

# ROUDHAM & LARLING PARISH COUNCIL

11 February 2016

**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, 18 February 2016 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, 17 December 2015.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
  - 6.1. **Queen's 90<sup>th</sup> Birthday Grant Scheme.** As the Council was not after all able to meet last month, the deadline to applying for this grant has now passed.
7. **To receive** Correspondence (available at the meeting).
  - 7.1. The Pensions Regulator: *Act Now: the law on workplace pensions has changed.*
  - 7.2. The Pensions Regulator: *The essential guide to automatic enrolment.*
  - 7.3. Barclays Bank Plc: *Your Community Account statement - 1-31 December 2015.*
  - 7.4. Barclays Bank Plc: *Your Active Saver Account statement - 31 October - 31 December 2015.*
  - 7.5. *Clerks & Council Direct - January 2016.*
  - 7.6. Bridgham & Roudham Village Hall Treasurer: *Bridgham & Roudham hall hire.* **Note:** The revised charging rate was only meant to apply w.e.f. 1 September, whereas the Council had paid for the whole of 2015. The Clerk has asked the Treasurer to hold the credit of £80 to set against future charges.
  - 7.7. Norfolk County Council: *Youth Parliament - Making our Mark.*

- 7.8. Smaller Authorities' Audit Appointments Limited: *External Audit for Smaller Authorities*.
- 7.9. Barclays Bank Plc: *Your Community Account statement* - 1-29 January 2016.
- 7.10. Breckland Council: *Planning Application documentation*. **Note:** This is a consultation about Breckland's proposal to stop sending Parish Councils paper copies of planning applications.
- 7.11. Bridgham & Roudham Village Hall Treasurer: *Bridgham & Roudham hall hire*..
8. **To consider** what the Council can do get the situation with run-off water from Camp Farm fields rectified. (Note: following the last meeting the Clerk wrote to the land owner, Mr Rackham, but has received no response. The Clerk has now asked NCC Highways to take the matter up with Mr Rackham.)
9. **To receive** Planning Applications, planning decisions and correspondence, and to decide on comments to be made where necessary.
  - 9.1. **3PL/2015/1321/F: Greenhouses Direct Ltd., Roudham Road, Harling Road.** Erection of detached store building and lean-to extension. Planning Permission dated 11 January 2016.
  - 9.2. **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). **To note** that the Clerk has used his delegated authority to respond 'No objection'.
  - 9.3. **3PL/2015/1262/F: Camp Farm, Roudham Road, Roudham.** Install anaerobic digestion plant. Amendment - Deletion of proposed underground gas pipelines. (Extension of deadline for response to 20 February agreed.)
  - 9.4. **3PL/2016/0074/F: St. George's Distillery, Harling Road, Roudham.** Application for Erection of cafe and shop.
  - 9.5. **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. Notice of Appeal Decision (the appeal is dismissed) dated 1 February 2016.
10. **To receive** the *Breckland Local Plan Preferred Directions Consultation* documents (see <http://consult.breckland.gov.uk> for details), and **to consider** any comments the Council may wish to make.
11. **To receive** a report on the reaction of the residents on Roudham Road to the suggestion that white lines should be painted (at a cost to the Council of some £3-400) in an attempt to dissuade lorries from parking outside their houses, and **to decide** whether to ask NCC Highways to go ahead.
12. **To consider** any action that may be desirable arising from the opening of a sandwich bar on Roudham Road.
13. **To review** the Council's Financial Regulations.
14. **To review** the contents of the Asset Register, and **to agree** the valuations for insurance purposes.
15. **To review** the Risk Assessment.
16. **To carry out** the Annual Review of the system of internal control.
17. **Finance.**
  - 17.1. **To approve** payment to the Clerk and HM Revenue & Customs totalling £425.91 (salary for 1 January 2016 to 31 March 2016: £358.16; Mileage Allowance Payment for 9 December 2015 to 10 February 2016: £48.75 of which £2.13 is the reclaimable VAT element; Telephone Allowance: £18.00).

17.2. **To receive** the Monthly Financial Report.

18. **To decide** on any matters for consideration at next meeting.

19. **To confirm** the date of the next scheduled Meeting as Thursday, 17 March 2016, at 7.30 p.m. in Bridgham & Roudham Village Hall, Chapel Lane, Bridgham.

**Future pencilled in Meeting dates:**

Thursday, 17 March 2016	Thursday, 18 August 2016	Thursday, 15 December 2016
Thursday, 21 April 2016	Thursday, 22 September 2016	Thursday, 19 January 2017
Thursday, 19 May 2016*	Thursday, 20 October 2016	Thursday, 23 February 2017
Thursday, 23 June 2016	Thursday, 17 November 2016	Thursday, 17 March 2017
Thursday, 21 July 2016		

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

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