

## **ROUDHAM & LARLING PARISH COUNCIL**

**Minutes of a Meeting of Roudham & Larling Parish Council held on Thursday, 21 September 2017 at 7.30 p.m. in the Bridgham and Roudham David O'Neale Memorial Village Hall, Chapel Lane, Bridgham.**

**Present Councillors Brendan Larwood (Chairman), Sarah Gosling, Brian Inglis, Louise Martin, Andrew Nelstrop, Dudley Stammers, Julian Gibson (Clerk)**

*There being no urgent business to discuss, the meetings scheduled for 20 July and 17 August 2017 did not take place.*

- 1 Chairman's Declaration of Acceptance of Office.** This item was included on the agenda in error. The Declaration was signed at the meeting on 22 June 2017.
- 2 Apologies for absence.** It was **resolved** to accept the reason for absence offered by Councillors Chapman.
- 3 Declarations of interest.** None.
- 4 Dispensations.** None.
- 5 Public participation session.**
  - 5.1 District Councillor Kybird commented on the Breckland Local Plan Pre-submission publication (see agenda item 13), referring particularly to policy HOU 05. With regard to the recent application by Rory J Holbrook Limited (which he agreed effectively extended the General Employment Area shown in the Roudham Heath Policies Map which accompanied the Local Plan publication) he said that the officers felt that as the applicant had agreed to strict conditions it would be better to grant permission which Breckland could enforce. The Clerk advised that he had that afternoon received notice that permission had been granted (see agenda item 9.5), Councillor Martin said that she had been told by the neighbouring resident that work had already been starting at 5.30 a.m., so in breach of condition 8. Councillor Kybird said had grounds to complain to Enforcement. The Clerk gave Councillor Martin a copy of the conditions to pass on to the resident. In relation to agenda item 9.1, he explained that the applicant had been asked for and failed to submit some documentation essential for Breckland to consider giving permission, hence the refusal which had now been appealed. Finally, he said that Breckland Council was very close to adopting a policy with regard to frivolous and vexatious Freedom of Information Requests, and said it was being proposed to make this available to parish councils. If this was approved he suggested the Council consider adopting a similar policy.
  - 5.2 County Councillor Steve Askew said that the implementation of the lorry restrictions through East Harling which was supposed to have commenced in March had been held up by Highways England who had still not completed the necessary signage installation on the A11. However, they had now agreed to progress this, and he had been assured that this should be implemented by the end of October. Despite the restriction not yet coming into force, he said that people had already noticed a reduction in HGVs through East Harling. Councillor Gosling asked him about the widening of the splay at the junction of Bridgham Road and the B1111, which (with the addition of two parking places) was apparently being done for the benefit of Barn Farm in Bridgham. No notice of this had been given to the Council. Councillor Askew said he knew nothing of this either, but would make some enquiries.

6 **Minutes.** The minutes of the meeting held on Thursday, 22 June 2017 were **confirmed** and **signed**.

7 **Matters arising.**

7.1 [10.3] **Parking on the verge outside premises on Roudham Road.** Councillor Gosling reports that, following a near miss in which she was personally involved, she spoke with the management at SHB, and also contacted the police. PC Steven Howard says he has spoken to SHB and asked them to be more considerate, but also confirms that enforcement is not possible. However, he has asked for patrols to be conducted in the area. Councillor Gosling reported that another business which was unable to get access to its premises was getting very upset and taking drastic action after complaining to the police. The Chairman said that the Council had done all it could, but SHB were ignoring letters and refusing to co-operate.

7.2 [10.3] **Water on verge outside SHB on Roudham Road.** Anglian Water has again looked at their equipment on this verge and there is no water or noise of a leak. They conducted a chlorine test on the standing water, but that was negative, indicating that it was not from the mains. The verge is higher than the adjacent premises, so the source cannot be from there. It would appear that this water is just run-off from the road.

8 **Correspondence.** The following correspondence was **received**:

8.1 Norfolk County Council: *Delivering local highway improvements in partnership with Town and Parish Councils.*

8.2 *Clerks & Councils Direct* - July 2017.

