

ROUDHAM & LARLING PARISH COUNCIL

Minutes of a Meeting of Roudham & Larling Parish Council held on Thursday, 18 June 2020 at 7.30 p.m. This was a virtual on-line meeting.

Present Councillors Brendan Larwood (Chairman), 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, and Cllr. Stammers.
- 2 **Declarations of interest.** None.
- 3 **Dispensations.** None.
- 4 **Public participation session.** District Cllr. William Nunn asked if there were any issues with vulnerable residents in the parish in relation to Covid. Cllr. Gosling said that the residents tend to know each other well, and were getting to know them even better now, but that no issues had arisen. County Cllr. Steve Askew made his apologies for missing the May meeting. He asked about a way he could publish news from County for residents to read, but Cllr. Gosling pointed out that this parish relies on East Harling for most things, and said that if these items were put on that council's news page it would be available for Roudham and Larling residents as well.
- 5 **Minutes.** The minutes of the meeting held on Thursday, 21 May 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 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 **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. Planning Permission dated 2 June 2020 was **received**. Cllr. Nelstrop (the applicant) said that there was a condition that he arranges for the 40 mph zone to be extended a short distance towards East Harling in order to achieve the required visibility splay, and to pay the cost involved. The Clerk said that he had been approached by the Clerk of Harling Parish Council following a request from her residents for something to be done to make the section of the B1111 with the double bend and bridge which is frequently demolished safer. As this section is actually in Bridgham parish he had been in touch with their Clerk, and her council was going to consider the matter. It was **agreed** that this would be an opportune moment for Highways to consider extending the Harling Road 40 mph zone right up to the start of the East Harling 30 mph zone. Both Cllr. Askew and Cllr. Nunn said they would support the idea, and the Clerk was asked to try to get a united approach from the three parishes, and to take it up with Highways.
- 9 **Allotment site on B1111.** Cllr. Nelstrop and the Clerk had both been searching for information at HM Land Registry, but been unable to find anything relating to a possible covenant on the land that it should only be used as allotment gardens. However, old parish maps flag it up as such, and aerial photographs dated 1946 show it in use as allotment gardens. Cllr. Gosling said she had spoken to three residents that had expressed a strong interest in

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having an allotment in the parish. Other residents said they could remember allotments being there for over 70 years. It was **agreed** that the Council should suggest that residents who are interested should pace out a plot and start to cultivate it, as this was the best way to ensure that the land was preserved for this purpose.

- 10 **Internal Audit.** The report of the Internal Auditor and completed Annual Internal Audit Report from the Annual Governance and Accountability Return (AGAR) 2019/20 was **received** and **noted**. A note relating to the Council's actions in response to the Internal Auditor's recommendations was **agreed**.
- 11 **Annual Governance Statement.** The AGAR 2019/20 Part 2 Section 1 - Annual Governance Statement 2019/20 was **approved** by the Council.
- 12 **Accounting Statements.** The AGAR 2019/20 Part 2 Section 2 - Accounting Statements 2019/20, already signed off by the Clerk as Responsible Financial Officer (RFO), were **approved** by the Council.
- 13 **Certificate of Exemption.** The Certificate of Exemption on Page 3 of the AGAR 2019/20 Part 2, confirming 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 a limited assurance review, was **approved** by the Council.
- 14 **Signing of Annual Governance Statement and Accounting Statements.** The Chairman and the Clerk were **authorised** to sign the Annual Governance Statement, and the Chairman was **authorised** to sign the Accounting Statements.
- 15 **Electors' rights.** It was **noted** that the Clerk, as Responsible Financial Officer (RFO) has set the commencement date for the exercise of public rights as 1 September 2020.
- 16 **Signing of Certificate of Exemption.** The RFO and the Chairman were **authorised** 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 **Explanation of variances and Bank reconciliation.** The Explanation of variances and Bank reconciliation for the year ended 31 March 2020 were **approved**.
- 18 **Internal Auditor.** It was **resolved** that Ms. Carol Bailey be reappointed as Internal Auditor for the year 2020-2021.
- 19 **Finance.**
 - 19.1 **Clerk's salary.** It was **resolved** that cheques numbered 100442 and 100443 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) to the Clerk and HM Revenue & Customs be signed. (*Local Government Act 1972 s 112(2)*)
 - 19.2 **Clerk's reimbursement.** It was **resolved** that cheque number 100444 for £24.12 (Postage & telephones: £16.43; Stationery: £1.69; Other (Land Registry search): £6.00) to the Clerk be signed as reimbursement for items paid on behalf of the Council for 12 December 2019 to 8 June 2020). (*Local Government Act 1972 s 111*)
 - 19.3 **Other.** It was **resolved** that cheque number 100446 for £7.20 (£6.00 + £1.20 VAT) to Spire Solicitors LLP be signed, being the charge for obtaining Land Registry copies of the Title document and Deed to the allotment land. (*Local Government Act 1972 s.111*)
 - 19.4 **Audit.** It was **resolved** that cheque number 100447 for £80.00 to Ms Carol Bailey be signed, in settlement of her invoice no. 2020/003, for carrying out the Internal Audit for the financial year ended 31 March 2020. (*Local Government Act 1972 s. 111*)

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19.5 **Subscriptions.** It was **noted** that on 25 May 2020 the Information Commissioner’s Office collected £35.00 from the Council’s account by direct debit, being the fee due under the *Data Protection (Charges and Information) Regulations 2018. (Local Government Act 1972 s. 111)*

19.6 **Credit.** Receipt of the following credit was **noted**:

19.6.1 HM Revenue & Customs - VAT reclaim - £669.74 - 1 June 2020.

19.7 **Budgets.** It was **agreed** 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 The report for the month ending 31 May 2020 was **received**.

20 Matters for consideration at next meeting. None.

21 Next meeting. The next meeting will be on **Thursday, 16 July 2020**, at 7.30 p.m. in **via Video Link**.

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Brendan Larwood, Chairman

16 July 2020

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.