

# ROUDHAM & LARLING PARISH COUNCIL

8 May 2018

**Members of the public are invited** to attend the Annual Meeting of Roudham & Larling Parish Council to be held in St George's Distillery, Harling Road, Roudham, on Thursday, 17 May 2018 at 8.00 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 elect** a Chairman of the Council.
2. **To receive** the Chairman's declaration of acceptance of office, or if not then received, to decide when it shall be received.
3. **To elect** a Vice-Chairman of the Council.
4. **To consider accepting** the reasons for any apologies for absence.
5. **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.
6. **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.
7. **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.
8. **To confirm** and **sign** the minutes of the Meeting held on Thursday, 22 March 2018.
9. **To report** matters arising from the minutes not on the agenda: **for information only.**
  - 9.1. [4.3, Minutes of 25 January 2018] **Anvil Park Stud.** Following complaints about sued of the PA system and intrusive lighting had led Breckland Council Planning Enforcement to report that an officer met with the site owners on 20 April, reminding them of the need to comply with condition 6 of planning permission 3PL/2016/0700/F, and followed this up with a letter making it clear that further breaches were likely to result in a forma notice being served. He also advised that three other conditions had not been formally discharged and therefore a new application containing the required information must now be submitted.

- 9.2. [4.4] **Site by the Bungalow, Roudham Road.** Breckland Council Enforcement has been told by the site owner that the activity and noise at 10 p.m. on the night in question was in their main yard, and therefore not covered by the conditions relating to Permission 3PL/2017/0222/CU, and so no action is possible. However the Officer says that if more incidents occur they will look into them, but they have now closed their case.
- 9.3. [6.1] **Lorry restriction through East Harling.** This has now come into force, and the misplaced signs at the northern end have been repositioned.
- 9.4. [10] **Gully on B1111 opposite junction with Roudham Road.** NCC Highways has said that they do intend to carry out a proper repair on this gully, but that will require traffic management, and this takes longer to arrange. They have again carried out a temporary repair, blocking the gully completely, and hope that this will last until the correct repair can be undertaken.

10. **To receive** Correspondence (available at the meeting).

- 10.1. Norfolk Age UK: *Appeal letter.*
- 10.2. Norfolk Association of Local Councils: *Norfolk ALC Newsletter - 4 April 2018.*
- 10.3. Society of Local Council Clerks: *Important Message from the CEO re: GDPR.*
- 10.4. Norfolk County Council: *The Norfolk County Council (Bridgham, Harling, Garboldisham, Roudham and Larling) (Experimental 18 tonnes Weight Limit Restriction) Order 2018.*
- 10.5. Barclays Bank Plc: *Your Business accounts - at a glance - as at 29 March 2018.*
- 10.6. Barclays Bank Plc: *Your Community Account statement - 1-29 March 2018.*
- 10.7. Barclays Bank Plc: *Your Active Saver Account statement - 1-29 March 2018.*
- 10.8. Barclays Bank Plc: *Letter of apology confirming that £100.00 compensation payment has been made.*
- 10.9. HM Revenue & Customs: *Important changes to the way you make your VAT126 Claim.*
- 10.10. National Association of Local Councils: *PB01-18 / Information Commissioner's Office Statement on the General Data Protection Regulation.*
- 10.11. *Clerks & Councils Direct - May 2018.*
- 10.12. AXA: *Your statement of fact.*
- 10.13. Came & Company: *Local Insurance Core Cover Summary.*
- 10.14. AXA: *Council Commercial Combined Policy Summary.*
- 10.15. Came & Company: *Important information - Please Read.*
- 10.16. Came & Company: *Terms of Business.*
- 10.17. AXA: *Certificate of Employers' Liability Insurance.*
- 10.18. AXA: *Your policy schedule.*

11. **To receive** two emails from Norfolk Association of Local Councils regarding the General Data Protection Regulations and **to determine** what action, if any, is necessary. The first email, dated 19 April, following many questions from Parish Councils about how they should comply with the Regulation's requirement that a Data Protection Officer be appointed, proposed arranging member councils to participate in a county-wide DPO Scheme. this would cost £25.00 p.a. for councils with an annual spend not exceeding £25,000, and provide some telephone support through initial paperwork issues, and then (if needed) a referral to negotiate any further professional support (initially free but then at £50.00/hour) from a "support partner" for more significant GDPR issues, e.g. dealing with a data breach. The second email, dated 26 April, confirmed that the Government has tabled an amendment to its own Data Protection Bill to exempt parish and town councils from the requirement to appoint a DPO, although all other measures will apply. Appointing a DPO would become discretionary and just regarded as good practice.

