

## ROUDHAM & LARLING PARISH COUNCIL

Minutes of a Meeting of Roudham & Larling Parish Council held on Thursday, 20 June 2019 at 7.30 p.m. in Bridgham and Roudham David O'Neale Memorial Village Hall, Chapel Lane, Bridgham.

Present Councillors Brendan Larwood (Chairman), Sarah Gosling, Brian Inglis,  
Andrew Nelstrop.  
Julian Gibson (Clerk)

- 1 **Apologies for absence.** It was **resolved** to accept the reason for absence offered by Councillor Stammers.
- 2 **Declarations of interest.** None.
- 3 **Dispensations.** None.
- 4 **Public participation session.** It was reported that loose gravel was causing a problem on the footway along the B1111 opposite the junction with Roudham Road. The Clerk said he would ask the Highway Rangers to sweep the footway on their next visit to the parish.
- 5 **Minutes.** The minutes of the meeting held on Thursday, 16 May 2019 were **confirmed** and **signed**.
- 6 **Matters arising.** None.
- 7 **Correspondence.** The following correspondence was **received**:
  - 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.*
  - 7.10 Breckland Council: *Breckland Local Plan and Policies Maps - The Town and Country Planning (Local Planning) (England) Regulations 2012 - Notification of re-consultation on all Main Modifications to the Breckland Local Plan - 30 May 2019 - 5 p.m. 12 July 2019.*

**Annual Governance and Accountability Return.** An email 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 was **received**. It was **noted** 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 **A11/B1111 junction slip roads.** Advice 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 was **received**.
- 10 **Parish Partnership Scheme/SAM2.** Confirmation from Norfolk County Council that the Council's bid for funding for a SAM2 under the Parish Partnership scheme has been successful was **received**. The Chairman and Clerk signed the Acceptance Form. The Clerk was **authorised** to sign the required Memorandum of Understanding, and to proceed with ordering

and installing the device when this has been agreed by Norfolk County Council. It was **agreed** that responsibility for downloading the data, making reports to the Council, and moving the device when required would be rotated between the Members.

- 11 Planning. 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. It was **noted** that this was referred to Breckland Planning Committee on 28 May 2019, with a recommendation for approval, and Planning Permission dated 3 June 2019 was **received**.
- 12 Vacancy.** The Chairman advised the Council that he understood that a resident had expressed an interest in being co-opted to fill the vacancy arising from the 2 May election, but was unable to be present at this meeting. The Clerk was asked to place co-option as an item on the next agenda.
- 13 Clerk's Annual Appraisal.** Councillor Larwood reported that he had carried out an Annual Appraisal of the Clerk's performance, assessing it as being good, and the Council **agreed** to his recommendation that he is awarded an additional Spinal Column Point to take him to new SCP 13.
- 14 Minute Books.** It was **noted** that the Clerk has deposited the Minute Books of Parish Council Meetings and Parish Meetings 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 Bank Signatories.** The necessary forms appointing Councillors Larwood, Gosling and Stammers as authorised signatories on the Council's accounts with Barclays Bank were **signed**, together with 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. All Councillors are already known to Barclays, and so will return their completed Personal Details Forms to the Clerk to send off with the rest of the documents.
- 16 Finance.**
  - 16.1 Clerk's salary.** It was **resolved** that cheques numbered 100416 and 100417 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) to the Clerk and HM Revenue & Customs be signed. (*Local Government Act 1972 s 112(2)*)
  - 16.2 Clerk's reimbursement.** It was **resolved** that cheque number 100418 for £31.12 (Postage & telephones: £11.62; Audit & Election Costs: £18.96; VAT: £0.54) to the Clerk be signed, as reimbursement for items paid on behalf of the Council for 14 February 2019 to 11 June 2019. (*Local Government Act 1972 s 111*)
  - 16.3 Subscriptions.** It was **resolved** that cheque number 100419 for £142.25 to Norfolk Association of Local Councils be signed, in settlement of invoice no 2765, being the Annual Subscription for 2019-20. (*Local Government Act 1972 s.143*)
  - 16.4 Hire of venue.** was **resolved** that cheque number 100420 for £40.00 to Bridgham Village Hall be signed in settlement of their invoice dated 5 June 2019 for hire of the hall on 21 February and 21 March 2019. (*Local Government Act 1972 s. 132*)
  - 16.5 Subscriptions.** It was **noted** 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. (*Local Government Act 1972 s. 111*)

DRAFT MINUTES SUBJECT TO CONFIRMATION AT NEXT COUNCIL MEETING

16.6 **Monthly Financial Report.** The report for the month ending 31 May 2019 was received.

17 **Matters for consideration at next meeting.** None.

18 **Next meeting.** The next meeting will be on **Thursday, 18 July 2019**, at 7.30 p.m. in **Bridgham & Roudham Village Hall, Chapel Lane, Bridgham.**

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**Brendan Larwood, Chairman**

20 July 2019

**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.

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