

# ROUDHAM & LARLING PARISH COUNCIL

Minutes of a Meeting of Roudham & Larling Parish Council on Thursday, 20 August 2015 at 7.30 p.m. in Bridgham & Roudham Village Hall, Chapel Lane, Bridgham.

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

*There being no urgent business to discuss, the meeting scheduled for 18 June 2015 did not take place. It was not possible to raise a quorum for the meeting scheduled for 24 July 2015.*

**1 Apologies for absence.** None.

**2 Declarations of interest.** None.

**3 Dispensations.** None.

**4 Public participation session.**

4.1 County Councillor Steve Askew said he had made some enquiries at the County about the possibility of creating a proper lorry park to replace the unofficial one which is springing up on Roudham Road, but had raised little interest. The comment made was that the County is “not in the business of providing lorry parks.” He felt that the best way to tackle the problem would be through the public health angle.

4.2 It was reported that a business on Hereward Way Business Park had regularly been burning rubbish. This had been reported to the Environment Agency, but the Clerk said he would also report it and ask what action they intended to take.

4.3 It was pointed out that a row of reflector posts numbering about 12 in Illington Road had been flattened by a heavy vehicle. The Clerk said he had already reported this, and been told that they would be replaced.

4.4 A fridge had been dumped in the ditch on Roudham Road where only a few weeks ago there was a sofa and a bed. The Clerk said he would report it.

**5 Minutes.** The minutes of the meeting held on Thursday, 21 May 2015 were **confirmed** and **signed**.

**6 Matters arising.** None.

**7 Correspondence.** The following correspondence was **received**:

7.1 Barclays Bank Plc: *Your Community Account Statement* - 1-29 May 2015.

7.2 Barclays Bank Plc: *Changes to the way you receive statements.*

7.3 Norfolk County Council: *Delivering local highway improvements in partnership with Town and Parish Councils.*

7.4 Came & Company: *Insurance renewal documentation.*

7.5 *Clerks & Councils Direct* - July 2015

7.6 Breckland Council: *Breckland Council Tour of Britain Community Grant Scheme - Deadline for entry - 12 July.*

7.7 Barclays Bank Plc: *Your Community Account statement* - 30 May - 30 June 2015.

7.8 Barclays Bank Plc: *Your Active Saver Account statement* - 1 May - 30 June 2015.

7.9 Norfolk County Council: *Hazardous Household Waste Amnesty Days 2015.*

7.10 Elizabeth Truss MP: *News release re tickets to Battle of the Somme commemoration.*

7.11 Snetterton Parish Council: *Email re planning application 3PL/2015/0651/F.*

7.12 Department for Communities and Local Government: *The Smaller Authorities (Transparency Requirements) (England) Regulations 2015.*

7.13 HM Revenue & Customs: *Outstanding expenses and benefits forms P11D and P11D(b): you need to act now to minimise or avoid penalties.*

## 8 Planning.

- 8.1 **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. Advice of appeal against Refusal of Planning permission was **received**. The Clerk was asked to write to the Planning Inspectorate pointing out that no other business on the estate finds it necessary to have a human presence in order to have adequate security in their premises, and that the comparison with Chattel House is disingenuous because it is not on a County Wildlife Site (contrary to what the Appellant alleges), and questioning the statement that crime on the estate is increasing.
- 8.2 **3SR/2015/0015/SCR: Bridgham - adj. Camp Farm - Anaerobic digestion plant & feedstock facility.** Notification of potential future application was **received**. It was noted that the entrance to Camp Farm from Roudham Road has been widened, and that the access road to the rear of the site has been increased to two lanes. The Clerk was asked to respond pointing out the major concerns (odour, traffic and water pollution) and also to ask what Bridgham and Harling Councils were doing.