8.3 Barclays Bank Plc: *Your Community Account Statement* - 1-30 June 2017.

8.4 Breckland Council: *Revised Street Naming and Numbering Policy.*

8.5 Breckland Council: *SNN Policy.*

8.6 Breckland Council: *Street Naming & Numbering Guidance for Town/Parish Councils and Developers.*

8.7 Breckland Council: *Street Naming & Numbering - Postal Towns.*

8.8 Norfolk Constabulary: *Dereham, Swaffham, Watton Newsletter* - June 2017.

8.9 Breckland Council: *Stages of Local Plan Production: Where are we?*

8.10 Norfolk County Council: *Hazardous Household Waste Days 2017* - Thetford 14/15 October.

8.11 Barclays Bank Plc: *Your Community Account Statement* - 1-31 July 2017.

8.12 HM Revenue & Customs: *BACS Remittance advice.*

8.13 Elizabeth Truss MP: *Letter inviting contact if the Council has issues or concerns.*

8.14 Citizens Advice Mid-Norfolk: *Citizens Advice Mid-Norfolk Appeal 2017.*

8.15 Citizens Advice Mid-Norfolk: *Annual General Meeting* - 27 September 2017.

8.16 Barclays Bank Plc: *Your Business accounts - at a glance.*

8.17 Barclays Bank Plc: *Your Community Account Statement* - 1-31 August 2017.

8.18 *Clerks & Council Direct* - September 2017.

8.19 Larling Parishioner: *Email about broadband problems in the parish* - to which the Clerk has responded.

8.20 Poppy Appeal Co-ordinator: *Poppy Appeal 2017* - The Remembrance Service will be in Larling Church at 10.45 a.m. on Sunday, 12 November 2017.

9 **Planning.**

9.1 **3PN/2017/0037/UC: Stable Croft, Roudham Road, Roudham.** Prior approval for a proposed change of use of agricultural building to dwelling (C3). Notice of Refusal of Prior Approval dated 23 June 2017, and Notice of an Appeal to the Secretary of State were **received**.

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- 9.2 **3PL/2015/1146/F: Harveyson Haulage Limited, Roudham Road, Harling Road.** New industrial building. Planning permission 28 June 2017 was **received**.
- 9.3 **3PL/2017/0486/F: Roudham Farm, Roudham.** Two mobile homes for seasonal workers (continuation of previous application 3PL/2011/1363/F). Planning Permission dated 7 July 2017 was **received**.
- 9.4 **3PL/2017/0756/F: Roudham Farm, Church Hill, Roudham.** Application to Build a new 1500t controlled atmosphere crop store. It was **noted** that after consultation with members, the Clerk has responded, “No objections,” using delegated powers, and Planning Permission dated 15 August 2017 was **received**.
- 9.5 **3PL/2017/0222/CU: Agricultural Field Land behind The Bungalow, Roudham Road.** Change of use from agricultural field to storage area for aggregates, plant equipment & HGV's off the existing site (Retrospective). Planning Permission dated 20 September was **received**.
- 10 Broadband.** The Clerk reported what he had learned from Karen O’Kane, Manager of the Better Broadband for Norfolk Project for NCC with regard to the postcodes in the parish and when fibre to cabinet super-fast broadband will be available. It was **agreed** that the Clerk should put a note into *Contact* advising residents who wanted to know what (if anything) was planned for their property to email the Clerk, and he would pass on what he has been told.
- 11 Harling Road Airfield.** The Clerk reported that he had now been told that the proposed plaque is 600mm square, which would not fit on the base of the Roudham Village Sign as had previously been considered a possibility. After consideration it was **agreed** that the best solution might be to lay the plaque on a specially constructed concrete base with the top touching the base of the sign. Councillor Nelstrop agreed to obtain a quote for this, and then (if the cost was reasonable) seek assurance from the Airfield of Britain Trust that this would be suitable.
- 12 Norfolk Strategic Framework consultation.** It was **noted** that the Norfolk Planning Authorities are consulting on a draft Norfolk Strategic Framework document, in which North Norfolk District Council, Norwich City Council, Norfolk County Council and South Norfolk Council set out their shared objective on housing, employment and infrastructure. The public consultation runs from 2 August to 22 September, and the draft document can be viewed and commented upon at <https://norfolk.citizenspace.com/consultation/norfolk-strategic-framework>. It was **agreed** that the Council had no comment to make.
- 13 Breckland Local Plan.** The *Breckland Local Plan Pre-submission publication* was **received**. The Council noted that one of the criteria required to be satisfied for development in the parish under Policy HOU 05 was, “It can be demonstrated that there is appropriate support by the parish council.” It was **agreed** that the Clerk should send a comment that the Council was pleased that its opinions would be more strongly taken into account in HOU 05 and that the percentage increase limit in development proposal had been dropped. The Clerk was also asked to point out that the Roudham Heath Policies Map had not been updated to show the Village Sign site.
- 14 External Audit.** The External Auditor’s “clean” report for the year ended 31 March 2017 was **received**. The Clerk will now carry out the actions as required by *The Accounts and Audit (England) Regulations 2015* on the conclusion of the audit.
- 15 Reporting at Meetings.** A Protocol for the Reporting at Meetings of the Council or Committees was **adopted**, now that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council or its committees when they are open to the public.

