

**WANGFORD WITH HENHAM PARISH COUNCIL**

**Draft Minutes of the meeting held in Wangford Community Centre**

**Committee Room at 8.15pm Tuesday 12<sup>th</sup> April 2022. Following the Annual Parish Meeting**

**Present:** Chair Cllr. A Smith, Cllrs. S Smith, T Carter, R Waters, G Pepper, E Utting, R, Miller, S Ives and S Farrands.

District Cllr. N Brooks. 1 member of the public.

1. **Opening of Meeting:** 8.15pm following the APM
2. **Declarations of Interest** – None.
3. **Receipt and Acceptance of Apologies** – Clerk J Brown, unwell.

**PUBLIC FORUM – to include COUNTY & DISTRICT COUNCILLORS REPORTS.**

Cllr. Brooks: A quiet time of the year with not too much happening. The new bridge is going well and according to plan, it is on budget and about 50% completed. It may not look this way but a lot of work has been carried out below ground. The council tax refund of £150 for properties falling within bands A to D will be paid by the end of April to early May for those who pay by direct debit. Details of refunds to those not paying by DD will be announced. The new beach huts at Lowestoft are now 50% completed, there has been a lot of interest and there is quite a long waiting list. There is a small amount within the budget to help with projects for the Platinum Jubilee.

Cllr. Carter asked about disabled access to the toilets by the new beach huts as he was concerned there is a step in the way. Cllr. Brooks will investigate this. It was also mentioned that there are lot of fallen trees on the A12 and A145 which encroach slightly on to the highway. Cllr. Brooks will report to the appropriate department to get this looked at.

Mr. Bill Irving expressed his concerns that an application regarding the quarry had been submitted by Breedon to extend the temporary permission for a further 15 months and therefore postpone completion of restoration works. (See Planning Item 9).

4. **Acceptance of Minutes of Meeting Held 8<sup>th</sup> March 2022**  
Cllr. Waters proposed acceptance, 2<sup>nd</sup>. Cllr. Farrands – AIF. 1 Abstention. Cllr. A Smith – was not present.
5. **Matters Arising from the Previous Meeting.**  
From Annual Parish Meeting – None.  
Bus Stops – Cllr. Dunning was not present at the meeting so Cllr. A Smith suggested that the clerk write to her for an update as things are in place from our end but need to know where things stand.  
Queens Platinum Jubilee Celebrations – Cllr. S Farrands reported that things are moving along well, meetings to discuss events for the day are being held regularly. Events will include an open air Church service, an exhibition in the Church involving local groups, big picnic lunch on the playing field, ice cream van, bring your own drinks, games and much more. Full details will be advertised when confirmed. Heather Broughton is organising an exhibition of and looking for exhibits dating back to the Coronation, Jubilee mugs have been ordered for the parish. It was confirmed that the PC have public liability to cover the event.  
VAS Recalibration – the speed sign will be collected and serviced just after Easter.  
New Garage Plots – Space for two plots have been identified and Cllr. A Smith will obtain quotes for their construction.

Parking on the Cobbled Area, High Street – It was proposed that the Clerk write to the residents along this part of the High Street to ask them to refrain from parking on the cobbles to deter further damage.

Quote for New Goal and Nets – a quote for £2233.34 has been received by Cllr. S Smith. He will obtain two further quotes before the next meeting and a decision can then be made about replacement. There is currently funding in the Latitude account for this project.

## 6. Reports.

We currently have one enquiry for the clerk job vacancy. The plan is to interview the applicant after Easter when the current clerk has recovered from illness.

It was reported to Cllr. A Smith that a large branch from one of the trees on the allotment had fallen causing damage to a residents wall and garden gate. A tree surgeon was called to inspect this tree and two others to see what remedial work was required. One tree needs to be reduced in size, one braced and a plum tree to be removed. Cllr. A Smith proposed work should be carried out as soon as possible and planning gained if required. Cllr. G Pepper 2<sup>nd</sup> AIF.

The quarry liaison meeting which was due to be held was cancelled due to covid.

