BARFORD AND WRAMPLINGHAM PARISH COUNCIL

THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Barford & Wramplingham Parish Council **SUMMONS TO ATTEND**

NOTICE IS HEREBY GIVEN THAT A MEETING OF THE PARISH COUNCIL is to be held at **Barford & Wramplingham Village Hall** on **19th September 2023** at **7:30pm**

AGENDA

Chairman to ask if anyone wishes to record proceedings.
Members of the public should not be videoed.
Chairman to open the public meeting.

Item	Description		Paper
1	To receive apologies		
2	Adjournment for Public Participation Reports from County Councillor & District Councillor		
3	To record declaration(s) of interests and any requests for dispensations in line with the Dispensation Policy		A
4	To record and approve the minutes of the previous meeting		B
5	Matters arising from the minutes of the last meeting (if not an item below)		
	Clerk's Report		C
6	Correspondence, to receive and response to agree		
	a, East Anglia Property Flood Resilience Project factsheet		D
	b, Formal Consultation South Norfolk Public Spaces Protection Order		E
	c, Treasurer of Barford PCC		F
7	Planning, response to agree		
	None		
8	Finance		
	a, August, Bank Reconciliation & Budget Overview, verify balance, to record		G
	b, September, Bank Reconciliation & Budget Overview, verify balance, to record		
	c, Payments, to agree		
	(1) Bus Shelter Cleaning	40.00	
	(2) Treasury Tags (50no)	2.85	
	(3) ICO Renewal	40.00	
	(4) USB Sticks (4no)	22.52	
	(5) Post Office Stamps (16no)	17.60	
	(6) SLCC Membership	199.00	
	(7) SLCC Books	192.90	
	(8) Wages	240.10	
	(9) Pension	74.68	
	(10) Expenses	14.52	
	(11) Pay adjustment Wages	1495.88	
	(12) Pay adjustment Pension	465.28	
	Total:	2805.33	

continued

9	Grant Applications	
	a, WI Event	H
10	Gov.Uk Pilot - Domain and emails.	I
11	Policy Review, changes to agree	
	a, FOI Publication Scheme	J
	b, Community Engagement Strategy	K
	c, Pension Policy	L
	d, Community Emergency Plan	M
12	Asset Register & Maintenance Schedule	N
13	Climate Emergency Declaration Review	O
14	Training	
15	Appraisal	P
16	NatWest Mandate	
17	Flooding Issues, to record	Q
18	Wind Farm Cabling Working Group, updates to record	
19	Village Issues, to record	
20	Highway Issues, to record	R
21	Annual Workflow Schedule	S
22	The next Parish Council Meeting is set for 17/10/2023	T
Chairman to close the public meeting.		

Penny Hubble, Clerk to Barford & Wramplingham Parish Council barfordpc@gmail.com 05/09/2023

DECLARATIONS OF INTEREST AT MEETINGS

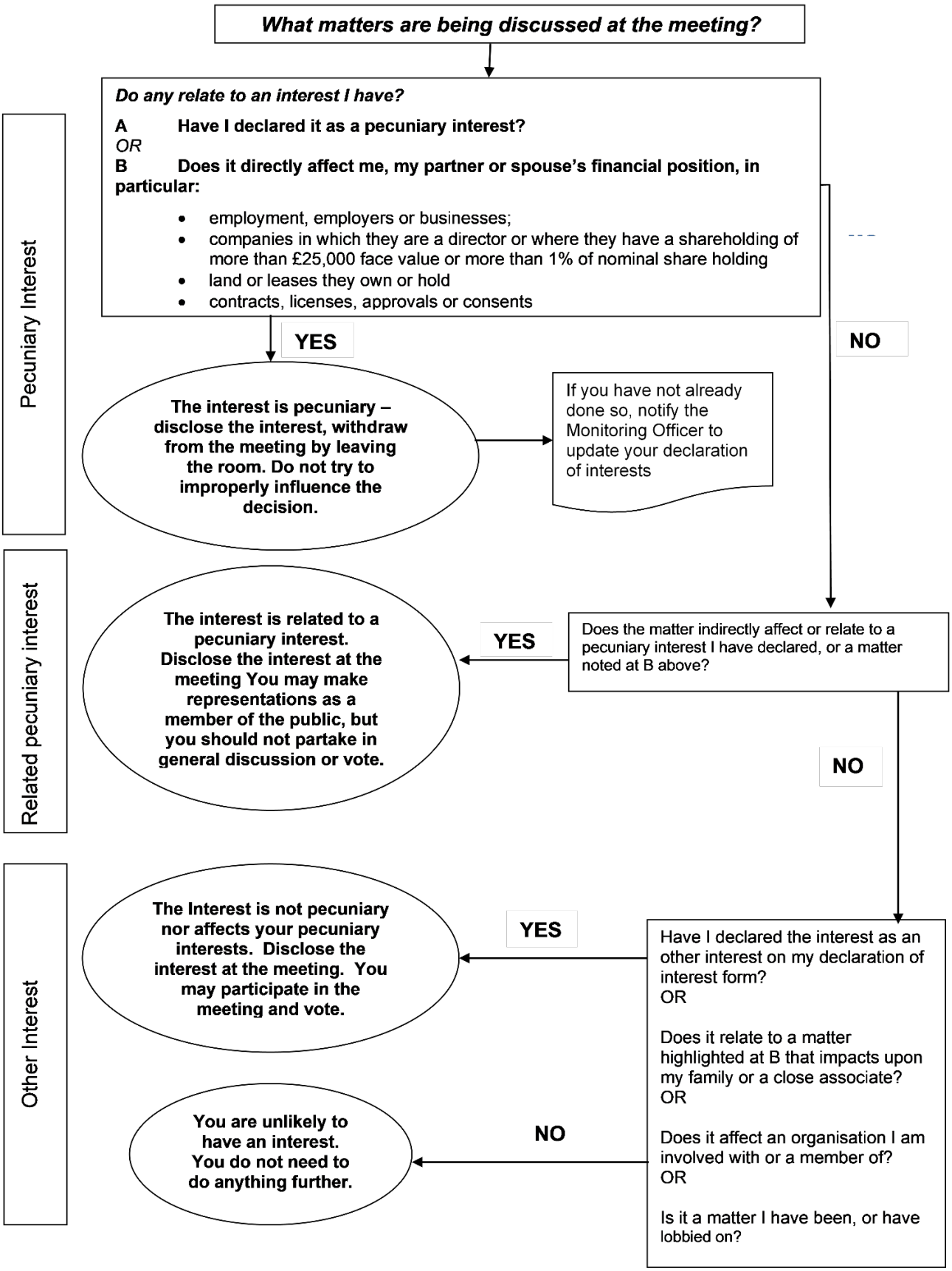
A

When declaring an interest at a meeting Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda item to which it relates. In the case of other interests, the member may speak and vote. If it is a pecuniary interest, the member must withdraw from the meeting when it is discussed. If it affects or relates to a pecuniary interest the member has, they have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting. Members are also requested when appropriate to make any declarations under the Code of Practice on Planning and Judicial matters.

Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.
Does the interest directly: 1. affect yours, or your spouse / partner's financial position? 2. relate to the determining of any approval, consent, license, permission or registration in relation to you or your spouse / partner? 3. Relate to a contract you, or your spouse / partner have with the Council 4. Affect land you or your spouse / partner own 5. Affect a company that you or your partner own, or have a shareholding in If the answer is "yes" to any of the above, it is likely to be pecuniary. Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.
Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above? If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but you should not partake in general discussion or vote.
Is the interest not related to any of the above? If so, it is likely to be an other interest. You will need to declare the interest, but may participate in discussion and voting on the item.
Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting, and when it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF.
PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST INSTANCE

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



B

Barford & Wramplingham Parish Council (BWPC)

MINUTES of the Parish Council Meeting

Meeting held on Tuesday 18th July 2023 at 7:30pm

Present: Keith Waldron (KW), Mary Dorrell (MD), Ian Irving (II), Sara Harrold (SH)
Jeremy Hyam (JH),

Attended by: 2 members of the public, [District Councillor] Richard Elliot (RE), [County Councillor] Margaret Dewsbury (MD2), [Clerk] Penny Hubble (PH)

1, Apologies: Sandra Betts (SB), David Evans (DE)

2, Adjournment for Public Participation
meeting closed: 19:35
MD2 gave a verbal report. People are protesting pylons to the coastal wind farm.
RE gave a verbal report. Note for community groups that various grants are available.
"Small member grant"
"Go for it" grant of £300
"Pride in Place"
Further information available upon request.
meeting opened: 19:40

3, To record declaration(s) of interests and any requests of dispensations.
II – declared a direct interest in planning application 2023/1921
Proposal: II may comment but may not vote.
Proposed: KW Seconded: MD Vote: Unanimous
MD – request of dispensation on flooding issues
MD has performed work in addressing flooding which affects residents including herself.
Proposal: MD may comment and vote.
Proposed: KW Seconded: MD Vote: Unanimous

4, To ratify and sign the minutes from the previous meeting.
The venue of the meeting should be named as "Barford & Wramplingham Village Hall"
Proposed: KW, Seconded: II, Vote: Unanimous

5, Matters arising from the minutes of the previous meeting.
Meeting closed: 19:47
Member of public commented about the noise complaint saying they are waiting for it to happen again as it has happened many times before.
Clerk gave report about the noise complaint issue.
Noise complaint should be submitted to South Norfolk Council to build up a history.
https://www.southnorfolkandbroadland.gov.uk/noise-smells-light-issues/noise-issues

SH: continues to investigate benches of 3 in number.
1, Outside B&W Village Hall.
2, Clarke's Close near Norwich Road junction.
3, Was this purchased?

Meeting opened: 19:55

6, Correspondence, to receive and to agree any responses.
None

DRAFT

7, Planning, to agree responses

a, [2019/0530] Unit 3 – Variation of condition 3 of permission 1993/1125

KW read out proposal by working group which suggests the council should stand by their previous stance and “oppose with comments”. See paper A.
Submit to planning by deadline. Clerk to ACTION.
Proposed: KW Seconded: MD Vote: Unanimous

b, [2023/1921] Proposed 2 single storey dwellings

KW read out proposal by working group to “oppose”. See paper B.
Comments were made suggesting changes and once updated by the Chair and sent to the clerk to send to planning. Clerk to ACTION.
Proposed: MD Seconded: KW Vote: Unanimous, II did not vote.

