

# ROUDHAM & LARLING PARISH COUNCIL

Minutes of the Annual Meeting of Roudham & Larling Parish Council on Thursday, 21 May 2015 at 7.45 p.m. in St George's Distillery, Harling Road, Roudham.

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

*There being no urgent business to discuss, the meetings scheduled for 19 March and 23 April 2015 did not take place.*

*As the previous Annual Parish Meeting overran, the start of this meeting was delayed.*

*Before the start of meeting, the newly elected Councillors signed their Declaration of Acceptance of Office forms, and the Clerk reminded them of the need for them to update their Disclosable Pecuniary Interests & Other Registrable Interests forms if necessary.*

- 1 Election of Chairman.** Councillor Larwood was elected Chairman.
- 2 Chairman's Declaration of Acceptance of Office.** Councillor Larwood signed the declaration, which was **received**.

*It was agreed to bring item 15 up the agenda to this point.*

- 15 HGV routes.** District Councillor Ellen Jolly had emailed explaining that there were great concerns that the B1111 through East Harling was made a designated HGV route some 30 years ago. Since then population, vehicle size, and many other factors had changed, but the HGV network had not been reviewed. She was proposing that a Working Party should be set up to look into this. It was pointed out that many businesses in Roudham relied on HGVs having good access, mainly from the A11 and therefore the Council **agreed** that it should be represented on such a group.
- 3 Casual Vacancies.** It was proposed that James Chapman and Dudley Stammers be co-opted to fill the vacancies on the Council resulting from there being insufficient nominations at the recent election. This was **agreed**.

*Messrs Chapman and Stammers signed their Declaration of Acceptance of Office forms, and joined the meeting. The Clerk gave them both copies of the Disclosable Pecuniary Interests & Other Registrable Interests forms and reminded them of the need to complete these and return them to him for onward transmission to Breckland Council. The new members also signed a form giving their consent allowing summonses to attend Council Meetings to be sent to them electronically as agreed in The Local Government (Electronic Communications) (England) Order 2015.*

- 4 Election of Vice Chairman.** Councillor Chapman was elected Vice Chairman.
- 5 Apologies for absence.** None.
- 6 Declarations of interest.** None.
- 7 Dispensations.** None.
- 8 Public participation session.**
  - 8.1 Concern was expressed about the danger being caused by vehicles parked half-on the verge on the joining side of the north-bound A11 carriageway at the junction with the B1111. The Clerk said he would ask NCC Highways about the possibility of protecting the verge at this point with reflector posts.
  - 8.2 It was pointed out that the vegetation either side of Roudham Road at the junction with the B1111 made it difficult for car drivers to see adequately in either direction, thus making it dangerous to pull out. Again the Clerk said he would report this.

- 9 Minutes.** The minutes of the meeting held on Thursday, 19 February 2014 were **confirmed** and **signed**.
- 10 Matters arising.** [10] **Litter Pick.** The Litter Pick on 27 April had been a great success, with approximately 11 people collecting some 35 bags of litter. It was suggested that in the future it should be arranged a couple of weeks earlier in the year, and also that the area picked should include Larling village, and not just be concentrated around Harling Road. This was **noted**.
- 11 Correspondence.** The following correspondence was **received**:
- 11.1 Mazars: *Mazars LLP Appointed Auditor to Roudham & Larling Parish Council - Change of office address and key contact.*
  - 11.2 Magpas, Helimedi: *Appeal letter.*
  - 11.3 *Clerks & Councils Direct - March 2015.*
  - 11.4 Barclays Bank Plc: *Your Community Account Statement - 1 January - 27 February 2015.*
  - 11.5 Barclays Bank Plc: *Your Active Saver Account Statement - 1 January - 27 February 2015.*
  - 11.6 Campaign to Protect Rural England: *CPRE Norfolk Light Pollution Survey, Guidance Note and Conference.*
  - 11.7 Norfolk Association of Local Councils: *Subscription Form 2015/16.*
  - 11.8 Norfolk Association of Local Councils: *Election of members of the Norfolk Association of Local Councils Executive Committee.*
  - 11.9 Department for Communities and Local Government: *Changes to the smaller authorities' local audit and accountability framework: a guide.*
  - 11.10 Barclays Bank Plc: *Your Community Account Statement - 28 February - 31 March 2015.*
  - 11.11 Breckland Council: *Payment Remittance.*
  - 11.12 Came & Company: *Council Matters - Spring 2015.*
  - 11.13 Norfolk Association of Local Councils: *Annual Joint Summer Conference.*
  - 11.14 Came & Company: *Insurance renewal documents.*
  - 11.15 The Pensions Regulator: *ACT NOW: you have new automatic enrolment legal duties.*
  - 11.16 Norfolk County Council: *Better Broadband for Norfolk Information Sheet 20.*
  - 11.17 Barclays Bank Plc: *Community Account statement - 1-30 April 2015.*
  - 11.18 Barclays Bank Plc: *Active Saver Account statement - 1-30 April 2015.*
  - 11.19 Breckland Council: *Open Space and Play Space Provision and Improvement.*
  - 11.20 *Clerks & Councils Direct.*
  - 11.21 HM Revenue & Customs: *BACS Remittance Advice (VAT repayment).*
  - 11.22 Norfolk County Council: *Ranger visit to Roudham - Thursday, 28 May 2015.*
- 12 Bridgham & Roudham Village Hall.** An email from the Secretary of the Bridgham & Roudham Village Hall committee concerning the use of the Hall by the Council was **received**.
- 13 Planning.**
- 13.1 **3PL/2014/1344/F: The Bungalow, Roudham Road, Harling Road.** Single storey extension, work to provide an annexe and new access. Planning Permission dated 24 February 2015 was **received**.
  - 13.2 **3PL/2014/1205/F: Land to the west side of Roudham Industrial Estate, Roudham Road.** Siting of 2 number 'park homes' for residential use for site security staff, with pedestrian access. Refusal of Planning permission dated 6 March 2015 was **received**.

