

ROUDHAM & LARLING PARISH COUNCIL

Minutes of the Annual Meeting of Roudham & Larling Parish Council held on Thursday, 17 May 2018 at 8.00 p.m. in St George's Distillery, Harling Road, Roudham.

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

There being no urgent business to discuss, the meeting scheduled for 19 April 2018 did not take place.

- 1 **Election of Chairman.** Councillor Larwood **was elected** Chairman.
- 2 **Chairman's Declaration of Acceptance of Office.** Councillor Larwood signed the declaration, which was **received**.
- 3 **Election of Vice Chairman.** Councillor Gosling **was elected** Vice Chairman.
- 4 **Apologies for absence.** None.
- 5 **Declarations of interest.** None.
- 6 **Dispensations.** None.
- 7 **Public participation session.**
 - 7.1 **Verge between Roudham and the reservoir.** A member of the public pointed out that this road used to have an approximately four-foot wide verge on the west side of this road, but that much of this had recently been ploughed up and taken into the field, and that this was making it more difficult for vehicles to pass. The Clerk was asked to write to the land owner to ask if this could be reinstated.
 - 7.2 **Agenda item 12.5.** The applicant for this application explained the reasons behind his proposal, and the Chairman said this would be considered.
- 8 **Minutes.** The minutes of the meeting held on Thursday, 22 March 2018 were **confirmed** and **signed**.
- 9 **Matters arising.**
 - 9.1 [4.3, Minutes of 25 January 2018] **Anvil Park Stud.** Complaints about use of the PA system and intrusive lighting had led Breckland Council Planning Enforcement to arrange for an officer to meet with the site owners on 20 April, reminding them of the need to comply with condition 6 of planning permission 3PL/2016/0700/F. They have followed this up with a letter making it clear that further breaches were likely to result in a formal notice being served. The officer 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. 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

- 9.5 [6.2 Minutes of 27 November 2018] **Harling Road Airfield**. The Airfields of Britain Conservation Trust plaque has now been installed.

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

- 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 General Data Protection Regulation. Two emails from Norfolk Association of Local Councils regarding the General Data Protection Regulation were **received**. The first said that, 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, which would cost this Council £25.00 p.a. 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 confirmed that the Government had 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. This amendment has since been passed, and so should form part of the eventual Act. Appointing a DPO would become discretionary and just regarded as good practice. The Clerk confirmed that he was working on the measures which the Council needed to take to comply with the Regulation, and hoped to bring proposals to a meeting shortly. This was **agreed**.

12 Planning.

- 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. Planning Permission dated 2 March 2018 was **received**.
- 12.2 **3PL/2017/1124/O: Adjacent Woodlands, Watton Road, Larling.** Two detached bungalows with access to the Watton Road. 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” was **received**. The Clerk reported that the owners had contacted him asking where the Notice board should be located. It was **agreed** that Councillor Stammers should make some enquires. Then the Clerk would make a decision and if necessary seek permission from Highways.

- 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. It was **resolved** that the Council had no objections.
- 12.4 **3PL/2018/0348/F: Barkers Farm, Watton Road, Larling.** Application for Construction of an earth bank, 71,300 m3, winter filled reservoir. It was **resolved** that the Council had no objections.
- 12.5 **3PL/2018/0363/F: Barn Adjacent Stablecroft, Roudham.** Application for Proposed Barn conversion. It was **noted** that the Clerk has responded, “No objections” using his delegated powers, after consultation with Councillors. However, after further discussion it was **resolved** that the Clerk should send an additional response saying that any use of this site other than residential would lead to an unacceptable amount of larger scale traffic on this narrow road, and therefore the Council supports the application currently under consideration.
- 13 **RAF Centenary.** It was **noted** 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 involved researching the history of 40 airfields in Norfolk (including RAF Harling Road), and 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 **Speed Awareness Message Vehicle Activated Sign (SAM2).** The Chairman reported that he had met with Councillor Askew and the Highway Engineer, who had indicated that they would be quite happy if the Council decided to install a SAM2 device to be moved between three locations within the Harling Road 40 mph speed limit. The Council would be able to apply for a 50% grant under the Norfolk County Council Parish Partnership scheme next autumn and Councillor Askew had said that he would be prepared to allocate £5/600 from his fund for small highways improvements. It was **agreed** that the Clerk should obtain a quotation, and then the Council will decide whether to proceed.
- 15 **Direct Debit payments.** The schedule of Direct Debit payments set up on the Council’s bank account was **confirmed**.
- 16 **Receipts & Payments Account.** The Receipts and Payments Account for the year 2017-2018 was **approved** and **signed** by the Chairman.
- 17 **Internal Audit.** The report of the Internal Auditor on the business of the Council in the year ended 31 March 2018 was **received**.
- 18 **Certificate of Exemption.** 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 was **approved** and **signed** by the Responsible Financial Officer (the Clerk) and the Chairman.

