

ROUDHAM & LARLING PARISH COUNCIL

Minutes of a Meeting of Roudham & Larling Parish Council held on Thursday, 21 February 2019 at 7.30 p.m. in the Bridgham and Roudham David O'Neale Memorial Village Hall, Chapel Lane, Bridgham.

Present Councillors Brendan Larwood (Chairman), Sarah Gosling, Brian Ingles,
Louise Martin, Dudley Stammers.
Julian Gibson (Clerk)

The meeting scheduled for 17 January 2019 did not take place.

- 1 Apologies for absence. It was resolved to accept the reasons for absence offered by Councillors Chapman and Nelstrop.
- 2 Declarations of interest. None.
- 3 Dispensations. None.
- 4 Public participation session. None.
- 5 Minutes. The minutes of the meeting held on Thursday, 13 December 2018 were **confirmed** and **signed**.
- 6 Matters arising.
 - 6.1 [11] Litter Pick. The Clerk has arranged to borrow the Litter Picking Kit for Wednesday 24 April (not 25th as stated previously). Meet at 7 p.m. at St George's Distillery or the Larling Notice Board. The Clerk will arrange for this to be advertised in *Contact*. Councillor Stammers also said that he had used *Contact* to express the Council's gratitude to a particular Larling resident who regularly collected litter around the A11/B1111 junction.
 - 6.2 [9, Minutes of 20 September 2018] **Neighbourhood plan**. Councillor Martin said she would soon be booking the Bridgham and Roudham Village Hall for a meeting for those who had expressed an interest in being involved in creating a Neighbourhood Plan.
 - 6.3 [12.2, Minutes of 20 September 2018] **Larling Milestone**. Councillor Stammers reported that the milestone had now been installed in its new position.
- 7 Correspondence. The following correspondence was **received**:
 - 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*. The Clerk gave those members present who were intending to be candidates at the elections on 2 May a pack of candidate nomination forms and reminded them they needed to complete these and submit them to Breckland Council as per the dates in the Timetable. He will post copies to those Members not present at the meeting.
 - 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.

7.11 Breckland Council: *Notification of public consultation on Main Modifications to the Breckland Local Plan 18 February 2019 to 1 April 2019*. The Clerk said he would draft a suggested response for the Council to consider at its March meeting, including looking at proposals for Harling Parish.

8 **Clerks' National Salary Award.** An Employment Briefing from the National Association of Local Councils entitled *2018-2019 [recte 2019-2020] National Salary Award* was **received**, and it was **noted** that this allocates a new Spinal Column Point scale. 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 **Planning.**

9.1 **3PL/2018/1456/F: Touring Caravan Site, access road to the Angel Inn, Larling.** New Shower Block. It was **noted** that the Clerk has responded 'No objections' using his delegated powers after consulting with all Councillors, and Planning Permission dated 13 February 2019 was **received**.

9.2 **3PL/2018/1027/F: Stablecroft, Roudham Road, Roudham.** Proposed Barn Conversion to residential dwelling. 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) was **received**.

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 was **received**.

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. It was **noted** 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. It was **resolved** that the Council objected on the grounds of the danger to traffic created by vehicles parking on Roudham Road and the resultant inconvenience to other business on the estate who are at times denied access. Also asked for opening hours to be restricted as before and time limit of 3 years.

10 **Council Houses Road.** The Clerk reported that he had contacted County Councillor Steve Askew following complaints from residents of Council Houses Road about the difficulty they had existing onto the B1111 when the level crossing barriers were down, and also about problems caused by lorries turning into the road believing it to be the access to the industrial estate. Councillor Askew had asked NCC Highways, which had readily agreed to painting KEEP CLEAR on the road in the spring to help alleviate the first problem. However, Highways said that they were unaware of the second issue, and asked for residents to keep a log of the problems, as they had no wish to allow road signs to proliferate. Councillor Gosling said that she had found that on the north side of the road there was a 'No through road' sign which had been completely absorbed by the hedge. Also, the problem occurs because the road name sign is only visible to traffic coming up the B1111 from the south, when those looking for the entrance to the industrial estate will already have seen and passed it, whereas those told that the estate was first on the right after going over the crossing saw nothing to dissuade them from entering Council Houses Road. The Clerk was asked to take this up with Councillor Askew.

- 11 **Financial Regulations.** The Council's Financial Regulations were reviewed, and **approved**.
- 12 **Asset Register.** The Asset Register was **reviewed** and the valuations for insurance purposes **agreed**.
- 13 **Risk Assessment.** The Council's Risk Assessment was **reviewed** and amendments **agreed**, with the addition of a section to cover the risk of the Clerk being unavailable to do his job for a period.
- 14 **System of Internal Control.** The Council **reviewed** and **approved** its system of internal control.
- 15 **Finance.**
 - 15.1 **Clerk's salary.** It was **resolved** that cheques numbered 100407 and 100408 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) to the Clerk and HM Revenue & Customs be signed. (*Local Government Act 1972 s 112(2)*)
 - 15.2 **Clerk's reimbursement.** It was **resolved** that cheque number 100409 for £7.42 (Postage & telephones) to the Clerk be signed, as reimbursement for items paid on behalf of the Council for 5 December 2018 to 13 February 2019. (*Local Government Act 1972 s 111*)
 - 15.3 **Hire of venue.** was **resolved** that cheque number 100410 for £60.00 to Bridgham Village Hall be signed in settlement of their invoice dated 5 January 2019, for hire of the hall a meetings during October-December 2018. (*Local Government Act 1972 s. 132*)
 - 15.4 **Barclays Bank Fee** It was **noted** 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 **Monthly Financial Report.** The report for the month ending 31 January 2019 was **received**.
- 16 **Matters for consideration at next meeting.**
- 17 **Next meeting.** The next meeting will be on **Thursday, 21 March 2019**, at 7.30 p.m. in **Bridgham & Roudham Village Hall, Chapel Lane, Bridgham.**

Brendan Larwood, Chairman

21 March 2019

Future Meeting dates:

Thursday, 21 March 2019	Thursday, 15 August 2019	Thursday, 19 December 2019
Thursday, 18 April 2019	Thursday, 12 September 2019	Thursday, 16 January 2020
Thursday, 16 May 2019*	Thursday, 17 October 2019	Thursday, 20 February 2020
Thursday, 20 June 2019	Thursday, 21 November 2019	Thursday, 19 March 2020
Thursday, 18 July 2019		

* 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.