

# ROUDHAM & LARLING PARISH COUNCIL

13 February 2019

**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, 21 February 2019 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, 13 December 2018.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
  - 6.1. [11] **Litter Pick.** The Clerk has arranged to borrow the Litter Picking Kit for Wednesday 24 April (not 25<sup>th</sup> as stated previously). Meet at 7 p.m. at St George's Distillery or the Larling Notice Board.
7. **To receive** Correspondence (available at the meeting).
  - 7.1. Society of Local Council Clerks: *Section 137 spending limit for 2019/20.*
  - 7.2. *Clerks & Councils Direct* - January 2019.
  - 7.3. Barclays Bank Plc: *Your Business accounts - at a glance* - as at 31 December 2018.
  - 7.4. Barclays Bank Plc: *Your Community Account* - 1-31 December 2018.
  - 7.5. Barclays Bank Plc: *Your Active Saver Account* - 1-31 December 2018.
  - 7.6. Sue Baxter, Chairman of National Association of Local Councils: *Open letter to Councillors.*
  - 7.7. Breckland Council: *District and Parish Elections 2019 - Election Timetable.*
  - 7.8. Barclays Bank Plc: *Your Business accounts - at a glance* - Your balances on 31 January 2019.
  - 7.9. Barclays Bank Plc: *Your Community Account* - 1-31 January 2019.

7.10. Barclays Bank Plc: *Your Active Saver Account* - 1-31 January 2019.

8. **To receive** an Employment Briefing from the National Association of Local Councils entitled *2018-2019 National Salary Award*, and **to note** that this allocates a new Spinal Column Point scale. At present this means that with effect from 1 April 2019, the Clerk will move from old SCP 22 to new SCP 12, and a salary of £11.22 per hour, making an annual salary of £2,423.52.
9. **To receive** Planning Applications, planning decisions and correspondence, and to decide on comments to be made where necessary.
  - 9.1. **3PL/2018/1456/F: Touring Caravan Site, access road to the Angel Inn, Larling.** New Shower Block. **To note** that the Clerk has responded 'No objections' using his delegated powers after consulting with all Councillors.
  - 9.2. **3PL/2018/1027/F: Stablecroft, Roudham Road, Roudham.** Proposed Barn Conversion to residential dwelling. **To receive** notice that an appeal has been lodged with the Secretary of State against the decision of Breckland Council to Refuse to grant planning permission (ref: 3215839).
  - 9.3. **3PL/2018/1367/LB: The Lodge Roudham Road, Roudham.** Listed Building Consent for Internal alteration to create first floor toilet and Replace ill-fitting casement window. Planning Permission dated 2 January 2019.
  - 9.4. **3PL/2018/1260/F: Land opposite Barkers Farm, Watton Road, Larling.** Erection of 4 new dwellings with parking and turning and construction of new highways access. Re-consultation following submission of AIA 2019 Arboricultural Impact Assessment 2019 LWR/03E, LWR/03E, LWR/10, LWR/10. **To note** that after consultation with all Councillors the Clerk has responded using his delegated powers saying that these minor changes do not affect the Council's previously stated opposition to the proposal.
  - 9.5. **3PL/2018/1495/F: Catering Kiosk, MG Mecca, Roudham Road, Roudham.** Application for Use of the site for the purpose of hot and cold food takeaways sales.
10. **To receive** a report on the issues at the entrance to Council Houses Road regarding the addition of 'KEEP CLEAR' on the B1111, and a sign to advise lorry drivers that this is not the access road for the industrial estate.
11. **To review** the Council's Financial Regulations.
12. **To review** the contents of the Asset Register, and **to agree** the valuations for insurance purposes.
13. **To review** the Risk Assessment.
14. **To carry out** the Annual Review of the system of internal control.
15. **Finance.**
  - 15.1. **To approve** payment to the Clerk and HM Revenue & Customs totalling £672.71 (salary for 1 January 2019 to 31 March 2019: £591.46; Payment of use of home as an office £13.50; Mileage Allowance Payment for 5 December 2018 to 13 February 2019: £48.75; Telephone Allowance Payment: £19.00).
  - 15.2. **To approve** payment of £7.42 (Postage & telephones) to the Clerk as reimbursement for items paid on behalf of the Council for 5 December 2018 to 13 February 2019).
  - 15.3. **To approve** payment of £60.00 to Bridgham Village Hall, in settlement of their invoice dated 5 January 2019 for hire of Bridgham & Roudham Village Hall in October, November & December.
  - 15.4. **To note** that on 13 December 2018 Barclays Bank debited the Council's account with a fee of £12.50 for stopping lost cheque no. 100399.
  - 15.5. **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, 21 March 2019**, at 7.30 p.m. in Bridgham & Roudham Village Hall, Chapel Lane, Bridgham.

**Future Meeting dates:**

Thursday, 21 March 2019

Thursday, 18 April 2019

Thursday, 16 May 2019\*

Thursday, 20 June 2019

Thursday, 18 July 2019

Thursday, 15 August 2019

Thursday, 12 September 2019

Thursday, 17 October 2019

Thursday, 21 November 2019

Thursday, 19 December 2019

Thursday, 16 January 2020

Thursday, 20 February 2020

Thursday, 19 March 2020

\* Annual Parish Meeting & 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.