9 **Transparency Code.** Following the coming into force of *The Smaller Authorities (Transparency Requirements) (England) Regulations 2015*, the Clerk pointed out that the Council should publish various documents and information on a website, as specified in the *Transparency code for smaller authorities*. It had been the Council's policy not to publish the Meeting Minutes until they were confirmed as being accurate at a subsequent meeting, but the Code requires draft minutes to be published within one month, and then republished whenever any changes or amendments were made. The Clerk said that the Council did have a website (roudhamandlarling-pc.norfolkparishes.gov.uk), but that as yet this had not really got off the ground. It was **agreed** that all documents required under the Code be published on this website, and that draft minutes should in future be displayed on the Council's notice boards, as required by the new legislation.

10 **HGV Routes Working Party.** It was **agreed** that Councillor Gosling be appointed as the Council's representative on this working party set up by Harling Parish Council. She reported on the first meeting, saying that Harling PC was intending to set up a Community Speedwatch group, and would need to gather data on traffic movements. They would also investigate a possible alternative HGV route.

11 **Annual Parish Meeting.** The draft Minutes of the Annual Parish Meeting held on Thursday, 21 May 2015 (to be signed at the next Parish Meeting) were **confirmed**. There were no actions arising.

12 **Clerk's salary payments.** The Chairman said he was concerned that the Clerk's salary payment, which should according to his contract have been paid before the end of June was only going to be paid at this meeting. He proposed making a change to his contract by paying him monthly by standing order, with any shortfall being corrected by the issue of a cheque in March each year. This was **agreed**, and a standing order instruction to Barclays Bank was signed, to commence in October.

13 **November Meeting.** The Clerk apologised, saying that he would be unable to make the Council Meeting scheduled for 19 November. It was **agreed** that he should rescheduled this to another day. **Post Meeting Note:** This will be on Friday 20 November.

## 14 Finance.

- 14.1 **Clerk's salary.** It was **resolved** that cheques numbered 100309 & 100310 totalling £478.51 (salary for 1 April 2015 to 30 June 2015: £358.16; Mileage Allowance Payment for 14 February 2015 to 14 July 2015: £120.35 of which £5.67 is the reclaimable VAT element) be signed. (*Local Government Act 1972 s 112(2)*)

- 14.2 **Clerk's reimbursement.** It was **resolved** that cheque number 100311 for £21.45 (Postage £21.32; VAT £0.13) to the Clerk be signed in reimbursement for items paid on behalf of the Council for 10 December 2014 to 15 July 2015. (*Local Government Act 1972 s 111*)
- 14.3 **Hire of venue.** It was **resolved** that cheque number 100312 for £50.00 to Bridgham & Roudham Village Hall be signed as a grant towards the maintenance of the Hall for the Council's use. (*Local Government Act 1972 s. 113*)
- 14.4 **Training.** It was **resolved** that cheque number 100313 for £11.25 to Norfolk Association of Local Councils be signed, being this parish's share of the cost of the Clerk attending the Annual Joint Summer Conference on 26 June 2015, as per invoice SC2015/20. (*Local Government Act 1972 s.111*)
- 14.5 **Election cost.** It was **resolved** that cheque number 100314 for £75.00 to Breckland Council be signed in settlement of their invoice no. 0000767219 for the cost of the uncontested election on 7 May 2015. (*Representation of the People Act 1983 s. 36(5)*)
- 14.6 **Stationery.** It was **resolved** that cheque number 100315 for 80.86 (£67.38 + £13.48 VAT) to Viking be signed, in settlement of their invoice no. 965095 for stationery. (*Local Government Act 1972 s.111*)
- 14.7 **Monthly Financial Report.** The report for the month ending 30 June 2015 was **received**. The Clerk said that as the Council had not met, there had been no activities on the bank accounts since then.

**15 Matters for consideration at next meeting.** None.

**16 Next meeting.** The next meeting will be on **Thursday, 17 September 2015**, at 7.30 p.m. in **Bridgham & Roudham Village Hall, Chapel Lane, Bridgham.**

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**Brendan Larwood, Chairman**

17 September 2015

**Future Meeting dates:**

Thursday, 17 September 2015	Thursday, 17 December 2015	Thursday, 18 February 2016
Thursday, 22 October 2015	Thursday, 21 January 2016	Thursday, 17 March 2016

**Friday, 20 November 2015 \***

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