12. **To receive** Planning Applications, planning decisions and correspondence, and to decide on comments to be made where necessary.
  - 12.1. **3PL/2018/0023/HOU: 3 Maltings Way, Harling Road, Roudham.** Demolition of existing single storey garage and rear porch and replacement with two storey side extension and single storey rear extension. **To receive** Planning Permission dated 2 March 2018.
  - 12.2. **3PL/2017/1124/O: Adjacent Woodlands, Watton Road, Larling.** Application for Two detached bungalows with access to the Watton Road. **To receive** Planning Permission dated 13 April 2018, which includes a Note saying “Should the development require the relocation of the village sign (Notice board), this shall be carried out at the developers (*sic*) expense”.
  - 12.3. **3PL/2018/0359/O: Land opposite Barkers Farm, Watton Road, Larling.** Outline Application for the erection of 2no. dwellings, shared cartlodge and new highways entrance. (Extension of response deadline until 19 May 2018 agreed by Breckland.)
  - 12.4. **3PL/2018/0348/F: Barkers Farm, Watton Road, Larling.** Application for Construction of an earth bank, 71,300 m<sup>3</sup>, winter filled reservoir. (Extension of response deadline until 19 May 2018 agreed by Breckland.)
  - 12.5. **3PL/2018/0363/F: Barn Adjacent Stablecroft, Roudham.** Application for Proposed Barn conversion. **To note** that the Clerk has responded, “No objections” using his delegated powers, after consultation with Councillors.
13. **To note** that the 42F Kings Lynn squadron Air Cadets (parented by Royal Air Force Marham) are carrying out a project to commemorate and remember the Centenary of the RAF. This has involved researching the history of 40 airfields in Norfolk (including RAF Harling Road), and will be producing leaflets and history boards for each airfield. The history boards will be erected, together with a model aircraft, on a telegraph pole close to each airfield (with the cooperation of Openreach), making a Heritage Arts Trail. (The Harling Road one is on Roudham Road.) The project will culminate on 17 June with a day long Cycle Sportive, with three organised cycle routes of varying distances taking people round a number of the airfields.
14. **To receive** a report from the Chairman on his meeting with County Councillor Steve Askew and Highways Engineer David Jacklin concerning the possibility of doing something about the speed of traffic through Harling Road, including possibly the installation of a suitable vehicle activated Sign.
15. **To confirm** the list of Direct Debit payments set up on the Council’s account.
16. **To approve** and **sign** the Receipts and Payments Account for the year 2017-2018.
17. **To receive** the report of the Internal Auditor.
18. **To approve** and **sign** the Certificate of Exemption on Page 3 of the Annual Governance and Accountability Return 2017/18 Part’ 2, to confirm that the Council is a Smaller authority where the higher of gross annual income or gross annual expenditure does not exceed £25,000 and meets the qualifying criteria, and is therefore exempt from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review. The Clerk will then send this certificate to the external auditor.
19. **To approve** and **sign** the Annual Governance and Accountability Return 2017/18 Part 2 Section 1 - Annual Governance Statement 2017/18.
20. **To approve** and **sign** the Annual Governance and Accountability Return 2017/18 Part 2 Section 2- Accounting Statements 2017/18.
21. **To approve** the Analysis of variances and Bank reconciliation.
22. **To appoint** the Internal Auditor for 2017-2018.

23. **To confirm** that the 30 working day period during which elector's rights to inspect the accounts may be exercised will commence on Monday 4 June 2018 and end on Friday 13 July 2018.
24. **To receive** notice of the 2018-2019 National Salary Award from the National Association of Local Councils.
25. **To resolve** under *Public Bodies (Admission to Meetings) Act 1960, s.1(2)* to exclude the public and press for the discussion of the next item as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted
26. **To receive** confirmation from the Chairman that he has carried out an Annual Appraisal of the Clerk's performance, assessing it as being very good, and **to agree** his recommendation that, in accordance with his contract, he is awarded an additional Spinal Column Point to take him to SCP 22. The combined results of these changes take his salary up to £10.953/hour or £2,037.26 p.a. This is within the planned budget.
27. **To receive** and email from Came & Company regarding renewal of the Council's insurance. The brokers have obtained quotes from three potential suppliers - Inspire (via AXA): £303.42; Hiscox (our current suppliers): £697.25; Ecclesiastical £781.28. (All plus a £50.00 administration fee). Came & Company recommends accepting the quote from Inspire. **To approve** payment of the relevant fee to the chosen supplier.
28. **Finance.**
- 28.1. **To approve** payment of £135.25 to the Norfolk Association of Local Councils, in settlement of their invoice no. 1056, being the subscription for the year 2018/19.
- 28.2. **To approve** payment of £44.25 to the Society of Local Council Clerks, being this parish's share of the Clerk's subscription for the year ending 31 May 2019.
- 28.3. **To approve** payment of £18.75 to SLCC Enterprises, being this Council's share of the cost of the Clerk attending the East of England Regional Training Seminar on 11 July 2018, being this Council's share of the cost of the Clerk attending the East of England Regional Training Seminar on 11 July 2018.
- 28.4. **To approve** payment of £12.38 to Norfolk SLCC, being this Council's share of the cost of the Clerk attending the Norfolk Local Council's Conference on 1 June 2018.
- 28.5. **To note** receipt of the following credits:
- 28.5.1. Precept £1,750.00 & Revenue Support Grant £9.50, from Breckland Council
- 28.5.2. £100.00 from Barclays Bank in compensation for poor service. (See minute 7.17 of meeting on 22 March 2018.)
- 28.6. **To receive** the Monthly Financial Report.
29. **To decide** on any matters for consideration at next meeting.
30. **To confirm** the date of the next Meeting as **Thursday, 21 June 2018**, at 7.30 p.m. in Bridgham & Roudham Village Hall, Chapel Lane, Bridgham

**Future Meeting dates:**

Thursday, 21 June 2018	Thursday, 18 October 2018	Thursday, 17 January 2019
Thursday, 19 July 2018	Thursday, 15 November 2018	Thursday, 21 February 2019
Thursday, 16 August 2018	Thursday, 13 December 2018	Thursday, 21 March 2019
Thursday, 20 September 2018		

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