

# ROUDHAM & LARLING PARISH COUNCIL

Minutes of a Meeting of Roudham & Larling Parish Council held on Thursday, 22 March 2018 at 7.30 p.m. in the Bridgham and Roudham David O'Neale Memorial Village Hall, Chapel Lane, Bridgham.

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

*There being no urgent business to discuss, the meeting scheduled for 22 February 2018 did not take place.*

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

- 1 **Apologies for absence.** It was **resolved** to accept the reasons for absence offered by Councillors Chapman, Larwood, and Nelstrop.
- 2 **Declarations of interest.** None.
- 3 **Dispensations.** None.
- 4 **Public participation session.**
  - 4.1 **Breckland Council matters.** District Councillor Robert Kybird said that his council had obtained funding to improve the electricity supply to the Snetterton industrial estate, which would, he hoped, ease pressure on the Roudham estate. With regard to Planning Application 3PL/2017/1124/O he said he would be present when this went to Planning Committee and would ask for a contribution to be required to cover the cost of moving the notice board by the Old Chapel, should this be necessary. He also offered to press Breckland Planning with regard to agenda item 9 and to feed comments to the Overview and Scrutiny Commission in time for their next review of the relationship with Capita in a few months time.
  - 4.2 **Parking on Roudham Road.** It was reported that SHB appears to be taking some steps to try to ensure that their staff parking outside their premises did not adversely impact on other users of the industrial estate. Other businesses on the estate appear to also be taking action to prevent parking on the verges.
  - 4.3 **Pot holes.** The Clerk said that he had reported the pothole in Roudham Road outside Roudham Hall and been told this should be repaired within six weeks.
  - 4.4 **Site by the Bungalow, Roudham Road.** It was reported that at 10 p.m. on 21 March lorries were driving onto the site with loads of waste from the work currently being undertaken on the A11, unloading, and this was being moved about by other machinery, all in breach of the imposed Planning Conditions. The neighbour went round to complain, and they did then stop, but said that they had been told by Highways that it "would be OK" for them to do this. The Clerk said he would report this to Breckland's Enforcement team. **Post meeting note:** An Enforcement Officer has written reminding the business of its obligation to comply with the conditions, and also asked whether the neighbour is aware of previous breaches.
- 5 **Minutes.** The minutes of the meeting held on Thursday, 25 January 2018 were **confirmed and signed**.
- 6 **Matters arising.**
  - 6.1 [5.2 Minutes of 21 September 2017] **Lorry restriction through East Harling.** County Councillor Steve Askew has been frequently chasing this matter, which appears to be being held up largely by lack of interest from Highways England. However, there does now seem to be a way forward, and NCC has said that the



experiment will be advertised in the *Eastern Daily Press* on 23 March with a view to it becoming operational on 2 April.

- 6.2 [4.5] **Train service from Harling Road.** The Clerk asked Liz Truss MP about this shortly after the last meeting, and having heard nothing other than an automated acknowledgement, sent a chaser email. He has been told that the MP's staff could find no record of the original email, but would now look at responding.

7 **Correspondence.** The following correspondence was received:

