

# ROUDHAM & LARLING PARISH COUNCIL

9 May 2019

**Members of the public are invited** to attend the Annual Meeting of Roudham & Larling Parish Council to be held in St George's Distillery, Harling Road, Roudham, on Thursday, 16 May 2019 at 7.45 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)

*Note: Before the meeting, newly elected Councillors will sign their Declaration of Acceptance of Office forms.*

## Agenda

1. **To elect** a Chairman of the Council.
2. **To receive** the Chairman's declaration of acceptance of office, or if not then received, to decide when it shall be received.
3. **To appoint** a Vice-Chairman of the Council.
4. **To consider accepting** the reasons for any apologies for absence.
5. **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.
6. **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.
7. **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.
8. **To confirm** and **sign** the minutes of the Meeting held on Thursday, 21 March 2019.
9. **To report** matters arising from the minutes not on the agenda: **for information only.**
  - 9.1. [6.2 Minutes of 20 September 2018] **Parish Partnership Scheme.** Although the grants awarded under this scheme have been announced for all projects excepting SAM2 provision, the outcome for these applications was not published. The Clerk has made enquiries and discovered that the funding for these devices is being provided by the Safety Camera Partnership rather than Norfolk County Council, and that body has yet to agree a budget to cover the grants submitted. So we have been left waiting.

- 9.2. [8] **Planning Use Classes on the Roudham Industrial Estate.** Breckland Council has confirmed that there is not one Class covering the whole of the estate, but the majority of the units are Class B1. However there are a few units which have been subject to successful applications to change the use to B8 storage and distribution use with ancillary office uses.
- 9.3. [9] **Council Houses Road.** After considerable efforts by County Councillor Steve Askew, the NCC Highways Engineer has agreed both to paint a white KEEP CLEAR sign on the B1111 at the access to this road, and to position a sign on the south corner of the junction aligned so that vehicles will see it after coming over the level crossing, advising that the entrance to the industrial estate is next right. The cost will come out of Councillor Askew's personal budget, and he has given the go-ahead to order the sign.
10. **To receive** Correspondence (available at the meeting).
- 10.1. Norfolk Constabulary Police Parish Newsletter: *Guiltcross Harling & Heathlands* - March 2019
- 10.2. Norfolk Constabulary: *Breckland District Community Speedwatch Monthly Returns* - February 2019.
- 10.3. Merchant Navy Fund Supporting Partners: *Please 'Fly the Red Ensign for Merchant Navy Day' on 3 September.*
- 10.4. Breckland Council: *Breckland Local Plan and Policies Maps - The Town and Country Planning (Local Planning) (England) Regulations 2012. Notification of extension to public consultation on Main Modifications MM18, MM119 and MM148 to the Breckland Local Plan. 3 April - 5 p.m. 15 May 2019.*
- 10.5. Barclays Bank Plc: *Your Business Accounts - at a glance* - Your balances on 29 March 2019.
- 10.6. Barclays Bank Plc: *Your Community Account* - 1-29 March 2019.
- 10.7. Barclays Bank Plc: *Your Active Saver Account* - 1-29 March 2019.
- 10.8. Norfolk Association of Local Councils: *List of services provided.*
- 10.9. Norfolk Association of Local Councils: *Nominations for our new Norfolk ALC Executive (following May elections).*
- 10.10. Norfolk Constabulary: *Guiltcross, Harling and Heathlands Newsletter* - April 2019.
- 10.11. Norfolk Constabulary: *Breckland District Community Speedwatch Monthly Returns* - March 2019.
- 10.12. Clerks & Councils Direct: *List of Services offered.*
- 10.13. Breckland Council: *Members Briefing note - Local Plan Main Modifications consultation - rural housing policies Hou4 ad HOU5.*
- 10.14. AXA: *Your policy schedule.*
- 10.15. AXA: *Certificate of Employers' Liability Insurance.*
- 10.16. Came & Company: *Statement of Demands and Needs.*
- 10.17. AXA: *Policy Summary.*
- 10.18. Came & Company: *Local Council Insurance Core Cover Summary.*
- 10.19. AXA: *Changes to your Council Combined Policy.*
- 10.20. Came & Company: *Comparison table.*
- 10.21. Barclays Bank Plc: *Your Business Accounts - at a glance* - Your balances on 30 April 2019.
- 10.22. Barclays Bank Plc: *Your Community Account* - 30 March - 30 April 2019.
- 10.23. Barclays Bank Plc: *Your Active Saver Account* - 30 March - 30 April 2019.
- 10.24. *Clerks & Councils Direct* - May 2019.
11. **To receive** a Pre-Renewal Message from Came & Company and to note the accompanying Renewal Risk Presentation, Terms of Agreement, and ELTO Guide for Employers and **to note** that the Clerk has responded appropriately.