8, Finance

a, Bank Reconciliation, to note (noted)
b, Budget Overview, to note (noted)
c, Payments, to agree

All payments totalling £812.71 agreed.
Proposed: KW, Seconded: MD, Vote: Unanimous

The Council is considering making the Clerk a signatory for the bank account.
This will enable the Clerk to communicate with the bank as they will only communicate information and share details of the account with a signatory.
The account will continue to require two signatures, who should be councillors, to make any changes in details, and authorise payments

9, Rent Agreement

for Land to the South of Chapel Street, Barford, Norfolk.

Meeting closed: 20:37

The chair had an open discussion with the current tenants. Both parties agreed they were happy to renew the tenancy agreement without change, and to continue at the same rate of rent.

Meeting opened: 20:43

Note: Add “rent agreement renewal” to workflow schedule.
Proposed: KW, Seconded: MD, Vote: Unanimous

10, Policies & Documents, review & updates to agree

Post election is always an ideal time for Councillors to seek Councillor training. If the need arises we can organise a training session with a professional body.

The Council asks all Councillors to spend some time reading the policies of the Council, with the aim to review the framework the Council has set to discharge its responsibilities.
https://barfordpc.wixsite.com/home/polices

All public documents that have references to the previous Clerk’s contact details should be updated. Clerk to ACTION.
Pro: KW Sec: MD Vote: Unanimous

a, General Risk Assessment

KW read out proposed changes to General Risk Assessment policy.
Proposed: KW Sec: II Vote: Unanimous

b, Asset Register

A maintenance routine should be developed, reviewed, and carried out.
Clerk to formulate draft.
Clerk to email Insurance Schedule to Councillors.

DRAFT

c, Annual Workflow Calendar.

Move Annual Parish Meeting to March.
Add Budget Agreement for February
Add Rent Agreement Renewal for November.
Consider Precept Agreement for November, to avoid exceptional meeting in January.
Proposed: KW Sec: JH Vote: Unanimous

11, Flooding, to record update

MD gave verbal report noting that Anglian Water are progressing. See Paper C.

12, Wind Farm Cabling Working Group, to record update

SB sent report. See Paper D.

13, Village Issues, to record

a, Consultation period of the federating of Barford Primary School

The Council felt that as they had limited understanding that they were unable to make any informed comments. The Council suggests that individuals are able to make personal comments through the consultation mechanism.

b, Noise Complaint at Style Loke

One resident at 3:30am was unable to complain directly to the residence of the source.
Police were contacted with no action.
Parish Council to write to SNC and include the following points…

repeating statutory nuisance & continuing disturbance
use contents of letter of complaint and residents statements

Proposed: KW, Seconded: II, Vote: Unanimous

14, Highways Issues, to record

MD gave a verbal report, including details of flooding issues in Style Loke, and the garden gate at the rear of the Cock Inn. See Paper C.

15, The next Parish Council Meeting is set for 19/09/2023 as per calendar of meetings.

Meeting closed: 21:24

DRAFT

A

Concerning:

Proposal: Variation of condition 3 of permission 1993/1125 - Amendment of opening hours to 7.00am to 6.30pm Monday to Friday inclusive and 7.00am to 14.30pm on Saturdays. No use is permitted outside these hours nor on Sundays or public holidays.
Location: Unit 3 Industrial Estate Watton Road Barford Norfolk
Applicant: Longwater Properties Ltd
Application Type: Removal/Variation of Condition (S73 / S19)
The above proposal has now been amended copies of the amended plan(s)/additional information
can be view online at https://info.southnorfolkandbroadland.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=PNWCCFOQJ7A00

Barford and Wramplingham Parish Council have considered the above "amended" proposal.

Barford and Wramplingham Parish Council continue to oppose the "amended" proposal.

Barford and Wramplingham Parish Council wish to make the following comments:

- As of 7th July 2023, the only recent documents on the portal comprise a Site working methodology report dated 12th May 2023, an Environmental quality team consultee comment dated 16th June 2023, and two public comments (5th and 6th July 2023), both objecting to the proposal.
- The Site Working Methodology Report apparently describes the basic works activity, processes and operations undertaken/associated with Unit 03 on the site.
- The Parish Council does not consider this makes any material difference to the application originally proposed and stands by its previous responses which maintain that the application for amendment of opening hours be refused for the reasons given. The Parish Council wishes to draw attention to the recent Environmental Quality Team comment of 16th June and its recommendation to refuse, which is in keeping with our view.
- It has been brought to our attention by a resident that the Site Working Methodology Report includes the use of Unit 1. However, the resident suggests that Unit 1 has been out of operation for some time, and thus the report may be out of date. We request that the Planning Office explore the validity of the report.

DRAFT

B

Planning application 2023/1921 Proposal for 2 single-storey dwellings

Barford and Wramplingham Parish Council opposes this planning application.

Barford and Wramplingham Parish Council has made the following comments concerning the application. We request that the Planning Officer visits the site.

Access Track

- Local knowledge indicates that the access road / track (single, unmetalled, rough track, also serving as a footpath named Barford FP2) is poorly drained, with some of the ditching piped and inefficient; the track is known to become waterlogged and floods in winter months. Floodwater can amount to 200 to 300 mm in depth.
- We understand from the Highways map (online Norfolk Highways and Public Rights of Way) that the track is maintained by Norfolk County Council (not Highways Agency). What maintenance will be carried out to ensure access is open all year round?
- The applicant does not appear to reference ownership of the track and any permissions needed for use of the track as an access route to the proposed properties. Is the track owned by Hadera Farm?
- The access track joins onto Chapel Street on a difficult bend with poor visibility, near to several other junctions, and with cars parked on the side. Access is likely to be hazardous for vehicles and pedestrians. Any vision splay requires proper assessment.

Trees (see Section 4.3.4 of the planning statement)

- Local knowledge indicates that most of the trees referred to in the application are outside the boundaries of the properties on either side of the track. Has ownership of the trees been established, and permission for tree surgery and felling obtained?

Drainage

- The sewerage system in Barford is still unable to cope with the current load. The proposed additional properties will only add to the problems, which include regular release of sewage into residents' gardens (particularly in Park Avenue). Anglia Water are "working" on the problems, (and have been for about 18 months, after complaints going back over ten years). But we are not aware that the problems have yet been solved.

Proximity to other properties.

- The proposed bungalows are placed adjacent to the boundary with the next property. We request that any development does not result in an invasion of privacy (e.g. overlooking windows etc).

DRAFT

Services and facilities

- Section 4.2.2 of the planning statement states a number of services and facilities within a very comfortable walking and cycling distance of the application site. We have the following comments:
    - Bus Stops: 85m. Yes there is a bus stop, serving a bus that goes to Wymondham once every week. However, this stop DOES NOT serve the No 3 service mentioned. The bus stop for that service is on the B1108 and is about 600m from the proposed properties. The Parish Council considers this oversite is relevant to the reference to the suitability of the proposed housing for disabled people (Section 2.2 of the planning statement) because it may require qualification of the claim that "*The proposed development site, therefore, has good access to schools, work, health care, bus stops, and shops by sustainable modes of transport.*"
    - Takeaway: 300m. We dispute this claim. There is no takeaway in Barford.
    - Public House: currently closed.
- Collection of refuse occurs only on Chapel Street. Hence, the residents of the proposed properties (disabled or not) will need to ensure their bins are taken along the access track to Chapel Street.

DRAFT

C

REPORT OF MEETING WITH NCC HIGHWAYS 27/06/2023

UPDATED

JULY 3rd Rob Newby Area Technician South 2 Area

JULY 12th Adam Mayo, Highway Engineer South (S2)

PCllrs Keith Waldren, Mary Dorrell and County Councillor Margaret Dewsbury, NCC Highways engineers, Mr Mayo & Mr Newby

Drainage: ENQ-629455-S5Y5C6

1. Telephone follow-up with resident
2. We studied the gateway to the property, noted sandbags, evidence of past water scouring/damage, and the vulnerability of the front door
3. We were told that there is scope to install additional gullies on entry to Style Loke . This work will be updated in the next couple of months.
4. We walked the upper end of Style Loke to consider amelioration of flash flooding from that end
5. We were offered information about grants to assist properties subject to flooding. As the resident is elderly and does not use computers, I have offered to be put in touch with her daughter, who is local, and does.
6. In the event of a future flash flood causing problems, Mr Mayo requested photographs. I discussed with the resident how this might be achieved.
7. **Adam Mayo July 12th**: Works have been raised to install additional catchment units (gullies) at the junction with B1108, some markings on the ground demonstrate our intentions here. Discussion are ongoing with our contractor as to how we can manage the traffic during works, the road width is minimal and with it a dead end street there will be some disruption to residents gaining access/egress whilst excavations in place. Measures will available i.e. gate men/steel plates etc to manage vehicles in/out at those times. A public information notice will be issued to affected properties ahead of works commencing . We are hopeful this will negate the % of run off water from B1108 as further measures towards the end of Style Loke would prove expensive.
8. List of various links available on the website for flood protection/management etc

https://www.norfolk.gov.uk/

https://www.norfolk.gov.uk/

https://www.norfolk.gov.uk/

https://www.norfolk.gov.uk/

https://www.norfolk.gov.uk/

Surface water drainage B1108, Sutton's Loke. Barford

This matter only came fully to my attention on 26th June. here is my email follow-up with resident

"Thank-you for the email below and the helpful telephone conversation last night.

As I reported, the junction of B1108 and your loke was studied carefully yesterday afternoon.

Interesting to hear from you the history of road surfacing in the area and how that has led to the current configuration of drainage holes/gullies in the area. **Adam Mayo** was going to look into the records. I am sure he would appreciate your knowledge.

Good to hear that you still have the **video** of the problem of flash flooding. Please could you send it to Adam Mayo (and Cc the parish council, myself, please)"

Videos received

Adam Mayo July 12th "This is ongoing"

Barford to Wramplingham Trod

"Thanks for spotting that the work on the trod has ***not*** been done and offering to chase up on the matter Much appreciated"

Rob Newby JULY 3rd "I have looked into this, and the contractors had some issues with the Traffic Management and the two Bus Stops on either side of the road.