It has been reported that dogs have been seen with their owners on the childrens play area. New signs will be erected soon to hopefully deter this problem

## 7. Finance

<b>a. Accounts for Payment</b>	<b>COST</b>	<b>VAT</b>	<b>TOTAL</b>
J Brown – Clerk’s Pay and expenses mar & April.			£504.05
HMRC			£54.20
S Farrands – Jubilee Mugs			£1075.29
Repairs to Gates			£425.00
Rodent Control			£66.14
SALC – Subscription			£265.84
Waveney Norse Bin Emptying			£62.40
<b>TOTAL 7</b>			<b>£2452.96</b>

Cllr. R Waters proposed payment of these accounts, 2<sup>nd</sup> Cllr. G Pepper AIF.

**b. Accounts Already Paid – None.**

**c. Receipts – Interest 31<sup>st</sup> March 2022 C Acc: £2866.14, B Acc: £9,247.94**

Latitude Ticket Sales Acc: £18,749.24. Includes CIL £1410.07

**d. To decide if PC should exempt from limited assurance review. Proposed Cllr. A Smith, 2<sup>nd</sup> Cllr. S Farrands. AIF**

**e. Presentation of draft accounts for approval and AGAR form. Proposed Cllr. A Smith, 2<sup>nd</sup> Cllr. G Pepper. AIF**

**f. Presentation of Bank reconciliation. Proposed Cllr. A Smith, 2<sup>nd</sup> Cllr. G Pepper. AIF**

**g. Presentation of Budget to Actual. Proposed Cllr. A Smith, 2<sup>nd</sup> Cllr. G Pepper. AIF**

**h. Presentation of Asset Register. Proposed Cllr. A Smith, 2<sup>nd</sup> Cllr. G Pepper. AIF**

CORRESPONDENCE – No areas of grass identified to be cut less frequently.

Helen Rolfe would like to see the Ukraine flag flown from the Community Council flag pole – referred to Community Council.

**8. Planning**

**a. Applications rec'd.**

DC/22/1182/FUL – 20 Hill Road. Demolition of single storey side outshot, erection of two storey side extension and porch. No Objections.

DC/22/0805/FUL – Retrospective application at 1 High Street. Erection of wooden summerhouse to replace existing. No Objections.

DC/22/0832/FUL – Reydon Grange. Internal Alterations. No Objection.

W/13/2919/VOC – Wangford Quarry. Additional 15 months sought to continue quarrying and consequential postponement of completion to restoration works. Recommend Refusal.

DC/21/1173/FUL – 7 Church St. Demolition of existing dormer window replace with double dormer and porch. No Objection.

DC/21/5738/FUL – 69 Church St. Conversion of existing outhouse to three holiday flats. Recommend Refusal. Concerns about the number of vehicles from the proposed development and four existing properties that all have to access Norfolk Road very close to a blind bend. Overdevelopment of the site in terms of numbers of potential holiday dwellings.

**b. Decisions Rec'd.**

DC/22/0190/DRC Hill Farm, Hill Road. Discharge of conditions re DC/19/1970/FUL construction of four holiday chalets.

**9. Any Other Business**

None

**10. Meeting Closed at: 9.15pm**

Jean Brown, Clerk to Wangford with Henham Parish Council, 5 Mill Lane, Wrentham, NR34 7JQ.

Date of next meeting: 10<sup>th</sup> May 2022.

**WANGFORD WITH HENHAM PARISH COUNCIL  
ANNUAL PARISH MEETING**

Minutes of the Annual Parish Meeting held on Tuesday 12<sup>th</sup> April at Wangford Community Centre.

**PRESENT :**

In the Chair – Chairman of the Parish Council Cllr A Smith,

Clerk – Jean Brown unwell. Cllr. S Smith taking minutes.

Parish Councillors – Cllrs. S Smith, T Carter, S Ives, R Waters, G Pepper, E Utting, S, Farrands and R Miller.

District Cllr. N Brooks

1 member of the public.

- 1       **OPENING** – The Chairman declared the meeting open at 8.00pm.
- 2       **APOLOGIES FOR ABSENCE** – Clerk Jean Brown, unwell.
- 3       **CHAIRMAN'S ANNUAL REVIEW**  
The Chairman read his review, copy attached.
- 4       **REPORTS FROM LOCAL COMMUNITY GROUPS**  
No one present.
- 5       **Councillor Vacancy**  
The vacancy for an additional councillor is being advertised.
- 6       **ANY OTHER BUSINESS**  
None.
- 7       **CLOSE OF MEETING**  
There being no further business, the Chairman closed the meeting at 8.14pm

Signed..........Chairman

Date.....13.04.2022

## WANGFORD WITH HENHAM PARISH COUNCIL

### CHAIRMANS ANNUAL REPORT 2021 – 2022

Firstly, I would like to take this opportunity to thank our parish councillors for the time and effort that they devote to their duties which I remind you they do on a completely voluntary basis.