- 7.1 Barclays Bank Plc: *Your concern - Statements.*
- 7.2 Barclays Bank Plc: *Your Active Saver Account statement* - 30 September - 31 October 2017.
- 7.3 Barclays Bank Plc: *Your Active Saver Account statement* - 1-30 November 2017.
- 7.4 Barclays Bank Plc: *Your Active Saver Account statement* - 1-29 December 2017.
- 7.5 Barclays Bank Plc: *Your Business Accounts - at a glance* - 31 January 2018.
- 7.6 Barclays Bank Plc: *Your Community Account statement* - 30 December 2017 - 31 January 2018.
- 7.7 Barclays Bank Plc: *Your Active Saver Account statement* - 30 December 2017 - 31 January 2018.
- 7.8 HAGS: *Inclusive Playground Solutions.*
- 7.9 Clerks & Council Direct - March 2018.
- 7.10 Norfolk County Council: *Tip or skip? County Council urges DIYers to make waste part of their project plan.* The Clerk advised the meeting that Norfolk County Council was withdrawing the concession under which residents could dispose of small items of DIY waste at their Recycling Centres free of charge.
- 7.11 Norfolk Association of Local Councils: *GDPR toolkit and other National ALC related updates.*
- 7.12 National Association of Local Councils: *New Data Protection Laws - A GDPR Toolkit of local councils* - February 2018.
- 7.13 Lord Ashton of Hyde, Parliamentary Under Secretary of State, Department for Digital, Culture, Media & Sport: *Letter to Lord Marlesford attempting to clarify statement made concerning the Data Protection Bill that parish clerks "can also fulfil the role of data protection officer, saying that the Information Commissioner has advised that this would only be permissible where the duties of the clerk are compatible with those of the DPO and do not lead to a conflict of interest, which seems unlikely to be the case.* The Clerk advised members that a firm decision was still awaited, but it seems most likely that a Clerk could not also serve as Data Protection Officer. However, Norfolk ALC is looking at being able to provide a service for all its councils. Also National ALC is talking with the Government and seeking assistance towards the cost to councils of the implementation of these regulations
- 7.14 Barclays Bank Plc: *Your Business Accounts - at a glance* - 28 February 2018.
- 7.15 Barclays Bank Plc: *Your Community Account statement* - 1-28 February 2018.
- 7.16 Barclays Bank Plc: *Your Active Saver Account statement* - 1-28 February 2018.
- 7.17 Barclays Bank Plc: *Letter concerning outstanding complaint, advising that we have the right to ask the Financial Ombudsman Service to look into the matter.* The Clerk advised the Council that Barclays had, for the second time, stopped sending paper statements on the Active Saver Account, and that when they rectified this by sending the missing ones they again forgot to remove the block which was causing the issue, meaning that he had to write yet again. They have, at last, managed to correct this, but in his latest letter he has pointed out that in-line they were still referring to this account as a BSA (Business Savings Account), a name which was changed many years ago. At the moment Barclays appear to be completely unable to understand why this is, and as yet have been unable to correct it.



- 7.18 Locality: *Neighbourhood Planning - Guidance Notes for Grant and Technical Support* - Effective 19 March 2018.

8 **Planning.**

8.1 **3PL/2017/0793/F: Valley Traction Services Limited, Roudham Road, Harling Road, Roudham.** Erection of new warehouse, HGV workshop and industrial buildings. **To receive** Planning Permission dated 14 February 2018 and **to note** the steps taken by County Councillor Steve Askew concerning the increase in traffic which this permission will create and the major impact on the movements through East Harling which will undo the good work done by the planned implementation of the pilot HGV ban. (Note: When the reports for the Breckland Planning Committee were published the Clerk noticed that the recommendation for approval did not contain any conditions relating to hours of operation and noise abatement, and raised this with Breckland. The Officer responded saying this was an error on her part. Additional conditions were added to the recommendation, and now form part of the Permission given.)

8.2 **3AG/2018/0003/AG: Land Adjacent Bungalow 2, Barradale Farm, Larling.** Application for prior notification of agricultural or forestry development under the Town and Country Planning General Permitted Development Order 2015, for Earth Bank winter storage reservoir. **To note** that the Clerk has responded "No objections" using his delegated powers, after consultation with Councillors, and **to note** that, following the comments from the Environment Agency, this application has now been withdrawn.

9 **Planning documentation.** The Clerk explained that in February 2016, following consultation on a proposal that Breckland cease sending out paper documentation to parish councils (which provoked considerable opposition) it had promised to continue to do so. The Clerk subsequently noticed that only the application form and plans were being sent, and all the other documentation was only available on-line. He was told that this change took place around June 2017 without any consultation or even advice. The Clerk had managed to get Breckland/Capita to agree to send full paper copies on request. It was **resolved** that the Council wanted full paper copies for all applications, and instructed the Clerk to ask for this.

10 **Clerk's report.** The Clerk had reported the (again) damaged gully on the B1111 opposite the junction with Roudham Road. Initially NCC Highways reported that it did not meet their "intervention criteria", but when he reported incredulity they admitted this was a mistake, and that the repair works had already been ordered. Councillors confirmed that a team had been out, but had just covered the whole of the metal grid of the gully over with asphalt. Understandably this had soon come loose and fallen down into the hole beneath. The Clerk said he would report it yet again.

11 **Broadband.** An email from *Better Broadband for Norfolk*, concerning *Communications Cabinet for Wretham*, advising that a new communications cabinet is to be installed on the grass verge opposite properties in the B1111, 36m left of the junction with Roudham Road, was **received**. No date for installation is currently available, but the BBfB Programme is due to complete by the end of March 2020.