I have made arrangements for both the Bus Stops to be suspended for the duration of the works, and reissued a work order. Once the contractor has confirmed their date of attendance, Bus Operators will be informed and all being well the work order completed."

Traffic and road safety: ENQ-629444-S7J4T2

Email follow-up with resident

1. Together with PC Chairman Keith Waldren and County Councillor Margaret Dewsbury, we met with two NCC Highways engineers yesterday. I made the case that nowadays we are trying to encourage walking to school and there were future issues as older children will be walking into the village centre to catch the High School bus. They were very sympathetic, but it is a difficult location.
    a) A footway is not possible on the bend
    b) Any form of pedestrian crossing is enormously expensive (requires a great deal of legal costs) and is only considered in areas of high residential concentration.
    c) Improved signage is the only possible answer?
    d) It is a long way from the western parish boundary (well over a mile) so "village gates", which are only installed on parish boundaries, would be no good
    e) They are going to investigate the existing triangle signs and see whether they can improve position and include a warning of pedestrians using the road
    f) They are going to investigate the possibilities of a "roundel" in the road surface, although these have to be renewed annually and incur a significant cost.
    g) Of course, the trouble with signage is that road users get used to it over time and it becomes less effective. A problem everywhere, I'm afraid.
    h) We need a warning sign that is unique and will always catch attention!!

Adam Mayo July 12th "As listed, all options are being explored and will be costed up"

DRAFT

D

Gmail

Barford & Wramplingham Parish Council <barfordpc@gmail.com>

Windfarm Update Item 12

1 message

Sandra Betts <sb-wramplers@outlook.com> 15 July 2023 at 14:43
To: Barford Council <barfordpc@gmail.com>

Penny
Update follows
Sandra

The 17th July 2023 was the final deadline for the close of the Examination by the National Planning Inspectorate. They now have 6 months in which to consider and make their recommendation to the Secretary of State.
The final submission was made on behalf of the Norfolk Parishes Movement for an OTN before the final deadline. All major points have been made consistently throughout. The final submission related to a letter from the Minister of State, Andrew Bowie, concerning the relevance of a fair consideration of alternative developments and this letter was drawn to the attention of the Examining Authority as it reinforces the case for consideration of Walpole.

Sent from my iPad

DRAFT

C

BARFORD AND WRAMPLINGHAM PARISH COUNCIL

Clerk's Report
September 2023

July Minutes

Item 5 – Matters arising
Noise complaint – Norfolk Police advised residents to report Noise Nuisance to SNC, I have provided a link in the minutes to help signpost residents.

Item 7 – Planning
Both responses were submitted to SNC Planning by the agreed deadlines.

Item 8 – Finance
Have made considerable effort to get to the bottom of updating the Mandate, including a visit to the NatWest branch in Norwich City centre.
The solution is to complete a hard copy to be ratified by full council.

Item 9 – Rent of land off Marlingford Road
The rent agreement paperwork has been completed and exchanged. We are in receipt of a cheque for £100 which is in the process of going through the accounts.

Item 10 – Policies
Six policies have been updated to remove previous Clerk contact details.

General Risk Assessment has been updated.

A Councillor has volunteered to create an annual maintenance schedule for the Asset Register.

The Annual Workflow Calendar has been updated with requested changes.

D

Gmail

Barford & Wramplingham Parish Council <barfordpc@gmail.com>

East Anglia Property Flood Resilience Project factsheet

Palmer, Sarah <sarah.palmer@environment-agency.gov.uk> 26 July 2023 at 17:37

Dear Parish Council / Town Council,

I wanted to let you know about the Environment Agency's East Anglia Property Flood Resilience project. Over the next year the project is going to be providing Property Flood Resilience measures to some properties in your parish that are at risk of flooding from main rivers. Please find attached a factsheet which provides you with the latest information on the project. Further information can also be found at East Anglia Property Flood Resilience Project - Environment Agency - Citizen Space (environment-agency.gov.uk).

Please contact me if you have any questions, or require any further information.

Kind regards,

Sarah.

Sarah Palmer

Flood Risk Management Advisor | Partnership and Strategic Overview Team

Environment Agency (East Anglia Area)

Iceni House | Cobham Road | Ipswich | IP3 9JD

Telephone: 0203 0258487

Mobile: 07467 339501

Email: sarah.palmer@environment-agency.gov.uk

Team email: psoens@environment-agency.gov.uk

Chat with me on Teams

Please accept my thanks in advance for your email. Every email has a carbon footprint, so my personal commitment to carbon reduction is to reduce the number I send.

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East Anglia Property Flood Resilience Project Factsheet - Summer 2023.pdf
110K

East Anglia PFR Project

Summer 2023

Introduction

We are writing to update you on the latest regarding the East Anglia Property Flood Resilience (PFR) Project.

PFR Surveys

Over the last year we have offered PFR surveys to all properties that flooded from main river sources in December 2020. For a number of other communities where there is no affordable or technically viable strategic option to protect the community, we have also offered PFR surveys to properties found to be at risk of internal flooding in a 2% (1 in 50 year) AEP flood event. The eligible properties have since had PFR Surveys undertaken if the homeowners agreed to be included in the project, and a total of 72 properties are potentially included in the project.

Outline Business Case

We have since used the completed PFR Survey reports to undertake the required economic assessments and complete the business case for the project, which has just been approved.

Next Steps

By Autumn we hope to be in a position where we can appoint contractors to carry out the installation of PFR works. Our aspiration is to have measures installed in all properties by the end of 2024.

Funding Requirements

Having completed the business case we are now more confident we should be able to fully fund the project from government Flood Defence Grant in Aid funding and local levy funding raised by the Anglian Eastern Regional Flood & Coastal Committee (RFCC). This means there should be no need for homeowner contributions for the installation of the recommended PFR measures.

Communities

For your information, the properties which are going to have PFR measures installed are located in the following communities:

Barsham, Brockdish, Cavendish, Clare, Debenham, Diss, Eye, Fakenham, Framlingham, Great Fransham, Hempnall, Horning, Little Waltham, Low Tharston, Needham, Norwich, Saxmundham, Scole, Shotesham, Stiffkey, Stowmarket, Trowse Newton, Wetherden, Witham, Wramplingham.



Contact Us

Please contact sarah.palmer@environment-agency.gov.uk or william.todd@environment-agency.gov.uk for further information about the project.

Gmail

Barford & Wramplingham Parish Council <barfordpc@gmail.com>

Formal Consultation South Norfolk: Public Spaces Protection Order - Vehicle Related Anti-social Behaviour

Teri Munro <Teri.Munro@southnorfolkandbroadland.gov.uk> 28 July 2023 at 13:49

Good morning,
The Council has been working in partnership with the Police over recent months to tackle the issue of vehicle related anti-social behaviour, in the main involving large groups of vehicles (in excess of 100) plus smaller groups, who arrange to meet up at various locations across the District. In the main, those attending are well-behaved and share a common interest in modified vehicles, however, there are some who use the cover of these events to attend and participate in anti-social behaviour using their vehicles which poses a safety issue to those in the vicinity not to mention disruption to businesses and disturbance to nearby residents.

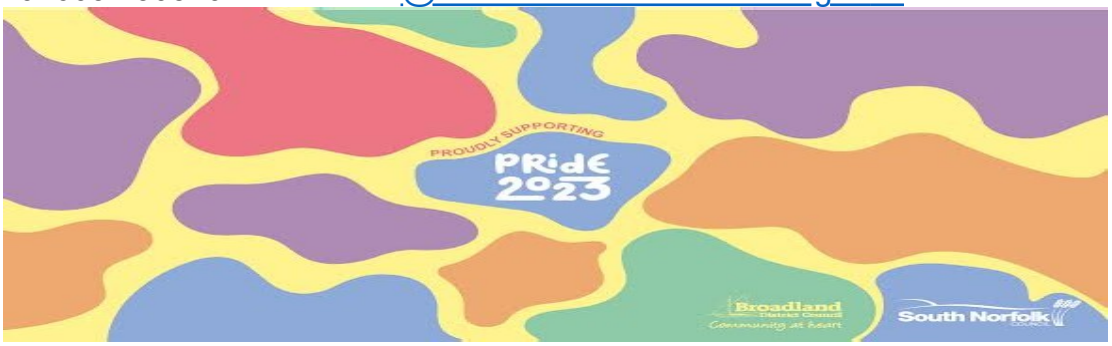
All powers available to both the Police and Council have been exercised (and continue to be exercised), however, it has been identified that the PSPO will enable earlier intervention and prevention activities to take place.

Your council is now being formally consulted on the proposed PSPO and your comments and thoughts are welcomed.

Please find attached the following documents:
1) Letter of consultation.
2) Draft PSPO
3) District map

The consultation runs until 29th September 2023 and your response should be emailed to me.

Miss Teri Munro
Community Safety & Interventions Lead
t 01603 430510 e teri.munro@southnorfolkandbroadland.gov.uk













Find out how you can access our services by visiting our website or by calling us on 01508 533633

