

# ROUDHAM & LARLING PARISH COUNCIL

16 March 2017

**Members of the public are invited** to attend a Meeting of Roudham & Larling Parish Council to be held in the Bridgham and Roudham David O'Neale Memorial Village Hall, Chapel Lane, Bridgham, on Thursday, 23 March 2017 at 7.30 p.m. for the purpose of transacting the following business.



Julian Gibson

Clerk to the Council

The Jays, Watton Road, Wretham, Thetford, NORFOLK IP24 1QS (01953 499980)

## Agenda

1. **To consider accepting** the reasons for any apologies for absence.
2. **Declarations of interest** in items on the agenda. Members are no longer required to declare personal or prejudicial interests but are to declare any new Disclosable Pecuniary Interests or Other Interests that are not currently included in the Register of Interests. Members are reminded that under the Code of Conduct they are not to participate in the whole of an agenda item in which they have an Interest. In the interests of transparency, Members may also wish to declare any other interests they have in relation to an agenda item, in support of the seven Nolan Principles, namely Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.
3. **To consider** any applications made by Members for a dispensation to allow them to participate in and vote on an agenda item in spite of a Disclosable Pecuniary Interest.
4. **Public Participation Session.** The Council's Standing Orders allow members of the public to make representations, answer questions, and give evidence in respect of any item of business included in the agenda. This session should not exceed 20 minutes, and members of the public are requested to keep their comments brief. Please note that the Council is unable to make a decision binding in law at this meeting unless the item is already included on the published agenda. It can, though, place the matter on the agenda for discussion at a future meeting.
5. **To confirm** and **sign** the minutes of the Meeting held on Thursday, 19 January 2017.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
  - 6.1.1. [10] **Development on land behind The Bungalow, Roudham Road.** The Norfolk County Council officer has reported that he visited the site and confirms that waste processing has been taking place. The operator has said he intends to use the waste on an extension to the yard behind the bungalows. It appears that this area has been used without planning permission for some time. he has said there should be no further processing of waste on the site and that they need to obtain permission for storage or use of waste. He has set a deadline of 6 March for them to advise him of their proposals, and understands that the Environment Agency are now involved as Holbrook's needs a waste permit or exemption to undertake these activities.
7. **To receive** Correspondence (available at the meeting).
  - 7.1. The Pensions Regulator: *It's time to complete your declaration: your staging date has passed.*
  - 7.2. The Pensions Regulator: *Automatic enrolment duties: Acknowledgement of declaration of compliance.*

- 7.3. Barclays Bank Plc: *Your Community Account statement* - 31 December 2016 - 31 January 2017.
  - 7.4. Norfolk Association of Local Councils: *Message from the Chairman Councillor Janet Holdom*.
  - 7.5. Norfolk County Council: *Better Broadband for Norfolk Information Sheet 25* - 14 February 2017.
  - 7.6. Royal British Legion Poppy Appeal: *Letter of thanks*.
  - 7.7. *Clerks & Councils Direct* - March 2017.
  - 7.8. Barclays Bank Plc: *Your Community Account Statement* - 1-28 February 2017.
  - 7.9. Society of Local Council Clerks: *S137 Expenditure: Limit for 2017/18*.
  - 7.10. National Association of Local Councils: *Parish Precepts*.
  - 7.11. Breckland Council Planning Enforcement: *Town and Country Planning Act 1990 - Land behind The Bungalow, Roudham Road*.
  - 7.12. Norfolk Constabulary: *Thetford & Attleborough Parish Newsletter*.
8. **To receive** Planning Applications, planning decisions and correspondence, and to decide on comments to be made where necessary.
    - 8.1. **3AG/2016/0001/AG: Mere Farm, Larkshall**. Application under the Town and Country Planning (General Permitted Development) Order 1995 for the Erection of an agricultural shed (1 of 4). Notice that no prior approval is required dated 30 November 2016.
    - 8.2. **3PL/2016/0700/F: Anvil Park Stud, Sallow Lane, Larling**. Relocation of existing outdoor arena and floodlighting (retrospective). Planning Permission dated 16 November 2016.
    - 8.3. **3PL/2017/0222/CU: Agricultural Field Land behind The Bungalow, Roudham Road**. Application for Change of use from agricultural field to storage area for aggregates, plant equipment & HGV's off the existing site (Retrospective).
  9. **To note** the report of actions taken by Simon Lee at Foulger's regarding lorry activities on and about Trident House, and **to consider** any further action to be taken.
  10. **To consider** arranging another litter pick, and if necessary, **to agree** a date.
  11. **To note** that the Council's staging date for automatic enrolment with the Pensions Regulator has passed, that the Clerk has written the required letter to all employees on behalf of the Council, and also completed the required Declaration of Compliance. Acknowledgement of declaration of compliance has been received.
  12. **To review** the Council's Financial Regulations.
  13. **To review** the contents of the Asset Register, and **to agree** the valuations for insurance purposes.
  14. **To review** the Risk Assessment.
  15. **To carry out** the Annual Review of the system of internal control.
  16. **Finance**.
    - 16.1. **To approve** payment to the Clerk and HM Revenue & Customs totalling £542.45 (salary for 1 January 2017 to 31 March 2017: £464.95; Mileage Allowance Payment for 8 December 2016 to 16 March 2017: £58.50; Telephone Allowance payment: £19.00).
    - 16.2. **To approve** payment of £4.48 (Postage & telephones) to the Clerk as reimbursement for items paid on behalf of the Council for 8 Dec 2016 to 7 March 2017).
    - 16.3. **To receive** the Monthly Financial Report.
  17. **To decide** on any matters for consideration at next meeting.
  18. **To confirm** the possible date of the next Meeting as **Thursday, 20 April 2017**, at 7.30 p.m. in the Bridgham and Roudham David O'Neale Memorial Village Hall, Chapel Lane, Bridgham.

**Future Meeting dates:**

Thursday, 20 April 2017	Thursday, 17 August 2017	Thursday, 21 December 2017
Thursday, 18 May 2017*	Thursday, 21 September 2017	Thursday, 25 January 2018
Thursday, 22 June 2017	Thursday, 19 October 2017	Thursday, 22 February 2018
Thursday, 20 July 2017	Thursday, 23 November 2017	Thursday, 22 March 2018

\*Annual Parish Meeting and Annual Meeting of the Parish Council

**Note:** Meetings will only be called if there is business to discuss which cannot wait until the following scheduled meeting date.