12 **Speed limit through Harling Road.** The Clerk reported that NCC Highways had said that speed limits must be appropriate and that a 30 mph limit between the A11 slips and Harling Road would be "totally inappropriate" and that as a rural section of road it should be national speed limit. In the Engineer's opinion from the 40 mph terminals it is "difficult to achieve natural speeds over 30 mph" because of the bridge, the crossing, and the junction to Roudham Road. From the Harling direction, as the terminals are on a straighter section of road, he conceded that it was possible for speeds to be greater for a short distance until these features were arrived at. He still did not feel that a change was necessary, but said that if the



Parish Council was prepared to fund this (in the region of £4,000) he would not oppose it. The Council felt that, in the face of such a strong refusal, it was hopeless to try to pursue this, and it was **resolved** to let the matter rest.

- 13 **Neighbourhood Plan.** It was **noted** that, following the matter of the possibility of starting the process to produce a Neighbourhood Plan being raised at the Council Meeting on 25 January, the Clerk has arranged for the Breckland Officer responsible, Susan Heinrich, to attend the Annual Parish Meeting (APM) on 17 May. (She has also provided some papers before the Meeting so that Members can be prepared, and will give a short presentation and answer questions.) The Clerk will arrange for a notice to go into the *Contact* magazine to try to get a good attendance at the APM.

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

- 15 **Asset Register.** The Asset Register was **reviewed** and the valuations for insurance purposes **agreed**.

- 16 **Risk Assessment.** The Council's Risk assessment was **reviewed** and amendments **agreed**.

- 17 **System of Internal Control.** The Council **reviewed** and **approved** its system of internal control.

- 18 **Disclosable Pecuniary Interests and Other Registrable Interests.** An email from Breckland Council's Democratic Team Leader, reminding all Parish Councillors of the importance of keeping their 'Disclosable Pecuniary Interests and Other Registrable Interests' form up to date as required by Sections 29 - 34 of the Localism Act 2011 was **received**.

- 19 **Finance.**

- 19.1 **Clerk's salary.** It was **resolved** that cheques numbered 100374 and 100375 for £574.94 (salary for 1 January 2018 to 31 March 2018: £486.72; Mileage Allowance Payment for 19 January 2018 to 14 March 2018: £69.22; Telephone Allowance Payment: £19.00) to the Clerk and HM Revenue & Customs be signed. (*Local Government Act 1972 s 112(2)*)

- 19.2 **Clerk's reimbursement.** It was **resolved** that cheque number 100376 for £3.25 (Postage & telephones) to the Clerk be signed, as reimbursement for items paid on behalf of the Council for 19 January 2018 to 14 March 2018. (*Local Government Act 1972 s 111*)

- 19.3 **Hire of venue.** was **resolved** that cheque number 100377 for £40.00 to Bridgham Village Hall be signed in settlement of their invoice dated 22 March 2018, for hire of the hall for meetings in the period 1 January - 31 March 2018. (*Local Government Act 1972 s. 132*)

- 19.4 **Training.** It was **resolved** that cheque number 100378 for £6.25 to Norfolk Association of Local Councils be signed, in part settlement of invoice no. 1413, being this Parish's share of the cost of the Clerk attending the General Data Protection Regulation Awareness course on 20 February 2018. (*Local Government Act 1972 s.111*)

- 19.5 **Training.** It was **resolved** that cheque number 100379 for £13.75 to Norfolk Association of Local Councils be signed, in part settlement of invoice no. 1479, being this parish's share of the cost of the Clerk attending the Norfolk ALC Spring Conference on 6 March 2018. (*Local Government Act 1972 s.111*)

- 19.6 **Monthly Financial Report.** The report for the month ending 28 February 2018 was **received**.

- 20 **Matters for consideration at next meeting.** None.

- 21 **Next meeting.** The next meeting will be on **Thursday, 19 April 2018**, at 7.30 p.m. in **Bridgham & Roudham Village Hall, Chapel Lane, Bridgham.**

.....B. Larwood.....

**Brendan Larwood, Chairman**

17 May 2018

**Future Meeting dates:**

Thursday, 19 April 2018

Thursday, 16 August 2018

Thursday, 13 December 2018

Thursday, 17 May 2018\*

Thursday, 20 September 2018

Thursday, 17 January 2019

Thursday, 21 June 2018

Thursday, 18 October 2018

Thursday, 21 February 2019

Thursday, 19 July 2018

Thursday, 15 November 2018

Thursday, 21 March 2019

\*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.