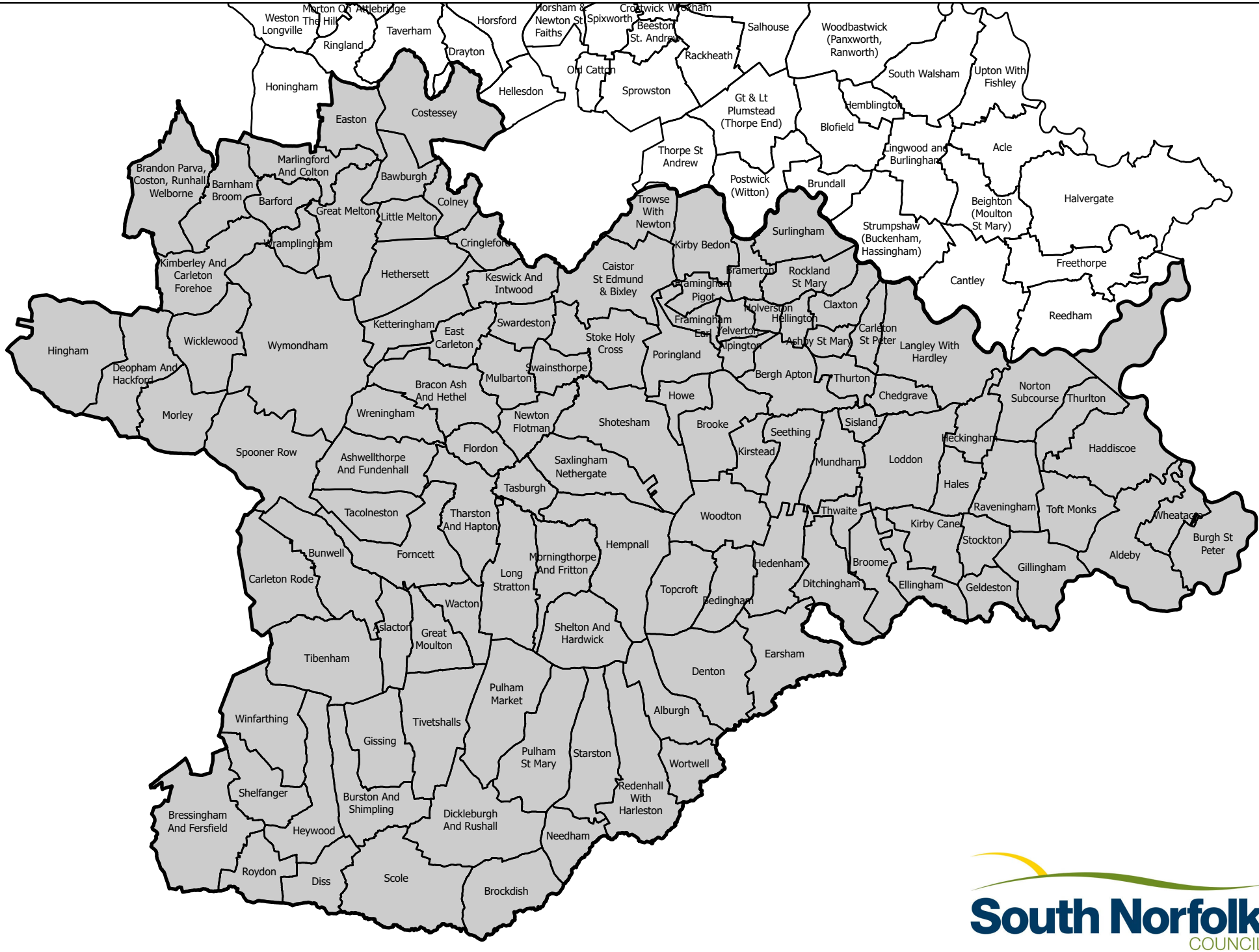
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3 attachments

South Norfolk District Map- Inc. Broadland.pdf
696K

Letter to Parish Clerks.docx
736K

DRAFT SNC PSPO.docx
28K


Weston Longville
Morton On The Hill
Attlebridge
Ringland
Taverham
Horsford
Drayton
Horsham & Newton St Faiths
Spixworth
Crostwick
Witton
Beeston St. Andrew
Salhouse
Woodbastwick (Panxworth, Ranworth)
Honingham
Old Catton
Sprowston
Rackheath
South Walsham
Upton With Fishley
Hellesdon
Gt & Lt Plumstead (Thorpe End)
Hemblington
Blofield
Easton
Costessey
Thorpe St Andrew
Lingwood and Burlingham
Acle
Brandon Parva, Coston, Runhall, Welborne
Barnham Broom
Marlingford And Colton
Bawburgh
Barford
Great Melton
Little Melton
Colney
Postwick (Witton)
Brundall
Halvergate
Beighton (Moulton St Mary)
Trowse With Newton
Surlingham
Strumpshaw (Buckenham, Hassingham)
Wramplingham
Cringleford
Kirby Bedon
Freethorpe
Kimberley And Carleton Forehoe
Hethersett
Keswick And Intwood
Caistor St Edmund & Bixley
Framingham Pigot
Bramerton
Rockland St Mary
Cantley
Claxton
Holverston
Hellington
Reedham
Framingham Earl
Ketteringham
Swardeston
East Carleton
Stoke Holy Cross
Yelverton
Alpington
Ashby St Mary
Carleton St Peter
Langley With Hardley
Hingham
Wicklewood
Wymondham
Poringland
Deopham And Hackford
Swainsthorpe
Mulbarton
Bergh Apton
Thurton
Chedgrave
Norton Subcourse
Thurlton
Bracon Ash And Hethel
Howe
Morley
Wreningham
Newton Flotman
Shotesham
Brooke
Seething
Sisland
Heckingham
Haddiscoe
Spooner Row
Flordon
Kirstead
Mundham
Loddon
Ashwellthorpe And Fundenhall
Saxlingham Nethergate
Hales
Tasburgh
Raveningham
Toft Monks
Wheatacre
Tacolneston
Tharston And Hapton
Woodton
Thwaite
Kirby Cane
Burgh St Peter
Bunwell
Forncett
Hempnall
Stockton
Aldeby
Carleton Rode
Morningthorpe And Fritton
Hedenham
Broome
Gillingham
Long Stratton
Topcroft
Ditchingham
Ellingham
Geldeston
Bedingham
Wacton
Aslacton
Great Moulton
Shelton And Hardwick
Tibenham
Earsham
Denton
Pulham Market
Winfarthing
Alburgh
Tivetshalls
Gissing
Pulham St Mary
Starston
Wortwell
Shelfanger
Redenhall With Harleston
Burston And Shimpling
Bressingham And Fersfield
Dickleburgh And Rushall
Heywood
Needham
Roydon
Diss
Scole
Brockdish

Parish/Town Clerk
South Norfolk District

South Norfolk Council
Horizon Business Centre
Broadland Business Park
Peachman Way
Norwich
Norfolk NR7 0WF

1 August 2023

Anti-social Behaviour, Crime and Policing Act 2014
Proposed Public Space Protection Order (PSPO) (vehicle related ASB): South Norfolk

I am writing to consult you on a proposal to re-make a Public Space Protection Order (PSPO) under the Anti-social Behaviour, Crime and Policing Act 2014 as required by the Act.

The PSPO will cover the administrative district of South Norfolk and will seek to prohibit vehicles being used in a manner which cause detrimental impact on the wider community and provide Police and Councils with powers to act swiftly and quickly where it is believed those activities are taking place.

Evidence identifies that the proposed PSPO is in operation from 18:00 Thursday to 06:00 Tuesday as the majority of the activity takes place over weekends and in particular, on bank holidays.

PSPO's can be made for a period up to three years from the date of decision and this will form the application to Council albeit, with a built-in review at the end of the first 12 months of operation. This will enable evidence of impact to be reviewed and any necessary variation to the Order be made, should evidence show displacement to the operational times has occurred.

A copy of the proposed PSPO together with a map of the district is attached for your information and I would welcome your answers to the following questions and any other comments on the proposal by the 29th September 2023:

1) Do you agree with the proposed PSPO being applied across district?

2) Do you agree with the proposed regulatory controls in the draft PSPO?
3) Do you agree with the proposed period of operation of the draft PSPO?

Please provide your response to:
teri.munro@southnorfolkandbroadland.gov.uk

Yours sincerely

Teri Munro
Community Safety Manager

Anti-social Behaviour, Crime & Policing Act 2014

Public Spaces Protection Order

(Vehicle Related ASB) (the 'Order')

This Order may be cited as South Norfolk Council, Public Spaces Protection Order (Vehicle Related ASB) Number XX of 20XX

South Norfolk Council exercises its powers under Section 59 and 72 of the Anti-social Behaviour, Crime & Policing Act 2014 (the 'Act') and under all other enabling powers, hereby makes the following Order:

1. The Order shall come into operation on XXX and shall have an effect for 3 years thereafter, unless extended by further Order under the Councils' statutory powers.
2. The Order relates to the whole of the South Norfolk District as shown on the attached plan ('the restricted area').
3. South Norfolk Council is satisfied that the conditions set out in Section 59 (2) of the Act have been met, namely, that anti-social behaviour and/or criminal activities have been carried out within the restricted area due to vehicular nuisance. These activities have had a detrimental effect on the quality of life of those in the locality, and it is likely that the activities will be carried out within the restricted area and have such effect.
4. South Norfolk Council is also satisfied that the conditions set out in Section 59 (3) of the Act have been met. Namely, that the effect or likely effect of the activities is, or is likely to be, of a persistent or continuing nature and that these activities are unreasonable and justify the restrictions imposed by this Order and that it is expedient to make this Order for the purposes of reducing crime and/or anti-social behaviour in a public place.

Prohibitions

Any person(s) (by definition includes the driver, rider, or registered keeper of a mechanically propelled vehicle, who at the time of the offence was in control of the mechanically propelled vehicle; or in a position to control its' use within the restricted area) are prohibited from:

a. Congregating or loitering as part of a group around (or in) one or more stationary vehicles at any time where such activity causes or is likely to cause noise, harassment, alarm, distress, or detrimental impact.
b. Engaging in, promoting, encouraging and/or assisting in the carrying out of any activity connected to the use of a mechanically propelled vehicle including but not limited to a car cruising event* (see definition below); in or on a public highway, public car park and other land to which the public has access (whether by payment or otherwise) in the South Norfolk Council area (the restricted area) which causes or is likely to cause harassment, alarm or distress or detrimental impact due to any of the following activities, namely:
   I. Sounding horns or playing loud music which causes a nuisance.

DRAFT

II. Revving engines which causes a nuisance.
III. Causing danger to other road users (including pedestrians).
IV. Causing damage or risk of damage to private property.
V. Speeding or racing.
VI. Performing stunts (including but not limited to performing doughnuts, skidding, drifting, handbrake turns, wheel spinning, burn outs).
VII. Being verbally abusive, swearing and/or intimidating (including the use of sexual language or making sexual suggestions) to another person.
VIII. Causing an obstruction of a public highway or publicly accessible place (whether moving or stationary).

c. Engaging in, promoting, advertising, encouraging, or assisting in activities or other mechanically propelled vehicle related nuisance causing or likely to cause danger to the public.
d. Promoting, organising, advertising, or publicising the occurrence of car cruising* (including but not limited to via email, the internet, social media, or via any publication or broadcast medium).
e. Attends any meeting or gathering either as a mechanically propelled vehicle owner, driver, passenger, or spectator where any reasonable person would consider that the car cruising or gathering is likely for the purposes listed at a(i) to (VIII) was or is taking place on land to which this Order applies, commits an offence.