I would also like to thank Jean our clerk for her hard work and support over the last 9 years. As you are probably aware Jean is retiring from her post and will be leaving us by the end of April.

We are currently advertising for a replacement, as off this afternoon, we have had an enquiry from an interested applicant who lives in Peasenhall. Jean has spoken to her at length, and I will give her a call in the next few days to try and arrange an interview to discuss the position further.

There is also a vacancy for a parish councillor so if anybody would be happy to take up this position then please speak to me or one of my fellow councillors who would be happy to explain the role.

This year, due to the lifting of Covid restrictions our meetings have been a little easier and have allowed us to meet in person, they have been well attended and most of the goals we had in place have been achieved.

Once again, the parish council has been busy on your behalf.

The playing fields, children's playground and multi games area have continued to be popular. We are aware of some areas that need to be looked at, improved and repaired. These include one or two items of play equipment, the surface and the timber boarding surrounding the multi games area. Due to an ongoing problem with dogs fouling and at times being allowed to walk off lead, we have ordered more signage which has been delivered and will be installed soon.

The allotments are still proving to be very popular with most plots now rented. The problem we had with rats in previous years seems to be under control due to the regular visits by the pest controller. Thank you to Steven for overseeing the grass cutting and maintenance and to Geoff for holding allotment meetings when possible and answering tenants queries. A new noticeboard for the allotments and garages will shortly be installed within the area and will be used to show details of tenancy agreements for allotments and garages to avoid confusion so that transfers are made in the correct way. The noticeboard will also be used to advertise any planned allotment meetings.

Our allocation of Latitude tickets has now sold out. If you failed to apply before the deadline and would like a ticket, please contact me as some spare tickets may become available nearer the time.

At time of payment, we will again be asking residents to volunteer a few hours of their time, if they don't already do so, to help with any ongoing and future projects within the village and at the Steam Rally.

We have been asked if we could provide volunteers to traffic spot during the festival in exchange for a generous donation to the Church. Kindly, the vicar Alan Parry has taken on this role and is actively seeking volunteers. If you would like to be involved or know someone who might, please let me know and I will pass on their details.

This year sees the Queens Platinum Jubilee celebrations. Thank you to Sara, along with her committee for organising the event. They have several ideas to make the day special and memorable. Regular meetings are being advertised and held and anyone is welcome to attend to volunteer their help and to put forward any ideas.

Further detail of events that will be happening on the day will soon be advertised.

## Current Projects.

The book exchange within the old telephone box has now been completed and is proving a popular addition.

Work on the community wildflower garden is ongoing and now the plants and trees are starting to flourish. We have had some good feedback from both residents and people from outside the area and this work has and will continue to enhance this area of the village. An interpretation board giving more detail of how and why this area evolved has been ordered and delivered and will soon be installed. Thank you to all volunteers who help with this project and a special thank you to Helen Rolfe and Geoff for their knowledge and input.

## Bus Routes

The changing of the bus routes is now underway, and funding has been ring fenced for the project. Plans are currently being drawn up to make the necessary stops and this project will hopefully be completed during the coming months.

## Future projects

The parish council has reasonable funds at present, mainly due to the income from the sale of Latitude tickets over recent years. Therefore, we are looking for several projects that these funds could be spent on to enhance what we already have.

Money has been ring fenced for repairs to the multi games area, repairs to the children's play area, the new bus stops signage and maintenance to the playing fields.

Something that we will be discussing at future meetings is the increase in the number of vehicles in the village and parking. We need to actively find a solution to a problem which in time will only become worse.

We welcome any input as to where it may be possible to create areas of additional parking and for any other projects that residents care to put forward.

In closing.

Wangford, is a very active village, and it has been proved in recent years that there is a thriving and supportive community.

The Parish Council is responsible for representing the entire village and I encourage all residents to make their views known to us.

Chairman Cllr. Adrian Smith

A handwritten signature in blue ink, appearing to read 'Adrian Smith', written over a horizontal dotted line.

