

ROUDHAM & LARLING PARISH COUNCIL

9 June 2020

Members of the public are invited to attend a Meeting of Roudham & Larling Parish Council to be held **via video link**, on Thursday, 18 June 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. 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.



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, 21 May 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. Barclays Bank Plc: *The interest rate on your savings account is changing,*
 - 7.2. Barclays Bank Plc: *Your Business accounts - at a glance - Your balances on 29 May 2020.*
 - 7.3. Barclays Bank Plc: *Your Community Account statement - 1-29 May 2020.*
 - 7.4. Barclays Bank Plc: *Your Active Saver Account statement - 1-29 May 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 receive** Planning Permission dated 2 June 2020.
9. **To receive** a report on what has been discovered regarding the land on the west side of the B1111 in Harling Road which was for many years allotment gardens, and **to consider** any next steps.
10. **To receive** and **note** the report of the Internal Auditor and the Annual Internal Audit Report from the Annual Governance and Accountability Return (AGAR) 2019/20, and to **agree** a note relating to the Council's actions in response to the Internal Auditor's recommendations..
11. **To approve** the AGAR 2019/20 Part 2 Section 1 - Annual Governance Statement 2019/20.
12. **To approve** the AGAR 2019/20 Part 2 Section 2 - Accounting Statements 2019/20.
13. **To approve** the Certificate of Exemption on Page 3 of the AGAR 2019/20 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.
14. **To authorise** the Chairman and Clerk of the meeting to sign the Annual Governance Statement, and the Chairman to sign the Accounting Statements.
15. **To note** that the Clerk, as Responsible Financial Officer (RFO) has set the commencement date for the exercise of public rights as 1 September 2020.
16. **To authorise** the RFO and the Chairman to sign the Certificate of Exemption. The Clerk will then send this to the External Auditor, and publish all the required documents on the website and notice boards.
17. **To approve** the Explanation of variances and Bank reconciliation.
18. **To appoint** the Internal Auditor for 2020-2021.
19. **Finance.**
 - 19.1. **To approve** payment to the Clerk and HM Revenue & Customs totalling £664.74 (salary for 1 April 2020 to 30 June 2020: £643.68; Payment of use of home as an office £13.50; Mileage Allowance Payment for 15 February 2020 to 9 June 2020 £21.06).
 - 19.2. **To approve** payment of £24.12 (Postage & telephones: £16.43; Stationery: £1.69; Other (Land Registry search): £6.00) to the Clerk as reimbursement for items paid on behalf of the Council for 12 December 2020 to 8 June 2020).
 - 19.3. **To approve** payment of £7.20 (£6.00 + £1.20 VAT) to Spire Solicitors LLP for obtaining copies of the Title document and Deed to the allotment land from the Land Registry.
 - 19.4. **To approve** payment of £80.00 to Ms Carol Bailey in settlement of invoice no. 2020/003, for the completion of the Internal Audit for the year ended 31 March 2020.
 - 19.5. **To note** that on 25 May 2020 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.
 - 19.6. **To note** receipt of the following credit: HM Revenue & Customs - VAT reclaim - £669.74 - 1 June 2020.
 - 19.7. **To vire** the sum of £54.00 from the Staff Costs budget (formerly Clerk's salary) to Other Staff Related Costs (formerly Clerk's Mileage Allowance) in order to accommodate the

changes made to the way of reporting the costs of Homeworking Allowances in the 2020/21 AGAR.

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

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

21. **To confirm** the date of the next Meeting as **Thursday, 16 July 2020**, at 7.30 p.m. via video link.

Future Meeting dates:

Thursday, 16 July 2020

Thursday, 15 October 2020

Thursday, 21 January 2021

Thursday, 20 August 2020

Thursday, 19 November 2020

Thursday, 18 February 2021

Thursday, 17 September 2020

Thursday, 17 December 2020

Thursday, 18 March 2021

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