

ROUDHAM & LARLING PARISH COUNCIL

Minutes of the Annual Meeting of Roudham & Larling Parish Council held on Thursday, 18 May 2017 at 7.45 p.m. in St George's Distillery, Harling Road, Roudham.

Present Councillors Sarah Gosling (Vice-Chairman), James Chapman, Brian Inglis, Louise Martin, Andrew Nelstrop, Dudley Stammers. Julian Gibson (Clerk)

There being no urgent business to discuss, the meeting scheduled for 20 April 2017 did not take place.

As the Annual Parish Meeting held immediately before this meeting overran, the start was delayed.

In the absence of the Chairman the Vice-Chairman took the Chair.

- 1 **Election of Chairman.** Councillor Larwood **was elected** Chairman.
- 2 **Chairman's Declaration of Acceptance of Office.** It was agreed that the Chairman's declaration would be received at the next Council meeting, scheduled for 22 June.
- 3 **Election of Vice Chairman.** Councillor Gosling **was elected** Vice Chairman.
- 4 **Apologies for absence.** It was **resolved** to accept the reason for absence offered by Councillor Larwood.
- 5 **Declarations of interest.** None.
- 6 **Dispensations.** None.
- 7 **Public participation session.** None
- 8 **Minutes.** The minutes of the meeting held on Thursday, 23 March 2017 were **confirmed** and **signed**.
- 9 **Matters arising.**
 - 9.1 [9] **Lorry parking on Roudham Road.** The Clerk showed the Council the two 'No parking' signs. Councillor Gosling said she would take them to two parishioners on Roudham Road for them to erect on a temporary basis outside their properties in the hope that they would be effective. If necessary the Council would consider re-locating them elsewhere.
 - 9.2 [10] **Litter pick.** Once again there was a good turnout for the Litter Pick and something like 30 sacks were gathered.
 - 9.3 [17] **Junction of B1111 and Roudham Road.** Following the last meeting the Clerk had reported worn out white lines to NCC Highways, and the re-lining has already taken place.
- 10 **Correspondence.** The following correspondence was **received**:
 - 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.* The Clerk reminded members it was their responsibility to ensure that their details were up to date, and suggested that they look at the forms which are available on Breckland Council's website, and complete new ones if necessary.
 - 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 Planning.

- 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. It was **noted** that the Clerk has responded 'no objection' under his delegated authority and notice of Planning Permission dated 18 April 2017 was **received**.
- 11.2 **3PN/2017/0010/UC: Stable Croft, Roudham Road, Roudham.** Application for Change of use of agricultural building to a dwelling (C3). It was **noted** that the Clerk has responded 'no objection' under his delegated authority and notice of Planning Permission dated 12 April 2017 was **received**.
- 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). It was **resolved** that the Council had no objections.

- 12 **Clerk's Annual Appraisal.** Councillor Larwood had reported that he had carried out an Annual Appraisal of the Clerk's performance, assessing it as being fully satisfactory, and the Council **agreed** to 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 **Receipts & Payments Account.** The Receipts and Payments Account for the year 2016-2017 was **approved** and **signed** by the Clerk and the Chairman.

- 14 **Electors' rights.** It was **confirmed** that the 30 working day period during which electors' 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 **Report of the Internal Auditor.** The report of the Internal Auditor on the year ended 31 March 2017 was **received**.

- 16 **Annual governance statement.** The Annual governance statement 2016/17 in the Annual Return was **approved** and **signed** by the Clerk and the Chairman on behalf of the Council.


- 17 **Accounting statements.** The Accounting statements 2016/17 in the Annual Return were **approved** and **signed** by the Clerk and the Chairman on behalf of the Council. The Bank reconciliation and the Explanation of variances were **agreed**. The Clerk confirmed that the *Notice of appointment of date for the exercise of electors' rights* would now be posted on the website and notice boards.

- 18 **Internal Auditor.** It was **resolved** that Mr Carl Foster be reappointed as Internal Auditor for the year 2017-2018. The Clerk will deliver a suitable small gift in thanks for his work.

19 Finance.

- 19.1 **Subscriptions.** It was **resolved** that cheque number 100353 for £104.42 to Norfolk Association of Local Councils be signed, being the Annual Subscription for 2017/18. (*Local Government Act 1972 s. 143*)

- 19.2 **Hire of venue.** It was **resolved** that cheque number 100354 for £40.00 to Bridgham Village Hall be signed, being the fee for hiring the Hall for meetings in the period 1 January - 31 March 2017. (*Local Government Act 1972 s. 132*)
- 19.3 **Other.** It was **resolved** that cheque number 100355 for £76.98 (£64.15 + £12.83 VAT) to the Clerk be signed, in reimbursement for his having paid invoice no. 34937 from Hirst Signs Limited for the purchase of two International No-Parking signs. (*Local Government Act 1972 s. 111*)
- 19.4 **Insurance.** It was **resolved** that cheque number 100356 for £291.75 to Came & Company be signed, 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. (*Local Government Act 1972 s. 111 & 140(1)*)
- 19.5 **Budgets.** It was **resolved** to vire £65 from the Contingency budget line to the Other budget line to cover the cost of the parking signs.
- 19.6 **Monthly Financial Report.** The report for the month ending 30 April 2017 was received.
- 20 **Matters for consideration at next meeting.** None.
- 21 **Next meeting.** The next meeting will be on **Thursday, 16 June 2016**, at 7.30 p.m. in **Bridgham & Roudham Village Hall, Chapel Lane, Bridgham.**



Brendan Larwood, Chairman

16 June 2016

Future Meeting dates:

Thursday, 16 June 2016

Thursday, 20 October 2016

Thursday, 19 January 2017

Thursday, 21 July 2016

Thursday, 17 November 2016

Thursday, 23 February 2017

Thursday, 18 August 2016

Thursday, 15 December 2016

Thursday, 17 March 2017

Thursday, 22 September 2016

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