12/04/2022



**WANGFORD WITH HENHAM PC BUDGET TO ACTUAL 31st March 2022 1 Year**

From Precept	BUDGET FOR YEAR		ACTUAL	
	Expenditure £	Income £	Expenditure £	Income
<b><u>Administration</u></b>				
Clerk's Salary	3,500.00		3262.60	
PAYE	40.00		1.40	
Stationery	100.00		77.94	
Room Hire	50.00		8.00	
Internet	36.00		36.00	
Postage	50.00		47.73	
Mileage	80.00		50.84	
ICO Registration	40.00		40.00	
Insurance	600.00		592.93	
Audit	220.00		239.00	
Subscriptions inc Zoom	320.00		285.82	
Training			325.00	
Councillors' Travel Costs				
Chairman's Allowance				
Website Hosting	50.00		50.00	
<b>Sub Total</b>	<b>5,086.00</b>		<b>5017.26</b>	
<b><u>Multi Games Area</u></b>				
Income		70.00		64.00
Power/water Charges	200.00		177.25	
Maintenance	500.00		187.52	
Equipment	-			
<b>Sub Total</b>	<b>700.00</b>	<b>70.00</b>	<b>364.77</b>	<b>64.00</b>
<b><u>Playingfield/Allotments</u></b>				
Handyman	500.00		1062.00	
Allotments/Garages		1900.00	3.75	1868.00
Pest / Litter picking	1,100.00		870.50	
Mower repairs/Grass Cutting	500.00			
Tree Maintenance				
Water			16.59	
Playground Safety Inspection/Repairs	100.00		948.68	
Book swap			196.95	
Mower tracker			249.97	
Plants etc New Garden Area	600.00		520.20	
<b>Sub Total</b>	<b>2,800.00</b>	<b>1900.00</b>	<b>3868.64</b>	<b>1868.00</b>
<b><u>Council Property</u></b>				
Seats	-			
Bins				
Bus shelter	-			
<b>Sub Total</b>	<b>-</b>		<b>0.00</b>	<b>0.00</b>
<b><u>Donations etc. under Section 137</u></b>				
Wreath	20.00		20.00	
VHC	-			

Sub Total

20.00

20.00

0.00

**Other**

Precept	6500.00		6531.00
Bank Interest inc Latitude	40.00		2.31
Ground Rent			
Sales/Refund of Latitude Tickets	6600.00		5585.00
Refund training			120.00
CIL			1726.89
Vat		638.95	368.41
Sale of hedge plants			
Donation for mower			3,515.00

**Sub Total**

-

13140.00

638.95

17848.61

**GRAND TOTAL**

8,606.00

15,110.00

9,909.62

19,780.61

Chair:



RFO:

Wangford with Henham Parish Council Asset Register March 2022

Description	Amount	Where held	Date purchased	Purchase Cost £
Bus Shelter	1	Church Street	pre-1990	
Public Seats	1	High Street	May-94	£ 119.73
	1	Play area	Jul-18	£ 410.00
	1	Church Street	Jun-01	£ 246.75
Fencing	1	Playing Field, Norfolk Rd	Oct-13	£ 1,301.53
Fencing		Playing Field Off Millfields	Mar-15	£ 946.40
Lights		MUGA	Sep-15	£ 1,290.00
Play Equipment		Play Area, Norfolk Rd		£ 15,000.00
Dog Litter Bins	4		Dec-12	£ 784.48
Memorial Plinth	1		Nov-05	£ 875.00
Trailer for above	1	"	Aug-13	£ 291.67
Strimmer	1	"	Aug-12	£ 391.66
Noticeboard	1	Church St, on wall of Old PO	Jul-12	£ 318.00
5-a-side goalposts	2	MUGA	Apr-12	£ 340.00
Junior combi goals	2	Playing Field, Norfolk Rd	Aug-12	£ 792.00
Tennis nets & Posts	2	MUGA	Sep-12	£ 814.00
Dell Projector	1	Storeroom, Comm Centre	Jan-10	£ 299.00
Shed	1	Garage plots, Norfolk Rd	Jun-06	£ 574.04
Abacus Play ground	1	Play area,	Nov-06	£ 13,104.00
New Goal Nets	2	MUGA	Sep-15	£ 59.00
Litter bin	1	High Street	Sep-15	£ 82.85
Grit bins	2	Millfields and High Street	May-13	£ 239.05
Gifted Land off Norfolk Rd			1964 approx	£ 23,000.00
Shed	1	Allotment	Apr-16	£ 1,532.50
VAS	1	Various sites	Sep-16	£ 2,875.00
Vas Posts	4	Various sites	May-16	£ 200.00
Number posts	50	Allotments	Oct-16	£ 250.00
CCTV	1	Garage plots Norfolk Road	Dec-16	£ 150.00