12. **To receive** Planning Applications, planning decisions and correspondence, and to decide on comments to be made where necessary.
  - 12.1. **C/3/2018/3008: Rory J Holbrook, Roudham Road, Harling Road, Roudham.** Change of use of land as a recycling facility for construction, demolition and excavation waste, including the use of a crusher and screener and ancillary site works. **To receive** notice from Norfolk County Council that this application has been withdrawn.
  - 12.2. **3PL/2018/1027/F: Stablecroft, Roudham Road, Roudham.** Proposed Barn Conversion to residential dwelling. Notice of Appeal Decision dated 27 February 2019. The appeal is dismissed.
  - 12.3. **3PL/2019/0135/F: Land adjacent The Chapel, Watton Road, Larling.** Proposed dwelling. Planning Permission dated 15 April 2019.
13. **To appoint** three Trustees to the Larling Fen Charity Fuel Allotment for a term of four years.
14. **To confirm** the list of Direct Debit payments set up on the Council's account.
15. **To receive** the report of the Internal Auditor and the Annual Internal Audit Report from the Annual Governance and Accountability Return (AGAR) 2018/19.
16. **To approve** and **sign** the Receipts and Payments Account for the year 2018-2019.
17. **To approve** and **sign** the Certificate of Exemption on Page 3 of the AGAR 2018/19 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 AGAR to the external auditor for a limited assurance review. The Clerk will then send this certificate to the external auditor.
18. **To approve** and **sign** the AGAR 2018/19 Part 2 Section 1 - Annual Governance Statement 2018/19.
19. **To approve** and **sign** the AGAR 2018/19 Part 2 Section 2 - Accounting Statements 2018/19.
20. **To approve** the Explanation of variances and Bank reconciliation.
21. **To appoint** the Internal Auditor for 2018-2019.
22. **To confirm** that the 30 working day period during which elector's rights to inspect the accounts may be exercised will commence on Monday, 17 June 2019 and end on Friday, 26 July 2019.
23. **Finance.**
  - 23.1. **To approve** payment of £43.00 to the Society of Local Council Clerks, being this Council's share of the Clerk's membership subscription for the year ending 31 May 2020.
  - 23.2. **To receive** and email from Came & Company regarding renewal of the Council's insurance. The brokers have obtained quotes from three potential suppliers - Inspire (via AXA) (current supplier): £299.78; Hiscox: £704.86; Ecclesiastical £757.92. (All inclusive of Insurance Premium Tax, but subject to £50.00 administration fee). Came & Company recommends accepting the quote from Inspire. If the Council chooses to set up a 3-year binding Long Term Agreement with Inspire the premium will be reduced to a total annual premium of £334.79 (including the administration fee). **To approve** payment of the relevant fee to the chosen supplier.
  - 23.3. **To note** receipt of the following credit: Breckland Council, £2,500.00 Precept.
  - 23.4. **To receive** the Monthly Financial Report.
24. **To decide** on any matters for consideration at next meeting.

25. **To confirm** the date of the next Meeting as **Thursday, 20 June 2019**, at 7.30 p.m. in Bridgham & Roudham Village Hall, Chapel Lane, Bridgham

**Future Meeting dates:**

Thursday, 20 June 2019

Thursday, 17 October 2019

Thursday, 16 January 2020

Thursday, 18 July 2019

Thursday, 21 November 2019

Thursday, 20 February 2020

Thursday, 15 August 2019

Thursday, 19 December 2019

Thursday, 19 March 2020

Thursday, 12 September 2019

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