

# ROUDHAM & LARLING PARISH COUNCIL

7 September 2018

**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, 20 September 2018 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)

1. **To consider accepting** the reasons for any apologies for absence.
2. **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.
3. **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.
4. **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.
5. **To confirm** and **sign** the minutes of the Meeting held on Thursday, 21 June 2018.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
  - 6.1. [9.1, Minutes of 17 May 2018] **Gully on B1111 opposite junction with Roudham Road.** This gully has now been repaired.
  - 6.2. [12] **Parish Partnership Scheme.** The Clerk has now submitted the application form and receipt has been acknowledged.
7. **To receive** Correspondence (available at the meeting).
  - 7.1. *Clerks & Councils Direct* - July 2018.
  - 7.2. Barclays Bank Plc: *Your Business Accounts – at a glance.*
  - 7.3. Barclays Bank Plc: *Your Community Account Statement – 1-29 June 2018.*
  - 7.4. Barclays Bank Plc: *Your Active Saver Account Statement – 1-29 June 2018.*
  - 7.5. Barclays Bank Plc: *Barclays Brandon branch is closing – on Friday 2 November 2018.*
  - 7.6. Norfolk Constabulary: *Parish Newsletter – August 2018.*
  - 7.7. Society of Local Council Clerks: *Email quoting from the “technical consultation” on the draft local government finance settlement, which confirms that the government intends to continue the deferral of setting referendum principles for town and parish councils regarding precepts.*

- 7.8. Norfolk County Council: *Hazardous Household Waste Days 2018 – 6 & 7 October* at Thetford Recycling Centre.
- 7.9. Barclays Bank Plc: *Your Business accounts – at a glance* – on 31 July 2018.
- 7.10. Barclays Bank Plc: *Your Community Account – 30 June – 31 July 2018*.
- 7.11. Barclays Bank Plc: *Your Active Saver Account – 30 June – 31 July 2018*.
- 7.12. Campaign to Protect Rural England: *CPRE Norfolk Alliance – update*. (re. Breckland Local Plan).
8. **To receive** Planning Applications, planning decisions and correspondence, and to decide on comments to be made where necessary.
  - 8.1. **3PL/2018/0356/HOU: Maybank, Harling Road, East Harling**. Application for Single Storey Rear and side extension. **To note** that, after consultation with Councillors, the Clerk has responded, “No objections”, and **to receive** Planning Permission dated 17 July 2018.
  - 8.2. **3PL/2018/0489/HOU: Street Gate Cottage, Roudham**. Erection of a garage. Planning Permission dated 28 June 2018.
  - 8.3. **3PL/2018/0348/F: Barkers Farm, Watton Road, Larling**. Construction of an earth bank, 71,300 m<sup>3</sup>, winter filled reservoir. **To receive** notice dated 10 July 2018 that this application has been withdrawn by the applicant.
  - 8.4. **3PL/2018/0832/LB: Old Farm House, Watton Road, Larling**. Application for Listed Building consent to Remove and Replace 6 Existing defective Windows & Front Entrance Door. **To note** that the Clerk has responded “No objections” after consulting with members.
  - 8.5. **3PL/2018/0618/D: Land adjacent to The Chapel, Watton Road, Larling**. Reserved Matters application for Two detached bungalows with access onto Watton Road. Approval of Reserved Matters dated 8 August 2018.
  - 8.6. **3PL/2018/0363/F: Barn Adjacent Stablecroft, Roudham**. Proposed Barn conversion. According to Breckland Council’s website, this application was withdrawn.
9. **To receive** an update on the response to the Neighbourhood Plan initial interest questionnaire, and **to agree** the next step.
10. **To approve** and where appropriate **adopt** the following documents required as a result of the General Data Protection Regulations:
  - 10.1. Inventory of Data Captured, Stored and Processed by the Council;
  - 10.2. Privacy Notice;
  - 10.3. Privacy notice for Councillors and employees.
  - 10.4. Information & Data Protection Policy;
  - 10.5. Publication Scheme (revised);
  - 10.6. Retention and Disposal Policy;
  - 10.7. Appendix A: List of Documents for Retention or Disposal;
  - 10.8. Subject Access Request Form;
  - 10.9. Social Media and Electronic Communication Policy;
  - 10.10. Removable Media Policy;and **to agree** that appropriate items be posted on the Wretham Village Website, together with the Council’s Standing Orders and Financial Regulations.
11. **To note** that the Clerk has deposited the Minutes of Council Meetings and Parish Meetings from 1 April 2013 to 31 March 2017 at the Norfolk Records Office under Accession number ACC 2018/48. These will be catalogued and stored with previous sets of Minutes

## 12. Finance.

- 12.1. **To approve** payment to the Clerk and HM Revenue & Customs totalling £590.31 (salary for 1 July 2018 to 30 September 2018: £509.31; Mileage Allowance Payment for 14 June 2018 to 6 September 2018: £81.58).
  - 12.2. **To approve** payment of £50.00 to The Milestone Society, using the powers of *The Local Government Act 1972. s.137*, as a grant towards the cost of restoration of the Larling milestone.
  - 12.3. **To approve** a donation of £50.00 to the Royal British Legion using the powers of *The Local Government Act 1972. s.137*, in relation to the provision of the wreath for the Remembrance Day services.
  - 12.4. **To approve** payment of £20.00 to Bridgham Village Hall, in settlement of their invoice dated 8 July 2018 for hire of Bridgham & Roudham Village Hall on 21 June.
  - 12.5. **To approve** payment of £25.00 to the Clerk, being this parish's share of the cost of transferring data from a damaged laptop to a new one.
  - 12.6. **To note** receipt of the following credit: £42.77 VAT Refund for 2017/18 from HM Revenue & Customs.
  - 12.7. **To agree** to vire £150.00 from the Contingency budget line, placing £100.00 in the Other budget (to cover the cost of installing the Airfields of Britain Conservation Trust Harling Airfield plaque and the data transfer referred to in section 12.5 above) and £50.00 to the Section 175 budget (to cover the donation to The Milestone Society referred to in section 12.2 above).
  - 12.8. **To receive** the Monthly Financial Report.
13. **To decide** on any matters for consideration at next meeting.
  14. **To confirm** the date of the next Meeting as **Thursday, 18 October 2018**, at 7.30 p.m. in Bridgham & Roudham Village Hall, Chapel Lane, Bridgham.
  15. **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
  16. **To consider** a review of the Clerk's paid working hours, and other matters.

### Future Meeting dates:

Thursday, 18 October 2018	Thursday, 17 January 2019
Thursday, 15 November 2018	Thursday, 21 February 2019
Thursday, 13 December 2018	Thursday, 21 March 2019

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