- 13.3 **3PL/2015/0035/F: 19 & 20 Roudham Park Industrial Estate, Harling Road, Roudham.** New steel clad storage unit to the rear of units 19 & 20. Planning Permission dated 10 April 2015 was **received**.
- 14 **Larling Fen Charity Fuel Allotment.** It was **resolved** that Messrs Brendan Larwood, Dudley Stammers and James Chapman be appointed as Trustees for a period of four years until the Council's Annual Meeting in 2019.
- 15 **HGV routes.** See above after item 2.
- 16 **Clerk's annual appraisal.** The Chairman said that he has assessed the Clerk's performance as fully satisfactory, and recommended that, in accordance with his contract, he was awarded an additional Spinal Column Point to Spinal Column Point to take him to SCP 19, which would increase his pay rate by 34.4p /hour, equating to £1,432.65 p.a. This was **agreed**.
- 17 **Receipts & Payments account.** The Receipts & Payments Account 2014/2015 was **approved** by the Council and **signed** by the Chairman.
- 18 **Report of the Internal Auditor.** The report of the Internal Auditor on the year ended 31 March 2015 was **received**.
- 19 **Annual Return.** The Accounting statements and Annual governance statement in the Annual Return for the year ended 31 March 2015, was **approved** and **signed** by the Clerk and the Chairman on behalf of the Council. The Bank reconciliation and the Explanation of variances were **agreed**. The Clerk confirmed that the *Notice of appointment of date for the exercise of electors' rights* would now be posted.
- 20 **Internal Auditor.** It was **resolved** that Mr Carl Foster be reappointed as Internal Auditor for the year 2015-2016. Councillor Nelstrop kindly provided a suitable small gift in thanks for his work.
- 21 **Finance.**
- 21.1 **Subscriptions.** It was **resolved** that cheque number 100305 for £94.46 to Norfolk Association of Local Councils be signed, being the Annual Subscription for 2015/16. (*Local Government Act 1972 s. 143*)
- 21.2 **Subscriptions.** It was **resolved** that cheque number 100306 for £32.75 to the Society of Local Council Clerks be signed, being this parish's share of the Clerk's Annual Subscription. (*Local Government Act 1972 s. 143*)
- 21.3 **Insurance.** It was **resolved** that cheque number 100307 for £282.13 to Broker Network Limited be signed, being the annual premium for 1 June 2015 to 31 May 2016 for renewal of the Council's insurance policy with Aviva arranged through Came & Company. This is the first year of a three-year fixed agreement. (*Local Government Act 1972 s. 111(1) & 140(1)*)
- 21.4 **Subscriptions.** It was **resolved** that cheque number 100308 for £35.00 to the Information Commissioner be signed, being the renewal of the Council's registration under the Data Protection Act for the year ending 26 April 2016. (*Local Government Act 1972 s. 111(1)*)
- 21.5 **Monthly Financial Report.** The report for the month ending 30 April 2015 was **received**.
- 22 **Matters for consideration at next meeting.** None.

**23 Next meeting.** The next meeting will be on **Thursday, 18 June 2015**, at 7.30 p.m. in **Bridgham & Roudham Village Hall, Chapel Lane, Bridgham.**

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**Brendan Larwood, Chairman**

18 June 2015

**Future Meeting dates:**

Thursday, 23 July 2015	Thursday, 22 October 2015	Thursday, 21 January 2016
Thursday, 20 August 2015	Thursday, 19 November 2015	Thursday, 18 February 2016
Thursday, 17 September 2015	Thursday, 17 December 2015	Thursday, 17 March 2016

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