

WYMONDHAM & EDMONDTHORPE PARISH COUNCIL

NOTICE OF THE ANNUAL MEETING OF THE PARISH COUNCIL

(to be followed immediately by the Annual Parish Meeting)

Dear Councillor,

You are hereby summoned to attend a meeting of Wymondham and Edmondthorpe Parish Council to be held on the Monday 30th May 2022 at 7.30pm at Wymondham Village Hall.

A fifteen-minute period is set aside at the beginning of each meeting from 7.30pm to 7.45pm to receive questions and views from residents of the village on issues relevant to the villages of Wymondham and Edmondthorpe. Please note that the Parish Council meeting will commence at 7.30pm if no residents are present.

Members of the public who wish to attend should contact the Clerk (wepc.clerk@yahoo.co.uk) before the meeting in order to receive an email invitation to the meeting.

Terry Brown/Parish Clerk

Agenda

- 1 Public Time
- 2 To elect the Chair
- 3 To receive the Chair's declaration of acceptance of office
- 4 To elect the Vice Chair
- 5 To receive the Vice Chair's declaration of acceptance of office
- 6 To receive applications for the vacancy of Parish Councillor
- 7 To receive Apologies for absence
- 8 To receive declarations of interest and consider any requests for dispensations
- 9 To receive the Internal Auditor's report
- 10 To approve the Annual Governance Statement 2021/22(Annual Return Section 1)
- 11 To approve the Accounting Statements 2021/22 (Annual Return Section 2)
- 12 To confirm Councillors' areas of responsibility (see attached)
- 13 To review and confirm W&E Policies and procedures (see attached)
- 14 Borough and County Councillor time
- 15 To approve the draft minutes of the meeting of the 4th April 2022
- 16 To receive the Clerk's report.
- 17 Matters arising from previous meetings
 - /1 to receive an update on actions for the Parish Council to increase its members from 6 to 8.
 - /2 to receive information on the cleaning rota and coverage of the Village by MBC/Biffa and to consider contracting private maintenance of the Washdyke & eastern road

- gullies.
- /3 to review Parish Council communications (Cllr Mear)
 - /4 to review progress on installation of new dog bins
 - /5 to review issues around Councillor attendance (22/017)
- 18 To receive Councillors reports
- /1 to receive a report for St Peters School
 - /2 to receive a report for W&E Neighbourhood Plan Advisory Committee
 - /3 to receive a report for W&E Traffic Group and on possible road improvements (Cllrs Spiers & Hobson)
 - /4 to receive a report for the W&E Play Committee (Cllr Hobson)
- 19 To receive and consider reports from representatives on outside bodies & meetings
- 20 Planning
- /1 22/00590/FUL - Land Rear of East End Farm, Wrights Lane, Wymondham
Conversion of remaining former agricultural barns into single storey dwellings, replacement of former removed agricultural Dutch barn and two new dwellings within the Paddock
- 21 Correspondence received
- Emails:
- 3/5/22 MBC re Local Plan review
 - 11/5/22 Adam Cade re Morris men visit Tuesday 6th September
- 22 Matters for Discussion
- /1 to consider action re Polka Walk streetlight
 - /2 to consider a grant for grass cutting at St Peters Wymondham (2022 grant of £750)
 - /3 to consider a grant for grass cutting at St Michaels Edmondthorpe (2022 grant of £357)
- 23 Finance
- /1 to approve the following payments:

L Tatton	re 2022 Internal Audit	£100
T Brown	re April 2022 salary	£431.70
T Brown	re April 2022 HMRC paye	£107.80
Ben Creasey	re inv 2709	£240
B Russell	re Mings second payment	£100
T Brown	re Mar payroll processing inv 22-17344	£6.00
T Brown	re Brother Mono Laser printer/copier	£148.80
T Brown	re May 2022 salary	£431.50
T Brown	re May 2022 HMRC paye	£108.00
T Brown	re 2022-23 Zoom sub renewal 66%	£95.82
T Bryan	re flowers and compost	£44.50
T Brown	re Apr payroll processing inv 23-00623	£6.00
Grace Homes	re VAS installation	£5392.52
 - /2 to reconcile the following bank balances at 21/5/22

TSB Current account	£25602.38
TSB Deposit account	£20728.81
- 24 To receive items for the next agenda
- 25 Date of next meeting: Monday 4th July 2022

Terry Brown - Clerk to Wymondham and Edmondthorpe Parish Council
Sunday 22nd May 2022

189 Belton Lane, Grantham, NG31 9PL
Email: wepc.clerk@yahoo.co.uk
Tel: 01476 516366

Decision notices received:

None

Information notices received

None

To confirm Councillors' areas of responsibility

- Cllr. Howard Gresham (Chair)- Edmondthorpe Ward
- responsibilities:Edmondthorpe Social Club, Health and Safety, Rights of Way

- Cllr. Kevin Spiers - Edmondthorpe Ward
- responsibilities:Wymondham Traffic Group

- Cllr. Nigel Hobson - Wymondham Ward
- responsibilities:Defibrillators

- Cllr. Pat Peters - Wymondham Ward
- responsibilities:-PC link to St Peter's CE Primary School, Sir John Sedley Educational Foundation (Trustee) and Allotments

- Cllr. Trevor Mear - Wymondham Ward
- responsibilities:Assets and Health & Safety, Flood Warden

Unallocated – Neighbourhood Plan, Wymondham Village Hall, Communications

To review and confirm W&E Policies and procedures

- Standing Orders
- Risk Assessment
- Financial Regulations
- Financial Reserves Policy
- Publication Scheme
- Code of Conduct
- Complaints Procedure
- Procedure to respond to planning applications
- GDPR Subject Access Policy
- GDPR Record Retention Policy
- GDPR Data Breach Policy
- GDPR Data Mapping
- W&E Neighbourhood Plan Advisory Committee Terms of Reference
- W&E Traffic Group Terms of Reference

WYMONDHAM & EDMONDTHORPE PARISH COUNCIL

NOTICE OF THE ANNUAL PARISH MEETING

This is an opportunity for Parishioners, Community Groups and Local Businesses to meet and discuss matters which are important to Wymondham and Edmondthorpe.

Community Groups are invited to share their annual reports and there will be an open forum at the end of the meeting for discussion.

Howard Gresham – Chairman
Sunday 22nd May 2022

Agenda

- 1 Apologies for absence.
- 2 Chairman's report
- 3 Reports from Community Groups
- 4 Open Forum