**The definition of car cruising includes 'a congregation of the drivers of 2 or more motor vehicles (including mopeds, motorcycles, trikes, and quadbikes, whether intended or adapted for use on a road) on the public highway or at any place to which the public has access, whether by payment or otherwise.*

It is the act of drivers meeting on the public highway or a publicly accessible place. It can either be planned or unplanned, with the intention to race or perform stunts (as outlined above).

Behaviour includes but is not restricted to:

- Obstructing highways, residential or business properties.
- Dangerous or inconsiderate driving.
- Creating excessive noise via engine, horn, or amplified music.
- Littering.
- Verbal abuse, swearing and/or intimidating member of the public.

Fixed penalty notices and offences

1. It is an offence for a person without reasonable excuse to engage in any activity that is prohibited by this Order.
2. In accordance with Section 67 of the Act, a person found to be in breach of this Order is liable to be issued with a Fixed Penalty Notice of £100 or on summary conviction to a maximum penalty of a level 3 fine.

Appeals

DRAFT

1. In accordance with Section 66 of the Act, any interested person who wishes to challenge the validity of this Order may apply to the High Court within six (6) weeks from the date upon which the Order is made. Any such challenge must be on the grounds that (1) the Council did not have the power to make the Order or to include particular prohibitions or requirements; or (2) that in making the Order, the Council failed to comply with a requirement under the Act.

Appendix (attached):

A map showing the restricted area edged in red.

Given under the Common Seal of South Norfolk Council

On the XXXX day of XXX 20XX

THE COMMON SEAL of

South Norfolk Council

Was hereunto affixed in the

Presence of:

……..Authorised Officer

DRAFT

F

Gmail Barford & Wramplingham Parish Council <barfordpc@gmail.com>

Grant

Marina Evans [redacted] 7 September 2023 at 13:13
To: "barfordpc@gmail.com" <barfordpc@gmail.com>

Dest Penny

I would be grateful if you could put forward our thanks to the Parish Council at your next meeting for the generous grant you gave us for the grass cutting at the Church. It's very much appreciated especially at this time with rising costs.

Kind regards

Marina Evans
Treasurer PCC
Sent from my iPhone

Bank Reconciliation		Barford & Wramplingham Parish Council	
Bank Statement		4 Aug 2023	
Business Premium Account		14,933.22	
National Savings Account		206.38	
Community Account		1.00	
Actual Balance			15140.60
Outstanding Cheques			
	899	33.33	
	901	238.38	
	902	73.53	
	903	300.12	
	904	93.35	
	905	60	
Net Balance			14341.89
Year Totals			
Opening Balance		12,709.20	
Payments Total		4,003.64	
Receipts Total		5,636.33	
Cash Book			14341.89

Budget Progress 4 Aug 2023 Barford & Wramplingham Parish Council

PAYMENTS	Precept	To Date	Percentage
Insurance	500	453.75	91
Audit	50	50.00	100
Training	1045	0.00	0
Telephone	120	0.00	0
Mail	50	0.00	0
Hall Hire	180	0.00	0
Wages	5000	1731.28	35
Expenses	360	59.04	16
CPRE	50	0.00	0
ICO	35	0.00	0
Dog Bins	600	0.00	0
Street Furniture	110	0.00	0
Bus Shelter	151	0.00	0
Grants	2500	1535.00	61
Miscellaneous		174.57	
CIL		0.00	
TOTAL	10751	4003.64	37

RECEIPTS			
Precept	10751	5375.50	50
SNC Payments		200.00	
Interest		60.83	
Rent		0.00	
Miscellaneous		0.00	
CIL		0.00	
TOTAL	10751	5636.33	

ANNUAL GRANTS	Agreed	Paid
Barford PCC	500	500
Wramplingham PCC	500	500
Group News	60	60
Pop Up Café	275	275
Playing Field cutting	1250	
Coronation (Wramplingham PCC)	200	200
TOTAL	**2785**	**1535**

MISCELLANEOUS PAYMENTS	
NALC Subscription	141.24
NALC Subscription	33.33
TOTAL	**174.57**

MISCELLANEOUS RECEIPTS	
TOTAL	**0**

CIL	
Balance Brought Forward	2293.61
Receipts	0
Payments	0
TOTAL	**2293.61**

Bank Reconciliation	Barford & Wramplingham Parish Council	
Bank Statement	5 Sep 2023	
Business Premium Account	14,171.67	
National Savings Account	206.38	
Community Account	1.00	
Actual Balance		14379.05
Outstanding Cheques		
Net Balance		14379.05
Year Totals		
Opening Balance	12,709.20	
Payments Total	4,003.64	
Receipts Total	5,673.49	
Cash Book		14379.05

Budget Progress 5 Sep 2023 Barford & Wramplingham Parish Council

PAYMENTS	Precept	To Date	Percentage
Insurance	500	453.75	91
Audit	50	50.00	100
Training	1045	0.00	0
Telephone	120	0.00	0
Mail	50	0.00	0
Hall Hire	180	0.00	0
Wages	5000	1731.28	35
Expenses	360	59.04	16
CPRE	50	0.00	0
ICO	35	0.00	0
Dog Bins	600	0.00	0
Street Furniture	110	0.00	0
Bus Shelter	151	0.00	0
Grants	2500	1535.00	61
Miscellaneous		174.57	
CIL		0.00	
TOTAL	10751	4003.64	37

RECEIPTS			
Precept	10751	5375.50	50
SNC Payments		220.00	
Interest		77.99	
Rent		0.00	
Miscellaneous		0.00	
CIL		0.00	
TOTAL	10751	5673.49	

ANNUAL GRANTS	Agreed	Paid
Barford PCC	500	500
Wramplingham PCC	500	500
Group News	60	60
Pop Up Café	275	275
Playing Field cutting	1250	
Coronation (Wramplingham PCC)	200	200
TOTAL	**2785**	**1535**

MISCELLANEOUS PAYMENTS	
NALC Subscription	141.24
NALC Subscription	33.33
TOTAL	**174.57**

MISCELLANEOUS RECEIPTS	
TOTAL	**0**

CIL	
Balance Brought Forward	2293.61
Receipts	0
Payments	0
TOTAL	**2293.61**

Barford, Wramplingham and District W.I

1 message

Lisa Baylay [redacted] 13 September 2023 at 10:33
To: Barford Parish Council <barfordpc@gmail.com>

Sent from my iPad

Begin forwarded message:

From: Lisa Baylay [redacted]
Date: 13thSeptember 2023 at 09:57:58 BST
To: Barford Parish Council <barfordpc@gmail.com>
Subject: Barford, Wramplingham and District. W.I

Sent from my iPad

Begin forwarded message

Dear Penny

As you may be aware, the W.I. , Village Hall Committee and the PCC are joining together to stage a weekend of events in October to mark the 100th Anniversary of Barford, Wramplingham and District W.I.
There will be an exhibition, refreshments, stalls etc in the Village Hall and a flower Festival in the Church.
The costs are being met by the W.I and the PCC with a generous rate for the hire of the hall given by the Village Hall Committee.
With this in mind, and because it is very much a combined initiative, we wondered whether the Parish Council would consider helping us with the cost (or part of) of the hire of the Hall which will be £144.00 at the reduced rate.
With many thanks for your attention and certainly hope to see you at the event.

Kind Regards

Lisa Baylay

Sent from my iPad

Gov.uk Pilot Update

In May we announced our pilot scheme to provide Councils with a **gov.uk** domain name, email accounts for all staff and councillors and a website. Thanks to all those that expressed an interest.

The deadline to signup has now ended and the lucky 15 local councils selected to participate have been notified, we look forward to working with you.

Due to popular demand we have re-opened the signup form, so you can still express an interest but your Council will only be invited to participate when we open further stages in the future.

Express Your Interest Now

Norfolk ALC .gov.uk Pilot Signup

PLEASE NOTE
The deadline to signup for this pilot scheme for 15 local councils has now **ended.**
You can still sign up but your council will only be invited to participate when we open further stages in the future.

We are pleased to announce that we will be running our own pilot scheme to provide your council with a gov.uk domain name, email accounts for all staff and councillors and a website but spaces will be limited. This will be managed by us and use a reliable domain host who have been established 15 years and whom already host 400+ local councils and are also used by other County Associations.

Your council will need to pay for the following:

- .gov.uk domain name registration - £112 + VAT every two years (this is a standard cost and term, set by the Government)
- Management and administration fee - emails and website - £70 per year

As this new pilot is different from the original (and does not involve working directly with government) we felt it best to ask you to express your interest again, please do so below by **July 1st 2023**.

A .gov.uk domain name used by your council:

- Shows your services are from a trusted UK public sector organisation
- Helps to build trust, credibility and visibly demonstrates authenticity
- Your website and service will show up higher in search results
- Provide official email accounts for your councillors as well as for your Clerk and other officers.
- Ability to control email accounts by removing staff when they leave
- Emails are more likely to be cleared by security/spam filters
- Increases transparency of smaller organisations when public servants use corporate email accounts instead of personal email accounts for official government business
- Fulfils best practice guidelines as outlined in the Joint Panel on Accountability and Governance Practitioners' Guide 2021

After the 6 week period we will select 15 local councils and invite them to join the pilot service with further stages to follow in future.

