

# ROUDHAM & LARLING PARISH COUNCIL

12 June 2019

**Members of the public are invited** 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 June 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)

## Agenda

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, 16 May 2019.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
7. **To receive** Correspondence (available at the meeting).
  - 7.1. AXA: *Your Policy Schedule.*
  - 7.2. AXA: *Certificate of Employers' Liability Insurance.*
  - 7.3. Norfolk County Council Highways: *The Highway Rangers are coming to Roudham soon.*
  - 7.4. Environment Agency: *Consultation - Draft National Flood and Coastal Erosion Risk Management Strategy for England.*
  - 7.5. Information Commissioner's Office: *Paying the data protection fee.*
  - 7.6. Breckland Council: *Introductory letter from Sam Chapman-Allen, new Leader of Breckland Council.*
  - 7.7. Barclays Bank Plc: *Your Business Accounts - at a glance - Your balances on 31 May 2019.*
  - 7.8. Barclays Bank Plc: *Your Community Account - 1-31 May 2019.*
  - 7.9. Barclays Bank Plc: *Your Active Saver Account - 1-31 May 2019.*

8. **To receive** a note from PKF Littlejohn LLP, External Auditors, notifying that they have received and logged the notification of exempt status for the year ended 31 March 2019, and **to note** that as a result, unless they receive any correspondence from local electors during the period for the exercise for public rights, we will not hear from them again until the planning for the 2019/20 review gets underway.
9. **To receive** a note from Graham Construction Limited on behalf of Highways England advising of works to be carried out in early July on the A11/B1111 junction slip roads.
10. **To receive** confirmation from Norfolk County Council that the bid for funding for a SAM2 under the Parish Partnership scheme has been successful, and **to authorise** the Clerk to sign the Acceptance form, the required Memorandum of Understanding, and to proceed with ordering and installing the device. **To consider** who will be responsible for downloading the data, making reports to the Council, and moving the device when required.
11. **To receive** Planning Applications, planning decisions and correspondence, and to decide on comments to be made where necessary.
  - 11.1. **3PL/2018/1260/F: Land opposite Barkers Farm, Watton Road, Larling.** Erection of 4 (although the amendment reduces this to 3) new dwellings with parking and turning and construction of new highways access. Amendments - Block plan 03H, planning statement Rev A, Plot 1 & 2 plans & elevations 11A - 26th February. **To note** that this was referred to Breckland Planning Committee on 28 May 2019, with a recommendation for approval, and **to receive** Planning Permission dated 3 June 2019.
12. **To consider** filling the vacancy caused by there being an insufficient number of persons validly nominated at the 2 May election to fill the vacancies in respect of which the election was held. (*Representation of the People Act 1985, s. 21(1)(a)*)
13. **To receive** confirmation from the Chairman that he has carried out an Annual Appraisal of the Clerk's performance, assessing it as being fully satisfactory, and **to agree** his recommendation that, in accordance with his contract, he is awarded an additional Spinal Column Point to take him to new Spinal Column Point 13.
14. **To note** that the Clerk has deposited the Council's Minute Books for 1 April 2017 to 31 March 2019 with Norfolk Record Office under Accession number Acc 2019/29, for safe keeping along with previous volumes.
15. **To authorise** a further Councillor to be signatory on the Council's bank accounts with Barclays Bank, and **to sign** the necessary forms, including a letter confirming that the Clerk is to retain the same capabilities that he currently has, i.e. on-line access and the ability to effect transfers between accounts
16. **Finance.**
  - 16.1. **To approve** payment to the Clerk and HM Revenue & Customs totalling £775.45 (salary for 1 April 2019 to 30 June 2019: £618.30; Payment of use of home as an office £13.50; Mileage Allowance Payment for 14 February 2019 to 11 June 2019: £143.65).
  - 16.2. **To approve** payment of £31.12 (Postage & telephones: £11.62; Audit & Election Costs: £18.96; VAT: £0.54) to the Clerk as reimbursement for items paid on behalf of the Council for 14 February 2019 to 11 June 2019).
  - 16.3. **To approve** payment of £142.25 to Norfolk Association of Local Councils, in settlement of their invoice no 2765, being the Annual Subscription for 2019-20.
  - 16.4. **To approve** payment of £40.00 to Bridgham Village Hall in settlement of their invoice dated 5 June 2019, for hire of the hall on 21 February and 21 March.
  - 16.5. **To note** that on 22 May 2019 the Information Commissioner's Office collected £35.00 from the Council's account by direct debit, being the annual registration fee under the Data Protection Act.

16.6. **To receive** the Monthly Financial Report.

17. **To decide** on any matters for consideration at next meeting.

18. **To confirm** the date of the next Meeting as **Thursday, 18 July 2019**, at 7.30 p.m. in Bridgham & Roudham Village Hall, Chapel Lane, Bridgham

**Future Meeting dates:**

Thursday, 18 July 2019

Thursday, 17 October 2019

Thursday, 16 January 2020

Thursday, 15 August 2019

Thursday, 21 November 2019

Thursday, 20 February 2020

Thursday, 12 September 2019

Thursday, 19 December 2019

Thursday, 19 March 2020

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