Roundabout	1	Play area Norfolk Road	Jan-17	£	6,127.32
HP Envy printer	1		Apr-17	£	37.49
Dell Inspiron Laptop	1	Chair's address	Nov-17	£	416.16
Litter Bins	4	Laybys A12	Jan-18	£	1,005.80
VAS post	1	Church Street	Aug-17	£	100.00
Telephone Kiosk	1	High Street	Jul-19	£	1.00
Cradle seat swing	1	Play Area, Norfolk Rd	Aug-19	£	431.66
Litter bins	2	Various sites	Feb-20	£	366.18
Dog Litter Bins	3	Various sites	Feb-20	£	664.23
John Deere Lawn Tractor	1	Shed	Oct-20	£	6,130.00
Bench	3	New garden area, Millfields	Jan-21	£	1,573.62
Tracker new tractor	1	On tractor	Nov-21	£	249.97
				£	<b>83,390.09</b>

Acquisitions in this financial year	Mar-21	£	83,140.12
		£	249.97
	Mar-21	£	83,390.09

Signed Chair: 

Date: 14/04/22

RFO:

## Wangford With Henham Parish Council

### Bank reconciliation March 2022

Balance at 1st April 2021

Current Account	£	2,995.49
Reserve	£	4,247.31
Latitude Account	£	13,749.53
	£	<u>20,992.33</u>

Add: total receipts	£	19,780.61
Less: total payments	-£	9,909.62
	£	<u>30,863.32</u>

Balances per bank statements: 31st March 2022

Current Account	£	2,866.14
Reserve Account	£	9,247.94
Latitude Account	£	18,749.24
Total	£	<u>30,863.32</u>

Chair:

RFO:

Wangford with Henham Parish Council

Receipts

Precept	£ 6,531.00
Allotments & Garages	£ 1,868.00
Bank Int	£ 0.63
Latitude Ticket Sales & Interest	£ 5,586.68
CIL	£ 1,726.89
Donation for mower	£ 3,515.00
Vat Reclaimed	£ 368.41
Refund training	£ 120.00
MUGA	£ 64.00

**£ 19,780.61**

Statement of Accounts 31.3.22

Payments

**Administration**

Clerk's Salary	£ 3,262.60
PAYE	£ 1.40
Stationery	£ 77.94
Room Hire	£ 8.00
Internet	£ 36.00
Postage	£ 47.73
Mileage	£ 50.84
ICO regristration	£ 40.00
Insurance	£ 592.93
Audit	£ 239.00
Subscriptions	£ 285.82
Training	£ 325.00
Zoom	
Website	£ 50.00
	<u>£ 5,017.26</u>

**Multi Use Games Area**

Electricity	£ 177.25
Maintenance	£ 187.52
Equipment	
Refurbishment	£ -
	<u>£ 364.77</u>

**Playing Field/Allotments/Garages**

General maintenance	
Handyman Wages/Supplies	£ 1,062.00
Allotments/Garages	£ 3.75
Pest Control/Litter picking	£ 870.50
Grass cutting	
New Garden area	£ 520.20
Play equipment repairs	£ 888.68
Playground Inspection	£ 60.00
Water	£ 16.59
	<u>£ 3,421.72</u>

**Donations under S137**

Wreath	£ 20.00
	<u>£ 20.00</u>


**Other**

Lawn Mower Tracker	£ 249.97
Rubbish collections	
Phone Kiosk Book swap	£ 196.95
VAT	£ 638.95

£ 1,085.87

**Total Expenditure** £ 9,909.62

This is a true statement of accounts of Wangford with Henham Parish Council as at 31st  
March 2022

Signed Chairman .....

Date: 13/04/2022

Signed RFO .....



## Section 2 – Accounting Statements 2021/22 for

WANGFORD WITH HENHAM PARISH COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	27,998	20,992	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	6,500	6,531	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	6,549	13,250	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	3,267	3,264	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	16,788	6,646	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	20,992	30,863	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	20,992	30,863	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	83,140	83,390	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.
			✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority. Signed by Responsible Financial Officer before being presented to the authority for approval

Date

12.4.2022

I confirm that these Accounting Statements were approved by this authority on this date:

12.4.2022

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

