

ROUDHAM & LARLING PARISH COUNCIL

11 May 2017

Members of the public are invited to attend the Annual Meeting of Roudham & Larling Parish Council to be held in St George's Distillery, Harling Road, Roudham, on Thursday, 18 May 2017 at 7.45 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 elect** a Chairman of the Council.
2. **To receive** the Chairman's declaration of acceptance of office, or if not then received, to decide when it shall be received.
3. **To elect** a Vice-Chairman of the Council.
4. **To consider accepting** the reasons for any apologies for absence.
5. **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.
6. **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.
7. **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.
8. **To confirm** and **sign** the minutes of the Meeting held on Thursday, 23 March 2017.
9. **To report** matters arising from the minutes not on the agenda: **for information only.**
 - 9.1. [10] **Litter pick.** Once again there was a good turnout for the Litter Pick and something like 30 sacks were gathered.
10. **To receive** Correspondence (available at the meeting).
 - 10.1. Norfolk County Council: *Highways Maintenance - Your Local Teams.*
 - 10.2. Norfolk SLCC: *Norfolk Local Councils 2017 Conference - 7 July 2017.*
 - 10.3. Barclays Bank Plc: *Your Community Account - 1-31 March 2017.*
 - 10.4. Breckland Council: *Disclosable Pecuniary Interests and Other Registrable Interest forms reminder.*

- 10.5. Breckland Council: *Precept Remittance advice.*
- 10.6. Norfolk Constabulary: *Thetford & Attleborough Parish Newsletter - January 2017 (sic).*
- 10.7. Came & Company: *Insurance policy renewal invitation.*
- 10.8. Aviva: *Your Parish Council Policy Schedule.*
- 10.9. Aviva: *Your Parish Council Policy Summary.*
- 10.10. Aviva: *certificate of Employers' Liability Insurance.*
- 10.11. Came & Company: *Important information - Please read.*
- 10.12. Came & Company: *Terms of Business.*
- 10.13. Barclays Bank Plc: *Your Community Account Statement - 1-28 April 2017.*
- 10.14. *Clerks & Councils Direct - May 2017.*
11. **To receive** Planning Applications, planning decisions and correspondence, and to decide on comments to be made where necessary.
 - 11.1. **3PL/2017/0298/HOU: The Oaks, Road from Larling to Bridgham, Harling Road.** Proposed side extension to increase the footprint of the existing morning room. Approximately 18 square metres. **To note** that the Clerk has responded 'no objection' under his delegated authority and **to receive** notice of Planning Permission dated 18 April 2017.
 - 11.2. **3PN/2017/0010/UC: Stable Croft, Roudham Road, Roudham.** Application for Change of use of agricultural building to a dwelling (C3). **To note** that the Clerk has responded 'no objection' under his delegated authority and **to receive** Notice of Refusal of Planning Permission dated 12 April 2017.
 - 11.3. **3PN/2017/0037/UC: Stable Croft, Roudham Road, Roudham.** Application for Prior approval for a proposed change of use of agricultural building to dwelling (C3).
12. **To receive** confirmation from the Chairman that he has carried out an Annual Appraisal of the Clerk's performance, assessing it as being fully satisfactory, and **to agree** his recommendation that, in accordance with his contract, he is awarded an additional Spinal Column Point to take him to SCP 21, which would increase his pay by £68.45 p.a., to £1,846.86 p.a. This is within the planned budget.
13. **To approve** and **sign** the Receipts and Payments Account for the year 2016-2017.
14. **To confirm** that the 30 working day period during which elector's rights to inspect the accounts may be exercised will commence on 5 June 2017 and end on 14 July 2017, and that the date appointed for the exercise of electors' rights to question the auditor or make objections is 15 July 2017.
15. **To receive** the report of the Internal Auditor.
16. **To approve** and **sign** the Annual governance statement 2016/17 in the Annual Return for the year ended 31 March 2017.
17. **To approve** and **sign** the Accounting statements in the Annual Return for the year ended 31 March 2017, and **to agree** the Bank Reconciliation and Explanation of variances.
18. **To appoint** the Internal Auditor for 2017-2018.
19. **Finance.**
 - 19.1. **To approve** payment of £104.42 to the Norfolk Association of Local Councils, in settlement of their invoice no. 742 for the annual membership subscription for 2017/18.
 - 19.2. **To approve** payment of £40.00 to Bridgham Village Hall, being the fee for hiring the Hall for meetings in the period 1 January - 31 March 2017.
 - 19.3. **To approve** payment of £76.98 (£64.15 + £12.83 VAT) to the Clerk in reimbursement for his having paid invoice from Hirst Signs Limited for the purchase of two International No-Parking signs.

- 19.4. **To approve** payment of £291.75 to Came & Company, being the renewal premium of the Council's insurance policy with Aviva for the year ending 31 May 2018, under the long term agreement due to expire on that date.
- 19.5. **To vire** £65 from the Contingency budget line to the Other budget line to cover the cost of the parking signs.
- 19.6. **To receive** the Monthly Financial Report.
20. **To decide** on any matters for consideration at next meeting.
21. **To confirm** the possible date of the next Meeting as **Thursday, 22 June 2017**, at 7.30 p.m. in Bridgham & Roudham Village Hall, Chapel Lane, Bridgham

Future Meeting dates:

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

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