- 16 Standing Orders.** The Council **adopted** revised and updated Standing Orders, based on the Model Standing Orders published by the National Association of Local Councils.
- 17 Financial Regulations.** The Council **adopted** revised and updated Financial Regulations, based on the Model Financial Regulations published by the National Association of Local Councils.
- 18 General Data Protection Regulation.** The Council **noted** that the General Data Protection Regulation comes into effect on 25 May 2018. The Clerk reported that he had booked himself on a training session on 1 November. He will then be in a position to ensure that the Council takes all necessary steps to comply with this Regulation, and to assess the work involved.
- 19 Finance.**
- 19.1 **Clerk's salary.** It was **resolved** that cheques numbered 100362 and 100363 for £543.27 (salary for 1 July 2017 to 30 September 2017: £486.72; Mileage Allowance Payment for 7 June 2017 to 13 September 2017: £56.55) be signed. (*Local Government Act 1972 s 112(2)*)
- 19.2 **Clerk's reimbursement.** It was **resolved** that cheque number 100364 for £5.76 (Postage & telephones) to the Clerk be signed, as reimbursement for items paid on behalf of the Council for 7 June 2017 to 13 September 2017. (*Local Government Act 1972 s 111*)
- 19.3 **Hire of venue.** was **resolved** that cheque number 100365 for £40.00 to Bridgham Village Hall be signed in settlement of their invoices dated 14 July and 14 August 2017, for hire of the hall for meetings in the period 1 April - 30 September 2017. (*Local Government Act 1972 s. 132*)
- 19.4 **Training.** It was **resolved** that cheque number 100366 for £30.00 (£25.00 + £5.00 VAT) to Norfolk Association of Local Councils be signed in settlement of invoice no. 1182, being this Council's share of the cost of the Clerk attending the Role of the Clerk training on 20 & 27 July 2017. (*Local Government Act 1972 s.111*)
- 19.5 **Section 137.** In accordance with its powers under section 137 of the Local Government Act 1972, it was **resolved** that cheque number 100367 for £50.00 to the Royal British Legion be signed as a donation, which in the opinion of the Council is in the interests of the area and its inhabitants and will benefit them in a manner commensurate with the expenditure. (*Local Government Act 1972 s. 137*)
- 19.6 **Credits.** Receipt of the following credits was **noted**:
- 19.6.1 VAT refund from HM Revenue & Customs: £83.91.
- 19.6.2 Transparency Fund Grant paid through Norfolk Association of Local Councils: £961.23.
- 19.7 **Monthly Financial Report.** The report for the month ending 31 August 2017 was **received**.
- 20 Matters for consideration at next meeting.** None.
- 21 Next meeting.** The next meeting will be on **Thursday, 19 October 2017**, at 7.30 p.m. in **Bridgham & Roudham Village Hall, Chapel Lane, Bridgham**.

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**Brendan Larwood, Chairman**

19 October 2017

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**Future Meeting dates:**

Thursday, 19 October 2017	Thursday, 25 January 2018
Thursday, 23 November 2017	Thursday, 22 February 2018
Thursday, 21 December 2017	Thursday, 22 March 2018

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

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