Please **note** the following:

- This pilot is offered to Norfolk ALC **members only**
- Only councils who do not use a .gov.uk domain name at present are eligible
- Our service does not provide Microsoft 365 (though you can use the email account within Outlook if you purchase the software separately)
- If you have an existing Norfolk Parishes website it can be moved to this new service

BARFORD & WRAMPLINGHAM PARISH COUNCIL
Freedom of Information Model Publication Scheme

Hard copies of all documents are available from the Clerk and will be charged as below

Information to be published	**How the information can be obtained**
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	From the Council's website Displayed on noticeboards As a hard copy from the Clerk, or electronically attached to an email from the Clerk
Who's who on the Council and its Working Parties	From the Council's website As a hard copy from the Clerk, or electronically attached to an e mail from the Clerk
Contact details for Parish Clerk and Councillors	From the Council's website Displayed on noticeboards Clerk's contact details are on Page 7. Clerk and Councillors' details hard copy, as an attachment to an email from the Clerk
Location of main Council office and accessibility details	Office is in Clerk's home. Meetings at the Village Hall, meetings open to public. Limited parking adjacent to the Hall
Staffing structure	Clerk is sole employee
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	From the Council's website or as a hard copy from the Clerk

Annual Return (Pages 2, 3 and 5) Reasons for Variations = / - 15% Payments over £100	As above As above As above
Finalised budget	As above
Precept	From the Council's website or as a hard copy from the Clerk
Financial Regulations and Standing Orders	From the Council's website or as a hard copy from the Clerk
Grants given and received Grant Award Policy	From the Council's website or as a hard copy from the Clerk
List of current contracts awarded and value of contract	Currently N/A
Councillors' allowances and expenses	Currently N/A
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Action Plan/s	Currently N/A
Chairman's Annual Report to Parish Meeting (current year only)	From the Council's website or as a hard copy from the Clerk
Minute relating to General Power of Competence adoption	Currently not used - N/A
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	
Timetable of meetings	From the Council's website or as a hard copy from the Clerk Displayed on noticeboards
Agendas of meetings (as above)	From the Council's website or as a hard copy from the Clerk
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting	From the Council's website or as a hard copy from the Clerk

Reports presented to council meetings - note this will exclude information that is properly regarded as private to the meeting	Currently N/A
Responses to planning applications Responses to consultation papers	See Minutes
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering services and responsibilities) Current information only	
Policies including Code of Conduct, Standing Orders and Financial Regulations	From the Council's website or as a hard copy from the Clerk
Complaints procedures	From the Council's website or as a hard copy from the Clerk
Class 6 – Lists and Registers **Currently maintained lists and registers only**	
Assets Register	From the Council's website or as a hard copy from the Clerk
Register of members'/councillors' interests	Available from South Norfolk Council website
Dispensations granted	Available from the Clerk
Register of gifts and hospitality	Currently N/A
Class 7 – The services we offer Information about the services the Council offers, including leaflets, guidance and newsletters produced for the public and businesses Current information only	No relevant information

Contact details of the Clerk

Penny Hubble
barfordpc@gmail.com

Schedule of charges

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @ 20p per single-sided sheet (black & white)	Actual cost based on computer printing
	Photocopying @ £1.00p per single-sided sheet (colour)	Actual cost based on computer printing
	Postage	Actual cost of Royal Mail standard 2nd class. Recorded delivery if requested at actual cost

Change Log

Version	Date	Description	Author
1	01/09/2023	Import of existing, update of Clerk contact details.	Penny Hubble

Barford & Wramplingham Parish Council

Introduction

The Parish Council is the closest tier of local government to the community. Barford & Wramplingham Parish Council ("the Council") wishes to work closely with parishioners, community groups and businesses to encourage participation in decision making.

Aims and Objectives

The aim is to secure better services and to create a more active and informed community.

The Community

The Council seeks to engage with ***all*** sections of Barford & Wramplingham's community including the young, disenfranchised, disaffected and the elderly as well as the local business community, the clubs, organisations and societies which are active in the parish, its partners such as South Norfolk Council, Norfolk County Council, the neighbourhood policing team, the local school and the church. The Council is committed to engaging with anyone with an interest in the economic, social and environmental well being of Barford & Wramplingham.

Information access for the Community

The Council's publications schedule lists documentation available to the public under the Freedom of Information Act. This information is available in hard copy from the clerk. The full accounts are available for inspection from clerk. Agendas and minutes of meetings are available on the Barford & Wramplingham website, notice boards and from the clerk.

Opportunities for Community Involvement

All Council meetings are open to the public and include a public session for parishioners to make representation to members. All councillors are available for informal discussion and their telephone numbers and their contact details are available from the clerk or the website.

Opportunities for Formal Representations to the Council

Representations to the Council will normally be considered at the next Council meeting. If the request is for information only the clerk will respond accordingly. The Council has a Code of Practice for handling complaints, available from the clerk. The publication of agendas on the Council's website and notice board gives residents the opportunity to make representation to the council before agenda items are discussed. All formal representations received are responded to by letter or email.

Involvement in Partnerships

The Council is committed to partnership working where it is clear that it will benefit the parish or to fulfil its statutory requirements. For example, the Council works in partnership with other tiers of government and is represented on the Village Hall

Committee. The Council has a close working relationship with both district and county Councillors.

Role of Council Members and Officers

Elected members are advocates for their community and their leadership role enables them to have a major input into the consultation and engagement process. Barford & Wramplingham Parish Councillors are accessible, their contact details published on the website and in the parish magazine. They are available to talk to residents during the public session at the start of each Council meeting and at the Annual Parish Meeting. In a private capacity, councillors engage with many of Barford & Wramplingham's clubs, societies and organisations, where they may promote the work of the Council and be available to parishioners.

Contacts

Barford & Wramplingham website	https://barfordpc.wixsite.com/home
The Parish Clerk	Penny Hubble barfordpc@gmail.com

Change Log

Version	Date	Description	Author
1	01/09/2023	Import of existing, update of Clerk contact details.	Penny Hubble

BARFORD AND WRAMPLINGHAM

PENSION POLICY

As required by Local Government Pension Scheme (LGPS) Regulations 2013 and the LGPS (Administration) Regulations 2008 set out below is the policy statement on Pensions for Barford & Wramplingham Parish Council. This policy has been

A copy of this policy is available from the Parish Clerk and has also been lodged with the Norfolk Pension Fund.

In all references to agreement by Barford & Wramplingham Parish Council any decisions must be placed before a full meeting of the Council and be subject to an agreed resolution.

Name of Employer	Barford & Wramplingham Parish Council (BWPC) has adopted the policies shown on the following pages
Signed (authorised signatory)	
Name of authorised signatory	Penny Hubble (Clerk to BWPC)

POLICY STATEMENT COMPULSORY ITEMS:

Awarding Additional Pension : Regulation 31
Barford & Wramplingham Parish Council may increase a member's benefits by awarding additional pension up to a maximum of £6,500 per annum (from April 2014) on agreement of the Council. Barford & Wramplingham Parish Council will consider exercising this discretion only in cases where it can see a clear financial or administrative advantage.
Funding of Additional Pension : Regulations 16(2e) 16(4d)
Barford & Wramplingham Parish Council may fund (either wholly or in part) an active members Additional Pension Contribution (APC) contract. Requests will be assessed on a case by case basis and should be made in writing to the Chairman of the Council. However where an APC is used to cover a period of unpaid leave, Barford & Wramplingham Parish Council is required to automatically pay 2/3rds of the cost with the member paying the rest, providing the APC request is made within 30 days of the member returning from leave.
Flexible Retirement : Regulation 30(6)
Barford & Wramplingham Parish Council may give consent for a member aged 55 or more who reduces their grade or hours of work (or both) to receive all or part of their benefits immediately, even though they have not left the Councils employment on agreement of the Council. Barford & Wramplingham Parish Council will consider exercising this discretion only in cases where it

can see a clear financial or administrative advantage. If the benefits payable on flexible retirement would normally be reduced for early payment Barford & Wramplingham Parish Council may agree to waive all or part of the reduction on agreement of Barford & Wramplingham Parish Council. Barford & Wramplingham Parish Council will consider exercising this discretion only in cases where it can see a clear financial or administrative advantage.
Waiving of Actuarial Reduction : Regulation 30(8)
In circumstances where it can see a clear financial or administrative advantage, Barford & Wramplingham Parish Council may give consent for a member aged 55 or more who leaves its employ without an entitlement to immediate LGPS benefits to receive them straight away regardless on agreement of Barford & Wramplingham Parish Council. If the benefits payable would normally be reduced for early payment, Barford & Wramplingham Parish Council may agree to waive all or part of the reduction. Any request will be determined on a case by case basis and must be backed by reports from the employee's line manager and also the chairman. In the case of the clerk reports will be required from the chairman and vice-chairman.
Early Payment of Pension : Regulation 30 of the LGPS (Benefits, Membership and Contributions) Regulations 2007 (Two decisions to be made)
For members who left Barford & Wramplingham Parish Council before 1 April 2014 and subsequently wish to take their benefits between the ages of 55 and 60, Barford & Wramplingham Parish Council may consent to immediate payment of Local Government Pension Scheme benefits. If the member's benefits payable would normally be reduced Barford & Wramplingham Parish Council may agree to waive all or part of the reduction on compassionate grounds. Any waiver will be determined on a case by case basis.
Admission Policy
All members of staff of Barford & Wramplingham Parish Council are eligible for the scheme (providing they meet the scheme regulations).
Appointment of Adjudicator for Member Disagreements: Regulation 74(1)
There is a three stage dispute procedure for members who disagree with any LGPS decision made by their employer. The first stage will be handled by Barford & Wramplingham Parish Council. Barford & Wramplingham Parish Council will appoint an adjudicator whose job title and address will be made available should an application be made by an employee.

Change Log

Version	Date	Description	Author
1	01/09/2023	Import of existing, update of authorised signatory.	Penny Hubble

BARFORD AND WRAMPLINGHAM COMMUNITY EMERGENCY PLAN

OCTOBER 2021

Severe weather, power failure, loss of water or gas supplies, flooding and pandemics such as flu can affect a community. Depending on the scale of the event it can be some time before outside help arrives.
This Community Emergency Plan (CEP) combines local knowledge and forward planning with the aim to:

- Help the community to help itself before outside assistance arrives
- Help the community work effectively with the emergency services

Aims and objectives
The aim of this plan is to enhance community resilience. The objectives are to:

- Identify potential risks to health and wellbeing within the community
- Identify resources and key contacts in the community
- Identify vulnerable people and areas within the community

Emergency co-ordinators and their responsibilities
The main responsibilities of the emergency co-ordinators are to:

- Complete and maintain the Community Emergency Plan (this plan)
- Convene community meetings during an emergency
- Provide a focal point for the community response to an emergency
- Provide a link between the community and the response from other agencies, which may include the emergency services and the local council
- Assist the local council and appropriate agencies in emergency preparedness through awareness-raising activities
- Plan and introduce measures which will help to reduce the likelihood of emergencies and mitigate their potential effect

EMERGENCY CO-ORDINATOR
KENNY PALMER

Local emergencies could arise as a result of any of the following:

- Severe weather – snow, ice, gales, heatwave
- Total or partial loss of gas, electricity and water supplies
- Flooding
- Restriction and/or closure of local roads usually as a result of severe weather
- Pandemics including flu
- Chemical damage and/or spillages
- Heart attacks

In order to be prepared for snow and ice, grit bins are to be monitored on a regular basis during the winter months. When supplies are low, the co-ordinator is required to contact the Parish Clerk who will take steps to ensure that the grit bins are filled to capacity.

