclaim at the end of July as awaiting invoices from Mulbee solutions to see if any VAT can be reclaimed from them.

The clerk also produced a 3-month budget v expenditure report for all councillors. All councillors were happy with the report

#### **14. Report on ongoing matters.**

- **Woodland Project and damaged Bridge**

The clerk had contacted GLS on help with this and the bridge is no closed off, Stripped down and the whole bridge needs replacing, and more investigation is needed to ensure we can get it safe and usable.

- **Councillor and Clerk Training**

The Clerk needs to get everyone on the gov.uk email system asap and add any new Councillor.

- **To discuss the Book Exchange project**

This is looking exceptionally good with the roof tiled and easier to work on and the work should be completed by the end of August. It was wondered if we do an opening event inviting Kim Carsok to do the duty in Barry Duffin memory.

- **New Benches**

Take off and look at this next year.

- **Gov.uk Email Addresses for councillors**

Everything is ready to get this done and the clerk requested that he sends the instructions to the chair for you all to meet up and finalise this asap.

- **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 June 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. We will look at CAF funding for this.

- **Purchase of Apple/Pear Trees**

It was agreed to defer this till the autumn.

- **New Noticeboard**

The new noticeboard has been received and will be put up asap but in a better location by the path to the village hall entrance, with the old one being moved to blacks meadow

- **Land Sale**

A parishioner has requested to purchase a small parcel of land (his drive) on the village green near the pond. The process has started, and the parishioner is paying all costs and a donation to the parish council once all is complete.

#### **15. Matters arising**

**Donuts in a car in the street.**

**Dog walkers on the common not keeping the dogs under control**

**Verges up common road have been cut, including Nature Reserve section.**

# Wacton Parish Council - Policies and Procedures

|  | Date Adopted | Review Frequency | Legislation Act  | Next Review Date |
|--|--------------|------------------|--|------------------|
| Asset Register                                       | 22/11/17     | Annual           | Accounts and Audit Regulations 2015                              | 01/06/2025       |
| Code of Conduct                                      | 22/11/17     | Annual           | Localism Act 2011  | 01/06/2025       |
| Complaints Procedure                                 | 22/11/17     | 3 years          | FOI Act 2000   | 01/06/2027       |
| Data Protection Registration                         | 22/11/17     | Annual           | FOI Act 2000   | 01/06/2025       |
| Disciplinary procedure                               | 22/11/17     | Annual           | Employment code of Practice order 2009                           | 01/06/2025       |
| Equality Policy                                      | 22/11/17     | 3 years          | Equality Act 2010  | 01/06/2027       |
| Financial Regulations                                | 22/11/17     | Annual           | Accounts and Audit Regulations 2015                              | 01/06/2025       |
| FOI publications scheme / core classes and documents | 22/11/17     | Annual           | FOI Act 2000   | 01/06/2025       |
| Grant Awarding Policy                                | 22/11/17     | 3 years          | Accounts and Audit Regulations 2015                              | 01/06/2027       |
| General Risk Assessment policy                       | 22/11/17     | Annual           | Health and Safety at work act 1974                               | 01/06/2025       |
| Grievance Policy                                     | 22/11/17     | 3 years          | Employment Act 2008  | 01/06/2027       |
| Lone Worker Policy                                   | 5/7/17       | 3 years          | Management of Health and Safety at work Regs 1992 (amended 1999) | 01/06/2027       |
| Social Media Policy                                  | 22/11/17     | 3 Years          | FOI Act 2000   | 01/06/2027       |
| Pension Policy                                       | N/A          | 3 years          | Pensions Act 2014  | 01/06/2027       |

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|----------------------------|----------|---------|--|------------|
| Risk Assessments – General | 5/7/17   | Annual  | LG Act 1972                                | 01/06/2025 |
| Sickness Absence Policy    | 22/11/17 | 3 years | HSW Act 1974                               | 01/06/2027 |
| Health and Safety Policy   | 22/11/17 | 3 Years | H & S Act 2008                             | 01/06/2027 |
| Standing Orders            | 5/7/17   | Annual  | LG Act 1972                                | 01/06/2025 |
| Training Policy            | 22/11/17 | 3 years | Best Practice                              | 01/06/2027 |
| Co-option Policy           | 22/11/17 | Annual  | LG Act 1972                                | 01/06/2025 |
| GDPR Policy                | 22/7/18  | Annual  | Data Protection Act 2019                   | 01/06/2025 |
| Model Publication Scheme   | 22/7/17  | 3 Years | Public Sector Information Regulations 2015 | 01/06/2027 |
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