

ROUDHAM & LARLING PARISH COUNCIL

14 May 2020

Members of the public are invited to attend a Meeting of Roudham & Larling Parish Council to be held **via video link**, on Thursday, 21 May 2020 at 7.30 p.m. for the purpose of transacting the following business. It is possible to attend this virtual meeting by computer, notepad, smart phone or similar device, and even (in audio only) using a landline. Please contact the Clerk, preferably by email at clerk.roudhamandlarlingpc@gmail.com (or failing that on 01953 499980). You will then be sent instructions and password to join the meeting.

You are hereby summoned to attend a Meeting of Roudham & Larling Parish Council to be held via video link on Thursday, 21 May 2020 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. In view of the additional complexity of holding this meeting "virtually", the Chairman will be particularly strict in keeping this section of business as short as possible.
5. **To confirm** the minutes of the Meeting held on Thursday, 16 April 2020 for retrospective signing by the Chairman of the next face-to-face meeting of the Council.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
7. **To receive** Correspondence.
 - 7.1. Came & Company: *Roudham & Larling Parish Council - Pen - Insurance Renewal.*
 - 7.2. AXA: *Your policy schedule.*
 - 7.3. Came & Company: *Terms of Business.*
 - 7.4. Came & Company: *Certificate of Employers' Liability Insurance.*
 - 7.5. Came & Company: *Statement of Demand and Needs.*
 - 7.6. AXA: *Council Commercial Combined Policy Schedule.*

- 7.7. AXA *Your statement of fact.*
- 7.8. AXA: *Changes to your Council Combined Policy.*
- 7.9. The Local Government Boundary Commission for England: *Important update on Norfolk electoral review - Now expect "implementation date for Norfolk's new electoral arrangements will be 2025, not 2021."*
- 7.10. *Clerks & Councils Direct - May 2020.*
- 7.11. Barclays Bank Plc: *Your Business accounts - at a glance - Your balances on 30 April 2020.*
- 7.12. Barclays Bank Plc: *Your Community Account statement - 1-30 April 2020.*
- 7.13. Barclays Bank Plc: *Your Active Saver Account statement - 1-30 April 2020.*
8. **To receive** Planning Applications, planning decisions and correspondence, and to decide on comments to be made where necessary.
- 8.1. **3PL/2019/0720/F: St Georges Distillery, Harling Road, Roudham.** Retrospective application for staff and overflow car park. Amended site plan showing revised access location. **To note** that, after consultation with four members, the Clerk has responded, "No objections", using delegated powers. Also that the Clerk was asked for the Council's views should the Highways require the start of the 40 mph speed limit zone to be moved further towards Harling in order to achieve a suitable visibility splay, and responded saying that it would have no objections, but might then question the validity of having such a short stretch of national speed limit between Haring and Harling Road, in particular because of (a) the presence of the Bridgham Road junction and its use as an access to Camp Farm, and (b) the small bridge, which is so regularly demolished.
- 8.2. **3PL/2020/0368/F: Office and Garage Block at Fen Lane Farm, Watton Road, Larling.** Conversion of an office and garages to 3 residential dwellinghouses, creation of curtilage, closure of two exiting accesses from Watton Road and creation of a replacement centralised vehicular access from Watton Road. **To note** that, after consultation with five members, the Clerk has responded using delegated powers, objecting on the grounds that it was contrary to policy HOU 05, would encourage car use, possible development of front of site, and proximity to Larling Fen.
- 8.3. **3PL/2020/0277/LB: Larling House, Larling.** Proposed internal door opening at first floor level. Proposed replacement vehicular gates. **To receive** Listed Building Consent dated 4 May 2020.
9. **To consider** the situation with regard to Covid-19 in the parish, and **to determine** any further action which the Council should take.
10. **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 SCP 14. This takes his salary up to £11.67/hour or £2,520.72 p.a. This is within the planned budget.
11. **To approve** and **to authorise** the chairman to sign the Receipts and Payments Account for the year 2019-2020.
12. **To note** that the Government has passed *The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020*, which amends the deadline by which the Annual Governance Statement and Statement of Accounts of the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued by the local auditor must be published, from 30 September 2020 to 30 November 2020. Previously there was a requirement for all smaller authorities to have a common period for the exercise of public rights, being the first 10 working days of July. Under the new regulations there is no requirement for a common period for the exercise of public rights. Smaller authorities are still required to set a period for this purpose, but the only requirement is that the 30-working day period for the exercise of public rights should start on or before 1 September 2020. However, the External Auditors have set a submission deadline for the

receipt of the approved AGAR and supporting documentation or the Certificate of Exemption (in the case of this Council) of Friday 31 July 2020. The Clerk has prepared the pack of documents for the Internal Auditor and sent it to her, and is confident that she will have completed her work and returned it in time for the June meeting.

13. **Finance.**

13.1. **To approve** payment of £32.78 to the Society of Local Council Clerks, being this Council's share of the Clerk's membership subscription for the year ending 31 May 2021.

13.2. **To approve** payment of £356.38 to Came & Company in settlement of their invoice dated 28 April 2020, being the renewal of the Council's insurance for the year ending 31 May 2021, the second year of a three-year long-term agreement.

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

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

15. **To confirm** the date of the next Meeting as **Thursday, 18 June 2020**, at 7.30 p.m. via video link.

Future Meeting dates:

Thursday, 18 June 2020

Thursday, 15 October 2020

Thursday, 21 January 2021

Thursday, 16 July 2020

Thursday, 19 November 2020

Thursday, 18 February 2021

Thursday, 20 August 2020

Thursday, 17 December 2020

Thursday, 18 March 2021

Thursday, 17 September 2020

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