

# ROUDHAM & LARLING PARISH COUNCIL

13 August 2015

**Members of the public are invited** to attend a Meeting of Roudham & Larling Parish Council to be held in Bridgham & Roudham Village Hall, Chapel Lane, Bridgham, on Thursday, 20 August 2015 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, 21 May 2015.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
7. **To receive** Correspondence (available at the meeting, and to be circulated subsequently).
  - 7.1. Barclays Bank Plc: *Your Community Account Statement* - 1-29 May 2015.
  - 7.2. Barclays Bank Plc: *Changes to the way you receive statements.*
  - 7.3. Norfolk County Council: *Delivering local highway improvements in partnership with Town and Parish Councils.*
  - 7.4. Came & Company: *Insurance renewal documentation.*
  - 7.5. *Clerks & Councils Direct* - July 2015
  - 7.6. Breckland Council: *Breckland Council Tour of Britain Community Grant Scheme - Deadline for entry - 12 July.*
  - 7.7. Barclays Bank Plc: *Your Community Account statement* - 30 May - 30 June 2015.
  - 7.8. Barclays Bank Plc: *Your Active Saver Account statement* - 1 May - 30 June 2015.
  - 7.9. Norfolk County Council: *Hazardous Household Waste Amnesty Days 2015.*
  - 7.10. Elizabeth Truss MP: *News release re tickets to Battle of the Somme commemoration.*
  - 7.11. Snetterton Parish Council: *Email re planning application 3PL/2015/0651/F.*

- 7.12. Department for Communities and Local Government: *The Smaller Authorities (Transparency Requirements) (England) Regulations 2015*.
- 7.13. HM Revenue & Customs: *Outstanding expenses and benefits forms P11D and P11D(b): you need to act now to minimise or avoid penalties*.
8. **To receive** Planning Applications, planning decisions and correspondence (including those detailed below), and to decide on comments to be made where necessary.
- 8.1. **3PL/2014/1205/F: Land to the west side of Roudham Industrial Estate, Roudham Road.** Siting of 2 number 'park homes' for residential use for site security staff, with pedestrian access. Advice of appeal against Refusal of Planning permission.
9. **To agree** any action required following the coming into force of *The Smaller Authorities (Transparency Requirements) (England) Regulations 2015*.
10. **To appoint** Councillor Gosling to represent the Council on the HGV Routes Working Party being set up by East Harling Parish Council.
11. **To agree** the contents of the Draft Minutes of the Annual Parish Meeting held on Tuesday 21 May 2015, to be confirmed and signed at the next Parish Meeting, and **to consider** any actions arising as a result of this meeting.
12. **To agree** the Chairman's suggestion that a variation to the Clerk's contract be made in order to pay him by monthly standing order, and **to authorise** the signing of the necessary mandate.
13. **To agree** to move the date of the meeting scheduled for 19 November to an alternative day.
14. **Finance.**
- 14.1. **To approve** payment to the Clerk and HM Revenue & Customs totalling £478.51 (salary for 1 April 2015 to 30 June 2015: £358.16; Mileage Allowance Payment for 14 February 2015 to 14 July 2015: £120.35 of which £5.67 is the reclaimable VAT element).
- 14.2. **To approve** payment of £21.45 (Postage & telephones £21.32; VAT £0.13) to the Clerk as reimbursement for items paid on behalf of the Council for 10 December 2014 to 15 July 2015).
- 14.3. **To approve** payment of £50.00 to Bridgham & Roudham Village Hall as a donation for the use of the Hall for Council Meetings during 2014-15.
- 14.4. **To approve** payment of £11.25 to Norfolk Association of Local Councils, being this parish's share of the cost of the Clerk attending the Annual Joint Summer Conference on 26 June 2015, as per invoice SC2015/20.
- 14.5. **To approve** payment of £75.00 to Breckland Council in settlement of invoice no. 767219 for the uncontested election on 7 May 2015.
- 14.6. **To approve** payment of £80.86 (£67.38 + £13.48 VAT) to Viking in settlement of their invoice no. 965095 for stationery.
- 14.7. **To receive** the Monthly Financial Report.
15. **To decide** on any matters for consideration at next meeting.
16. **To confirm** the date of the next scheduled Meeting as **Thursday, 17 September 2015**, at 7.30 p.m. in Bridgham & Roudham Village Hall, Chapel Lane, Bridgham.

**Future pencilled in Meeting dates:**

Thursday, 17 September 2015	Thursday, 17 December 2015	Thursday, 18 February 2016
Thursday, 22 October 2015	Thursday, 21 January 2016	Thursday, 17 March 2016
Thursday, 19 November 2015		

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