

ROUDHAM & LARLING PARISH COUNCIL

13 September 2017

Members of the public are invited to attend a Meeting of Roudham & Larling Parish Council to be held in the Bridgham and Roudham David O'Neale Memorial Village Hall, Chapel Lane, Bridgham, on Thursday, 21 September 2017 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 receive** the Chairman's declaration of acceptance of office, or if not then received, to decide when it shall be received.
2. **To consider accepting** the reasons for any apologies for absence.
3. **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.
4. **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.
5. **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.
6. **To confirm** and **sign** the minutes of the Meeting held on Thursday, 22 June 2017.
7. **To report** matters arising from the minutes not on the agenda: **for information only.**
 - 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.
 - 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. **To receive** Correspondence (available at the meeting).
 - 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.
9. **To receive** Planning Applications, planning decisions and correspondence, and to decide on comments to be made where necessary.
 - 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). **To received** Notice of Refusal of Prior Approval dated 23 June 2017, and Notice of an Appeal to the Secretary of State.
 - 9.2. **3PL/2015/1146/F: Harveyson Haulage Limited, Roudham Road, Harling Road.** New industrial building. Planning permission 28 June 2017.
 - 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.
 - 9.4. **3PL/2017/0756/F: Roudham Farm, Church Hill, Roudham.** Application to Build a new 1500t controlled atmosphere crop store. **To note** that after consultation with members, the Clerk has responded, "No objections," using delegated powers, and **to receive** Planning Permission dated 15 August 2017.
10. **To consider** how to get the information provided by Karen O'Kane, NCC Project Manager, about the impact of the Better Broadband for Norfolk project on properties within the parish out to the parishioners.
11. **To receive** a report on the request from the Airfield of Britain Conservation Trust regarding the placement of a plaque to mark the location of the Harling Road Airfield, and **to agree** a suitable location.
12. **To note** that The Norfolk Planning Authorities are consulting on a draft Norfolk Strategic Framework document, and **to consider** making comments. This document is prepared jointly by Breckland Council, Broadland District Council, Broads Authority, Great Yarmouth Borough Council, Borough Council of King's Lynn & West Norfolk. North Norfolk District Council, Norwich City Council, Norfolk County Council and South Norfolk Council, and sets 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>.

13. **To receive** the *Breckland Local Plan Pre-submission publication* and **to consider** making comments. NOTE: any representations made should primarily be concerned with compliance with legal requirements and the ‘soundness’ of the document, which can be viewed on the Breckland Council website.
14. **To receive** the External Auditor’s report for the year ended 31 March 2017. This is a “clean” report; however Mazars had complained that the Internal Auditor’s response to the statement ‘Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for,’ was incorrect. Given a choice between ‘Yes’, ‘No’ and ‘Not covered’, the Internal Auditor had selected ‘Yes,’ as he has done for many years. As the Council does not operate petty cash, Mazars now say in their covering letter under ‘Scope for improvement in 2017/18’, that he should have ticked ‘Not covered’ or ‘N/A’ (which is not actually an option) and provided an explanation that no petty cash is held. The Clerk has protested, as this is a change introduced by all External Auditors without any notice being given to councils, many hundreds of whom will have been impacted with the extra work of getting their Internal Auditors to provide a letter confirming that no petty cash is held. However, this is the last year that the vast majority of parish councils will have to undergo an External Audit, as the new regime started on 1 April 2017. 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. **To adopt** a Protocol for the Reporting at Meetings of the Council or Committees, 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. **To adopt** revised and updated Standing Orders, based on the Model Standing Orders published by the National Association of Local Councils.
17. **To adopt** revised and updated Financial Regulations, based on the Model Financial Regulations published by the National Association of Local Councils.
18. **To note** that the General Data Protection Regulation comes into effect on 25 May 2017 (see <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/>). The Clerk has 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. **To approve** payment to the Clerk and HM Revenue & Customs totalling £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).
 - 19.2. **To approve** payment of £5.76 (Postage & telephones) to the Clerk as reimbursement for items paid on behalf of the Council for 7 June 2017 to 13 September 2017).
 - 19.3. **To approve** payment of £40.00 to Bridgham Village Hall 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.
 - 19.4. **To approve** payment of £30.00 (£25.00 + £5.00 VAT) to Norfolk Association of Local Councils 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.
 - 19.5. **To approve** a donation of £50.00 to the Royal British Legion (under the Local Government Act 1972, s. 137) in relation to the provision of the wreath for the Remembrance Day service.

19.6. **To note** receipt of the following credits:

19.6.1. VAT refund from HM Revenue & Customs: £83.91.

19.6.2. Transparency Fund Grant from Norfolk Association of Local Councils: £376.92.

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

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

21. **To confirm** the possible date of the next Meeting as **Thursday, 19 October 2017**, at 7.30 p.m. in Bridgham & Roudham Village Hall, Chapel Lane, Bridgham

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.