- 19 **Annual Governance Statement.** The Annual Governance and Accountability Return 2017/18 Part 2 Section 1 - Annual Governance Statement 2017/18 was **approved** and **signed** by the Chairman and the Clerk.
- 20 **Accounting Statements.** The Annual Governance and Accountability Return 2017/18 Part 2 Section 2- Accounting Statements 2017/18 were **approved** and **signed** by the Responsible Financial Officer (the Clerk) and the Chairman.
- 21 **Explanation of variances and Bank reconciliation.** The Explanation of variances and Bank reconciliation for the year ended 31 March 2018 were **approved**.
- 22 **Internal Auditor.** It was **resolved** that Mr Carl Foster be reappointed as Internal Auditor for the year 2018-2019. The Clerk will deliver a suitable small gift in thanks for his work.
- 23 **Electors' rights.** It was **confirmed** that the 30 working day period during which electors' rights to inspect the accounts may be exercised will commence Monday 4 June 2018 and end on Friday 13 July 2018.
- 24 **National Salary Award.** The 2018-2019 National Salary Award from the National Association of Local Councils was **received**.
- 25 **Exclusion of the Press and Public.** It was **resolved** 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 **Clerk's Annual Appraisal.** Councillor Larwood reported that he had carried out an Annual Appraisal of the Clerk's performance, assessing it as being very good, 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 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 **Insurance.** Having received and examined three quotations, it was **resolved** that the Council's insurance should be changed to a new policy with Inspire (via AXA). It was **resolved** that cheque number 100385 for £338.25 to Came & Company be signed, being the premium for the policy under a three-year Long Term Agreement, and that the Clerk be empowered to sign any necessary forms. (*Local Government Act 1972 s.111 & 140(1)*)
- 28 **Finance.**
- 28.1 **Subscriptions.** It was **resolved** that cheque number 100381 for £135.25 to the Norfolk Association of Local Councils be signed, in settlement of their invoice no. 1929 for the membership subscription for 2018/19. (*Local Government Act 1972 s.143*)
- 28.2 **Subscriptions.** It was **resolved** that cheque number 100382 for £44.25 to the Society of Local Council Clerks be signed, being this Council's share of the Clerk's membership subscription for 2018/2019. (*Local Government Act 1972 s.143*)
- 28.3 **Training.** It was **resolved** that cheque number 100783 for £18.75 to SLCC Enterprises be signed, being this Council's share of the cost of the Clerk attending the East of England Regional Training Seminar on 11 July 2018. (*Local Government Act 1972 s. 111*)
- 28.4 **Training.** It was **resolved** that cheque number 100384 for £12.38 to Norfolk SLCC be signed, being this Council's share of the cost of the Clerk attending the Norfolk Local Council's Conference on 15 June 2018. (*Local Government Act 1972 s. 111*)

- 28.5 **Credits.** Receipt of the following credits was **noted**:
- 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 **Monthly Financial Report.** The report for the month ending 30 April 2018 was **received**.
- 29 **Matters for consideration at next meeting.** Neighbourhood Planning event.
- 30 **Next meeting.** The next meeting will be on **Thursday, 21 June 2018**, at 7.30 p.m. in **Bridgham & Roudham Village Hall, Chapel Lane, Bridgham**.


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Brendan Larwood, Chairman

21 June 2018

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.