

ROUDHAM & LARLING PARISH COUNCIL

Minutes of a Meeting of Roudham & Larling Parish Council held on Thursday, 21 May 2020 at 7.30 p.m. This was a virtual on-line meeting.

Present Councillors Brendan Larwood (Chairman), Simon Armes, Sarah Gosling, Louise Martin, Andrew Nelstrop.
Julian Gibson (Clerk)

- 1 **Apologies for absence.** It was **resolved** to accept the reasons for absence offered by Cllr. Armes, Cllr. Inglis, Cllr. Martin and Cllr. Stammers.
- 2 **Declarations of interest.** None.
- 3 **Dispensations.** None.
- 4 **County and District Councillors' updates.** There was a short discussion about the old allotment site and the state of this land. Cllr. Gosling and the Clerk both said they would try to make some enquiries.
- 5 **Minutes.** The minutes of the meeting held on Thursday, 16 April 2020 were **confirmed** for retrospective signing by the Chairman of the next face-to-face meeting of the Council.
- 6 **Matters arising.** None.
- 7 **Correspondence.** The following correspondence was **received**:
 - 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 **Planning.**
 - 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. It was **noted** that, after consultation with four members, the Clerk had 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

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curtilage, closure of two exiting accesses from Watton Road and creation of a replacement centralised vehicular access from Watton Road. It was **noted** that, after consultation with five members, the Clerk had 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. Listed Building Consent dated 4 May 2020 was **received**.
- 9 **Covid 19.** The Council considered how the pandemic was impacting on residents in the parish. Cllr Gosling said that she was on the list of approved persons at the surgery for collection of prescriptions for people in Haring Road, and had done some for residents of Roudham also. The conclusion was that there appeared to be no major issues.
- 10 **Clerk's Annual Appraisal.** Cllr. Larwood reported that he had carried out an Annual Appraisal of the Clerk's performance, assessing it as being fully satisfactory, and the Council **agreed** to his recommendation that he be awarded an additional Spinal Column Point to take him to new SCP 14. This takes his salary up to £11.67/hour or £2,520.72 p.a. This is within the planned budget.
- 11 **Receipts & Payments Account.** The Receipts and Payments Account for the year 2019-2020 was **approved** and the Clerk will arrange for it to be **signed** by the Chairman.
- 12 **Audit changes.** It was **noted** 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. Additionally, the previous requirement for all smaller authorities to have a common period for the exercise of public rights, being the first 10 working days of July was changed. 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 sent the pack of documents to the Internal Auditor and just received it back with her Report. All the AGAR matters can therefore be dealt with at the forthcoming June meeting.
- 13 **Finance.**
- 13.1 **Subscriptions.** It was **resolved** that cheque number 100440 for £32.78 to the Society of Local Council Clerks be signed, being this Council's share of the Clerk's membership subscription for the year ending 31 May 2021. (*Local Government Act 1972 s.143*)
- 13.2 **Insurance.** It was **resolved** that cheque number 100441 for £356.38 to Came & Company be signed, 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. (*Local Government Act 1972 s.111 & 140(1)*)
- 13.3 The report for the month ending 30 April 2020 was **received**.
- 14 **Matters for consideration at next meeting.**
- 14.1 AGAR.
- 14.2 Allotments.

- 15 **Next meeting.** The next meeting will be on **Thursday, 18 June 2020**, at 7.30 p.m. in **via Video Link**.

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Brendan Larwood, Chairman

18 June 2020

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.

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