Risks which could affect the village	
Hazard	**Consequence**
Flooding	Damage to property, livestock and potential loss of life.
Major Incident	Missing Child, air crash etc…Local knowledge, search and rescue
Total or partial loss of electricity	For a period of longer than 24hours. Heating and cooking especially elderly and vulnerable people. Failure of specialist equipment, food storage etc.
Total or partial loss of water	Drinking water, specialist equipment, dialysis etc and farm needs
Severe Weather	High winds, storms etc… Fallen trees, damage to property, blocked roads, injury to persons
Major Fire	No major fire risk locally
Loss of road access	Due to traffic accident, spillage, fallen trees, heavy snow etc… access for emergency services, social care and supplies, (domestic and farming)
Loss of Community Services	Failure of telephone system. Mobile networks poor reception.
Flu, pandemic and other medical emergencies	Spread of infection to vulnerable children and adults

FIRST STEPS IN AN EMERGENCY		
	Instructions	**Tick**
1	Ensure you are not in immediate danger.	
2	Call 999 (unless they have already been alerted) to ensure the emergency services are aware of the emergency. Follow the advice given.	
3	Contact other members of the community that need to be alerted: • The Parish Council via the Parish Clerk • Members of the Emergency Group • Those specifically under threat Contact initially may be to inform them of the emergency or inform them of current emergency advice regarding any action to be taken.	
4	Determine if a Community Emergency meeting is required.	

CONTACTS		
Service / Role	**Telephone Number**	**Website/email**
Emergency Services	**999** **101 (Police Only)**	**N/A**
Kenny Palmer Emergency Co-ordinator	01603 759545	sue.palmfields@yahoo.co.uk
South Norfolk Council	01508 533633 0808 168 2000 Freephone no	council@s-norfolk.gov.uk
District & County Cllr **Margaret Dewsbury**	01603 759693	mdewsbury@s-norfolk.gov.uk
Emergency Planning Team **Jenny Bloomfield**	01508 533607	jbloomfield@s-norfolk.gov.uk
South Norfolk District Council Em. Plan Duty Officer	07771 627895	
NCC Em. Plan Duty Officer	07771 527243	
Norfolk Fire & Rescue Service (non emergency)	01603 810351	www.norfolkfireservice.gov.uk
Norfolk County Council	0344-800-8020	www.norfolk.gov.uk
NHS Direct	111 (non emergency)	www.nhs.uk/111
EA Floodline	0345 988 1188	www.environment-agency.gov.uk
Environment Agency	0370 850 6506	www.environment-agency.gov.uk

Local Doctors Surgery Hethersett Wymondham	01603 810250 01953 607607	
Parish Clerk		barfordpc@gmail.com
Highways	0344 980 3333	
School	01603 759660	www.barford.norfolk.sch.uk
DEFRA	03459 335577	
Trading Standards	03454 040506	
Electricity Supply UK Power Networks Supply interruption – 24 hour fault line	105 (New Number) 0800 316 3105 0333 3232 105*	*if calling from mobile umpowernetworks.co.uk/powercut or Text Power and your postcode to 80876
Electricity – National Grid Infrastructure - 24 hour reporting of hazards on or near overhead electricity lines	0800 404090	www.nationalgrid.com

Community Resources		
Resource	**Contact**	**Telephone Number**
Village Hall	Chairman – Norman Cox	01603 759667 frannormcox@aol.com
Village School	Matt Dunscombe	016903 759660 head@barford.norfolk.sch.uk
Barford Church	David Dale - Warden	01603 759347
Wramplingham Church	Caroline Elliott	caroline@topbarnnorfolk.co.uk
Council Notice Boards (Barford Village Hall, Opposite Wramplingham Pond)	Penny Hubble (Parish Clerk)	barfordpc@gmail.com
Parish Magazine	Jane Summer	editor@groupof15.org.uk
Information Boards School	Barford School	
Sandbag Sites		Haulage Yard 46 Chapel Street, Barford. Wymondham Leisure Centre Norwich Road, Wymondham NR 18 0NT. (Stored at back of Car Park)

Assistance offered			
M = medical/first aid V = visit/monitor D = deliveries **C = cook/refreshments EA = Emergency accommodation** **PA = Accommodation for a pet L = lifting/carrying sand bags etc**			
M V D C Student Doctor	Laura Skinner	5 Bayfield Close Barford	0785 696225 07523 336930
M D C L PA	Ben & Hannah Herring	School Farm House, Chapel Street, Barford	07746 349123 07719 436093
V	Geraldine McBride	2 Golden Pightle Barford	01603 759147
D C V	Sue & Peter Sutton	Manor Cottage, Watton Road, Barford	01603 759521 07748 358829
V D C EA L	Charles & Lisa Baylay	2 Cants Close Barford	01603 758151 07771 546233
V D C L	Graham & Ann Woodhouse	2 Park Close Barford	01603 758142 07552 237526 07920 116931
F V D C L	Karen Moore / Bonnie Seaman	14 Style Loke Barford	07989 714749 07753 147453

Other Skills / Equipment	
Generator, 4 x 4 vehicle, camping stove	Terry Dewsbury
Generator, off road driving, submersible pump, portable heater, portable lighting	Ben & Hannah Herring
Portable lighting, camping stove	Karen Moore / Bonnie Seaman

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Vulnerable Persons Contact List	
Contact & Location	***Remarks***
None	

Change Log

Version	Date	Description	Author
1	01/09/2023	Import of existing, update of Clerk contact details.	Penny Hubble

BARFORD AND WRAMPLINGHAM PARISH COUNCIL

Asset Register 2022/2023

Asset	Audit Value	Insurance Value £	Notes
Land			
Land off Marlingford Road		0	Leased to T Dewsbury
Office Contents		**£625.00**	
Laptop	400	400	Held by Clerk
Projector	200	200	Held by Clerk
Laminator	25	25	Held by Clerk
Street Furniture & Signs		**£39,413.00**	
Barford Village Sign	1149	2000	National Savings Account reserved to cover cost of refurbishment
Wramplingham Village Sign	1149	2000	
Barford & Wramplingham Notice Boards	316	316	New noticeboard for Wramplingham (purchased June 2019)
Dog Bins	350	350	3 – Barford 2 – Wramplingham
Grit Bin	900	383	2 – Barford 2 – Wramplingham 1 – joint with Marlingford
Display Boards	1	1	
Wramplingham Red Phone box	1	1	
Barford Bus Shelter	4500	4500	
Bench	400	400	Sited at Clarkes Close, Barford
2 x VAS signs	13100	13100	Sited at both ends of Chapel Street (£6,550 each)
Wig Wag	11902	11902	B1108
SAM2 Sign	3350	3400	Replacement of shared sign (purchased July 2019)
Bench	700	700	Next to village sign
Bench	360	360	To be sited in Church Lane (purchased March 2019)
War Memorials			
Wramplingham War Memorial	1	0	
TOTAL FOR AUDIT	**38804**		

Gmail Barford & Wramplingham Parish Council <barfordpc@gmail.com>

Barford & Wramplingham Parish Council declared a Climate Emergency on 21st September 2021 ... UPDATE

Mary DorrellPC <mdorrellpc@gmail.com> 13 September 2023 at 07:34

[redacted]

On 21/09/2021 our Parish Council resolved that "Barford and Wramplingham Parish Council declares a Climate Emergency and that this affects all future decision making of the council."
Read more here:https://barfordpc.wixsite.com/home/climate-emergency

The matter will once more be on our agenda next week. It would be useful if we could all come with ideas for our annual report on this matter

- actions taken since September 2022 as a PC
- plans for 2023-2024

My own feeling is that very small actions carried out completely and consistently achieve more than ambitious large scale initiatives. Especially at PC level.

Look forward to hearing your thoughts
Best wishes
Mary Dorrell
Vice-Chairman
Barford & Wramplingham Parish Council

mdorrellpc@gmail.com

Barford & Wramplingham Parish Council declared a Climate Emergency on 21st September 2021

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BARFORD & WRAMPLINGHAM PARISH COUNCIL DECLARATION OF A CLIMATE EMERGENCY

1. **The evidence**: The recent 2021 IPCC report and press release stated that climate change is widespread, rapid, and intensifying. “Many of the changes …are unprecedented in thousands, if not hundreds of thousands of years…some of the changes …are irreversible…” We are running out of time, and must get to Zero Carbon emissions by 2030.
2. **The precedents**: other authorities passing CED motions
   a) Ide Parish Council (Devon)
   b) Burwell Parish Council (Cambridgeshire)
   c) Caister Parish Council (Norfolk)
   d) North Norfolk, Breckland and Norwich District Councils
   e) Cambridgeshire County Council
3. **Actions so far by B&W PC**:
   a) We promote walking/cycling for local journeys. Footpath upkeep, signage etc
   b) We promote walking/cycling for local journeys. All new housing developments must have a safe foot-way to the centre of the village.
   c) We support local facilities that may be walked/cycled to. For example ... the Village Hall & Playing Fields
   d) We support the use of public transport by providing and maintaining a bus shelter. We have previously Co-operated with local bus companies, Norfolk Bus Forum
   e) We acknowledge flooding due to more frequent extreme events and actively pursue mitigation and prevention.

4. **The declaration**
   a) *RESOLVED* at the Parish Council meeting of 21.09.2021, That the proposal is passed such that:
   b) Barford and Wramplingham Parish Council declares a Climate Emergency and that this affects all future decision making of the council.

5. **Next actions**
   a) That this declaration goes as a footer on all agendas, correspondence etc
   b) An action plan for and engaging and working with the community, business and not-for-profit sectors to reduce community emissions and move towards renewables.
6. **Scope and targets**: a focus on community-wide engagement and emissions reduction, not just council’s own operations, with target dates for achievements
   a) To provide leadership by working with the local community to identify practical targets and suitable timelines. The PC will help, through its policies, to realise these targets.
7. **Advocacy**: a resolution to encourage other councils and higher levels of government to also take climate emergency action
   a) Call on SNDC to declare a climate emergency
   b) Call on NCC to declare a climate emergency
   c) To engage with Norfolk ALC with the aim of engaging with all PCs in Norfolk
   d) Call on national government for actions that are realistic and understandable to local communities.
   e) To support the development of renewable energy using the most efficient approaches, for example: an offshore transmission network for windfarms.
8. **Actions to be related to specific local concerns**

Appraisal 2023

Annual Pay Award.

