

# ROUDHAM & LARLING PARISH COUNCIL

4 December 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, 13 December 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, 15 November 2018.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
  - 6.1. [6.2] **Catering Kiosk, Roudham Road.** Breckland Planning Enforcement reports that following informal advice given to the operators of the business a new planning application has been submitted under reference 3PL/2018/1495/F, and so they have closed their file.
  - 6.2. [7.9] **Temporary road closure on B1111.** Councillor Steve Askew raised the impact of this closure with Highways who contacted Cadent, who were doing the work laying a new gas pipeline, and they agreed to extend their working hours in an attempt to reduce the road closure time.
7. **To receive** Correspondence (available at the meeting).
  - 7.1. Society of Local Council Clerks: *Lighter touch Internal Audit - What to look for and why* - (from *The Clerk Magazine* November 2018).
  - 7.2. Society of Local Council Clerks: *Finance matters - External Audit process & Preparation of the Annual Budget* - (from *The Clerk Magazine* November 2018).
  - 7.3. Royal British Legion: *Poppy Appeal 2018 letter of thanks.*
  - 7.4. Breckland Council: *Prospective Councillor Event - 12 February 2019.*

8. **To receive** a response from Planning Enforcement, Breckland Council to the complaint (reference ENF/308/18/PAR) lodged by the Clerk on behalf of the Council regarding a breach of Condition 14 of Application 3PL/2017/0222/CU, concerning use of outside lighting on the R J Holbrook Limited site on Roudham Road, which was imposed in an attempt to prevent operation outside the permitted hours. The Officer says that he visited the site twice, one unannounced, but did not see any unauthorised lighting. However, he did see two other 'issues'.
  - (a) The earth bund on the site northern boundary is too close to the residential properties and should be repositioned so that there is at least 9 metres between it and the house boundaries.
  - (b) The height of the aggregate stored on the site exceeded the permitted 2 metres. He also stated that the land adjacent to the repositioned bund should only be used for storage of machinery and not of aggregates as is being done. The company denies any breaches of the hours of operation condition, and asked that a log of breaches be kept.
9. **To receive** Planning Applications, planning decisions and correspondence, and to decide on comments to be made where necessary.
  - 9.1. **3PL/2018/1311/F: Forestry Commission Land, Roudham Junction.** Installation of 1No. 15.0m high Swann lattice tower on screw pile foundation, with 4No. antennas, 2No. 0.6m dishes, 6No. MHA's and 4No. ground-based equipment cabinets and ancillary development thereto situated within a 1.8m high close board 5m x 7m compound. **To note** that the Clerk has responded 'No objections' after consulting with six Councillors.
  - 9.2. **3PL/2018/1367/LB: The Lodge Roudham Road, Roudham.** Application for Listed Building Consent for Internal alteration to create first floor toilet and Replace ill-fitting casement window. (Extension in response date to 18 December agreed by Breckland Council.)
  - 9.3. **3PL/2018/1495/F: Catering Kiosk, Unit 10, Roudham Road, Harling Road.** Application for Continuing use of catering kiosk (application 3PL/2016/0535/F).
10. **To note** an article published in the November issue of the Society of Local Council Clerks' Magazine entitled *Operation London Bridge - national planning for the passing of Her Majesty the Queen*, and **to agree** any desirable action.
11. **To agree** a prospective date for a Parish Litter Pick.
12. **To agree** the Budget for 2019/20.
13. **To agree** the Precept for 2019/20.
14. **To agree** a schedule of meeting dates for 2019/20.
15. **Finance.**
  - 15.1. **To approve** payment to the Clerk and HM Revenue & Customs totalling £690.76 (salary for 1 October 2018 to 31 December 2018: £591.46; Payment of use of home as an office £13.50; Mileage Allowance Payment for 7 September 2018 to 4 December 2018: £85.80).
  - 15.2. **To approve** payment of £65.82 (Postage & telephones £13.57; Other £52.25) to the Clerk as reimbursement for items paid on behalf of the Council for 14 June 2018 to 4 December 2018).
  - 15.3. **To note** that cheque no. 100399 for £271.31 to the Clerk appears to have been lost, as it has not been debited to the Council's account nor credited to the Clerk's one, and **to issue** a replacement cheque. The Clerk will instruct the bank to stop payment on the original.
  - 15.4. **To receive** the Monthly Financial Report.
16. **To decide** on any matters for consideration at next meeting.
17. **To confirm** the date of the next Meeting as **Thursday, 17 January 2019**, at 7.30 p.m. in Bridgham & Roudham Village Hall, Chapel Lane, Bridgham.

**Future Meeting dates:**

Thursday, 17 January 2019

Thursday, 21 February 2019

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.