

## ROUDHAM & LARLING PARISH COUNCIL

**Minutes of a Meeting of Roudham & Larling Parish Council on Thursday, 23 March 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), James Chapman, Sarah Gosling, Brian Inglis, Louise Martin, Andrew Nelstrop, Dudley Stammers, Julian Gibson (Clerk)**

*The Meeting scheduled for 23 February 2017 did not take place.*

- 1 **Apologies for absence.** None.
- 2 **Declarations of interest.** None.
- 3 **Dispensations.** None.
- 4 **Public participation session.**
  - 4.1 Mr Simon Armes addressed the Council concerning his plans for a planning application on his land in front of his property (Woodlands) adjacent to The Chapel in Larling, and answered questions raised by members. Various points were raised and suggestions made. Mr Armes said the application would come forward in due course.
  - 4.2 The Chairman announced that Mrs Ellen Jolly had resigned from her position as Breckland District Councillor after many years service, for family reasons. The Clerk was asked to write to thank her for her work and for the assistance she had provided to this Council.
- 5 **Minutes.** The minutes of the meeting held on Thursday, 19 January 2017 were **confirmed and signed**.
- 6 **Matters arising.**
  - 6.1 [10] **Development on land behind The Bungalow, Roudham Road.** The Norfolk County Council officer reported that he visited the site and confirmed 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. The Officer 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 had set a deadline of 6 March for them to advise him of their proposals, and understood that the Environment Agency is now involved as Holbrook's needs a waste permit or exemption to undertake these activities. Apparently Holbrook's are now looking at the issues surrounding submission of an application for waste processing on a smaller area behind the industrial estate rather than behind the bungalows. The Officer asked for confirmation that no further waste processing had taken place on the site, but it appears that this is not the case, and so the Clerk will advise him accordingly.
  - 6.2 [12, Minutes of 20 October 2016] **Roudham Village Sign.** Councillor Stammers reported that he had, as promised, planted some additional beech trees to fill the gaps in the hedge backing the Village Sign site. The Chairman expressed the Council's thanks.
- 7 **Correspondence.** The following correspondence was **received**:
  - 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.*
- 7.13 Breckland Council: *Invitation from Mike Brennan, Head of Development Management, to Planning Meeting on 27 April 2017 in Attleborough Town Hall or Anglia Room, Breckland Dereham office, on 11 May 2017 (both at 6.30 p.m.).*
- 7.14 Norfolk Family Mediation: *Appeal letter.*

## 8 Planning.

- 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 was **received**.
- 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 was **received**.
- 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 & HGVs off the existing site (Retrospective). It was **resolved** that the Council objected strongly to this retrospective application to convert agricultural land into industrial use, carrying out processes like waste processing without the necessary permissions in a totally inappropriate location directly adjacent to residential properties.

9 **Lorry parking on Roudham Road.** The list of actions taken by Simon Lee at Foulger's regarding lorry activities on and about Trident House was **noted**, although it was reported that as yet no change had been made to the signage as proposed. The Clerk was instructed to ask when this would actually happen. It was **agreed** that the Clerk should order two International No-Parking signs which could be placed by residents on their fences.

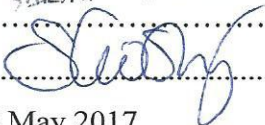
10 **Litter pick.** It was **agreed** to hold another litter pick on Wednesday 19 April at 7 p.m., meeting at the distillery or the Parish notice board in Larling. The Clerk will arrange to borrow the necessary equipment from Breckland Council.

11 **Pension Automatic Enrolment.** It was **noted** 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 receipt of Declaration of Compliance by the Pensions Regulator has been received.

12 **Financial Regulations.** The Council's Financial Regulations were reviewed, and **approved**.

- 13 **Asset Register.** The Asset Register was **reviewed** and the valuations for insurance purposes **agreed**.
- 14 **Risk Assessment.** The Council's Risk assessment was **reviewed** and amendments **agreed**.
- 15 **System of Internal Control.** The Council **reviewed** and **approved** its system of internal control.
- 16 **Finance.**
- 16.1 **Clerk's salary.** It was **resolved** that cheques numbered 100350 and 100351 for £549.78 (salary for 1 October 2016 to 31 December 2016: £464.95; Mileage Allowance Payment for 3 September 2016 to 7 December 2016: £84.83). (*Local Government Act 1972 s 112(2)*)
- 16.2 **Clerk's reimbursement.** It was **resolved** that cheque number 100352 for £5.96 (Postage & telephones £5.96; VAT £0.10) to the Clerk as reimbursement for items paid on behalf of the Council for 3 September 2016 to 7 December 2016). (*Local Government Act 1972 s 111*)
- 16.3 **Monthly Financial Report.** The report for the month ending 31 December 2016 was **received**.
- 17 **Matters for consideration at next meeting.** Restoring white lines at junction of B1111 and Roudham Road.
- 18 **Next meeting.** The next meeting will be on **Thursday, 20 April 2017**, at 7.30 p.m. in the Bridgham and Roudham David O'Neale Memorial Village Hall, Chapel Lane, Bridgham.

SARAH COSGROVE



Chairman

18 May 2017

#### 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.