Back pay, to take into account pay award 2022-23 for hours worked from 1st September 2022 to 1st September 2023: £314.50

Overtime hours:

During the last year, the Clerk has kept a record of hours worked. Including extra work requested by the council, 109.5 additional hours were recorded. The Appraisal Panel recommend that the Council pay for these extra hours as laid out in the accompanying documentation (£1273.49). In future, the clerk will maintain detailed time sheets, and will request overtime on a monthly basis (as stated in the contract).

Pay Spine Point:

The review panel, on external advice from NALC, consider that the level of experience gained would be appropriately reflected by raising the Clerk's salary to SP13 (LC1 (13-17) (above substantive range), and to progress at one SCP per year to the top of the band, on the agreed understanding that in the coming year, the clerk works towards and achieves her CiLCA qualification, and her work is of the required standard. The clerk will investigate and clarify whether enaction of this recommendation (assuming approval) requires any amendment or addition to her current contract.

During the coming year, the national pays scales pertaining to clerk responsibilities will be further investigated by the Council and the Clerk to ensure that the clerk is remunerated appropriately.

Pay Adjustments – Appraisal 2023

1 Annual Pay Award

Hours works from 1st September 2022 to 1st September 2023 = 314.5

Annual Pay Award is an increase of £1 per hour, meaning an additional income of £314.50

Employee Contribution @ 5.8% = £18.24 (Pension)

Employer Contribution @ 23.5% = £73.91 (Pension)

Cheque to Penny Hubble = £296.26

Cheque to Norfolk Pension Fund = £92.15

2 Overtime Hours

Plus 3hrs per week	36
Internal Audit	29.5
Wednesday Meetings	9
Exceptional Meetings	20
Bank Mandate	10
Extra Planning work	5
Total	109.5

109.5 hrs @ £11.63 = £1273.49

Employee Contribution @ 5.8% = £73.86 (Pension)

Employer Contribution @ 23.5% = £299.27 (Pension)

Cheque to Penny Hubble = £1199.62

Cheque to Norfolk Pension Fund = £373.13

3 Impact Analysis

2021 Wage Budget £4500 – Wage Cost £5158 – Deficit of £658
2022 Wage Budget £5000 – Wage Cost £5487 – Deficit of £487
Aug 2022: change in clerk, starting salary on lower SCP.
2023 Wage Budget £5000 – Wage Cost £5026 – Deficit of £26
Adding 5 months worth of items 1 & 2 increases the final wage cost for 2023 to £5843.15; deficit of £843.15. At a rate of £12.97 (SCP 13) the projected annual cost to the Council (no extra hours) will be £4997.60.

Q

Gmail Barford & Wramplingham Parish Council <barfordpc@gmail.com>

Flooding in Style Loke

1 message

Mary DorrellPC <mdorrellpc@gmail.com> 13 September 2023 at 18:50
To: [redacted]
Cc: Barford Parish Council <barfordpc@gmail.com>

Dear [redacted]

Thank-you for letting me have this email contact.

Sorry that you are still getting water flooding the drive. I am following this up with Highways.

Here is a list of various links available on the website for flood protection/management that they gave me last July. Some of them may be more useful to me as a Parish Councillor .... but I see that the first one mentions grants .... so it may be worth exploring, you and your family??

I also found this on the Age UK website: https://nationalfloodforum.org.uk/about-flooding/reducing-your-risk/protecting-your-property/

- https://www.norfolk.gov.uk/what-we-do-and-how-we-work/campaigns/flood-protection-grants
- https://www.norfolk.gov.uk/rubbish-recycling-and-planning/flood-and-water-management
- https://www.norfolk.gov.uk/safety/floods/flood-help-and-advice
- https://www.norfolk.gov.uk/safety/floods
- https://www.norfolk.gov.uk/what-we-do-and-how-we-work/policy-performance-and-partnerships/policies-and-strategies/environment-and-planning-policies/flood-and-water-management-policies/local-flood-risk-management-strategy

Hope this helps

Best wishes

Mary Dorrell
Vice-Chairman
Barford & Wramplingham Parish Council

mdorrellpc@gmail.com

Barford & Wramplingham Parish Council declared a Climate Emergency on 21st September 2021

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UPDATES ... Highways

1 message

Mary DorrellPC <mdorrellpc@gmail.com> 13 September 2023 at 08:07
To: [redacted]

Dear All

Fact finding:

- I understand from residents that Style Loke Drainage matter has been dealt with (1.Drainage: ENQ-629455-S5Y5C6), although I have not been to look at it myself.
- The trod clearing was finished some weeks ago. More maintenance may be needed (one for the Highway Rangers??)
- So ... two other matters (2&4 in the email below) for me to ask Mr Mayo about. Unless anyone has more info????
- Meanwhile ... complaints about styles on Barford FP2 https://barfordpc.wixsite.com/home/footpaths

I hope to be up-to-date by next Tuesday!
Mary Dorrell
Vice-Chairman
Barford & Wramplingham Parish Council

mdorrellpc@gmail.com

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---------- Forwarded message ---------
From: **Adam Mayo** <adam.mayo@norfolk.gov.uk>
Date: Wed, 12 Jul 2023 at 12:21
Subject: RE: Tuesday 18th July, Report to Barford & Wramplingham PC. Any Updates Please?
To: [redacted]

Dear Mary

Additional comments as requested

1.Drainage: ENQ-629455-S5Y5C6

Works have been raised to install additional catchment units (gullies) at the junction with B1108, some markings on the ground demonstrate our intentions here. Discussion are ongoing with our contractor as to how we can manage the traffic during works, the road width is minimal and with it a dead end street there will be some disruption to residents gaining access/egress whilst excavations in place. Measures will available i.e. gate men/steel plates etc to manage vehicles in/out at those times. A public information notice will be issued to affected properties ahead of works commencing . We are hopeful this will negate the % of run off water from B1108 as further measures towards the end of Style Loke would prove expensive.

List of various links available on the website for flood protection/management etc

https://www.norfolk.gov.uk/what-we-do-and-how-we-work/campaigns/flood-protection-grants

https://www.norfolk.gov.uk/rubbish-recycling-and-planning/flood-and-water-management

https://www.norfolk.gov.uk/safety/floods/flood-help-and-advice

https://www.norfolk.gov.uk/safety/floods

https://www.norfolk.gov.uk/what-we-do-and-how-we-work/policy-performance-and-partnerships/policies-and-strategies/environment-and-planning-policies/flood-and-water-management-policies/local-flood-risk-management-strategy

2.Surface water drainage B1108, Sutton's Loke. Barford

This is ongoing

3.Barford to Wramplingham Trod

Another works order sits with our contractor, this work was aborted due to the bus stop. This has been discussed and bus stop will be suspended during works

4.Traffic and road safety: ENQ-629444-S7J4T2

As listed, all options are being explored and will be costed up

Best regards

Adam

Adam Mayo, Highway Engineer South (S2)

Highways, Transport and Waste

Tel: 01603 819839 | Dept: 0344 800 8020

Ketteringham Highways Depot

Campaign Logo

From: Mary DorrellPC <mdorrellpc@gmail.com>
Sent: 12 July 2023 07:29
To: [redacted]
Cc: [redacted]
Subject: Tuesday 18th July, Report to Barford & Wramplingham PC. Any Updates Please?

WARNING: External email, think before you click!

Dear Adam & Robin

I attach the report of our site meeting on 27th June, which is about to go out to our councillors for next Tuesday's Parish Council meeting.

*** Are there any further updates that I can report on next Tuesday?? ***

1. **Drainage: ENQ-629455-S5Y5C6**
    1. I've informed residents, what happens next?
2. **Surface water drainage B1108, Sutton's Loke. Barford**
    1. There has been further correspondence, including videos of the issue
3. **Barford to Wramplingham Trod**
    1. Email received from Robin on Monday 3rd of July, and I know that he is chasing this.
4. **Traffic and road safety: ENQ-629444-S7J4T2**
    1. I've informed residents, what happens next?

I am mindful that I cannot make further reports until September, so will be grateful for any information that you have.

Many thanks

Mary Dorrell
Vice-Chairman

Barford & Wramplingham Parish Council

mdorrellpc@gmail.com

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2 attachments



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Month	Financial	Democracy	Personnel	Policy & Document Review
JAN	Grant Requests			Grant Award Policy
FEB	Internal Audit Start			
MAR	Internal Audit			
Financial Year End/Start				
APR	Grants Awarded Internal Audit	Annual Parish Meeting		Rent Agreements
MAY		New Council Formed Election of Chair & Vice Chair (In election year to complete election forms) Post Election Co-option Notice Period	Councillor Training Review	Standing Orders Code of Conduct Co-option Policy
	Internal Audit End AGAR Annual Governance Statement Annual Accounting Statement Certificate of Exemption			Financial Regulations Policy Statement of Internal Control General Risk Assessment Asset Register
JUN		Post Election Co-option		
JUL		Meeting held in Wramplingham Church		
AUG	Council Summer Holiday Shutdown (from 1st August to 31st August) (Only meet in extraordinary circumstances)			
SEP			Appraisal Clerk Training Review	Climate Emergency Review FOI Publication Scheme Community Engagement Strategy Pension Policy Community Emergency Plan
OCT	Precept Review			
NOV	Precept Agreement			
DEC	Council Winter Holiday Shutdown (from start of third week in December to end of first week in January) (Only meet in extraordinary circumstances)			

BARFORD AND
WRAMPLINGHAM
PARISH COUNCIL

Calendar of meeting dates 2023

v4 22/03/2023
Penny Hubble (Clerk)

1	January	03/01/2023 (Exceptional)
		24/01/2023 (Rescheduled from 17/01/2023)
2	February	21/02/2023
3	March	21/03/2023
		28/04/2023 (Exceptional)
4	April	18/04/2023
	Annual Parish Meeting @ 7:30pm Parish Council Meeting @ 8:30pm	
5	May	16/05/2023
6	June	20/06/2023
7	July	18/07/2023
8	August	None (Planned break)
9	September	19/09/2023
10	October	17/10/2023
11	November	21/11/2023
12	December	None (Planned break)