

# ROUDHAM & LARLING PARISH COUNCIL

12 May 2016

**Members of the public are invited** to attend the Annual Meeting of Roudham & Larling Parish Council to be held in St George's Distillery, Harling Road, Roudham, on Thursday, 19 May 2016 at 7.45 p.m. for the purpose of transacting the following business.



Julian Gibson

Clerk to the Council

The Jays, Watton Road, Wretham, Thetford, NORFOLK IP24 1QS (01953 499980)

## Agenda

1. **To elect** a Chairman of the Council.
2. **To receive** the Chairman's declaration of acceptance of office, or if not then received, to decide when it shall be received.
3. **To elect** a Vice-Chairman of the Council.
4. **To consider accepting** the reasons for any apologies for absence.
5. **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.
6. **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.
7. **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. This session should not exceed 20 minutes, and members of the public are requested to keep their comments brief. Please note that the Council is unable to make a decision binding in law at this meeting unless the item is already included on the published agenda. It can, though, place the matter on the agenda for discussion at a future meeting.
8. **To confirm** and **sign** the minutes of the Meeting held on Thursday, 17 March 2016.
9. **To report** matters arising from the minutes not on the agenda: **for information only.**
  - 9.1. [11, Minutes of 19 June 2014] **Roudham Road sign by Millennium Shelter.** The Clerk contacted the Street Naming and Numbering Officer at Breckland Council, arguing that this sign was inaccurate as Roudham Road is the road leading towards Roudham, and so the end which is past Roudham Hall and Roudham Church is actually in Roudham, and was known locally as Church Hill. However the Officer has responded saying that Church Hill actually runs from the parish boundary with Bridgham, and then turns left heading past Roudham Farm.

- 9.2. [4.3, Minutes of 20 August 2015] **Reflector posts.** The reflector posts at the eastern end of Illington Road which had been flattened and were reported to NCC last August have at last been replaced in the correct location.
- 9.3. [6.3 Minutes of 18 February 2016] **Transparency Fund.** The Council's bid for £875.57 from the Transparency Fund has been successful, and the grant paid into the bank account. The Clerk has gone ahead and purchased the computer and scanner.
- 9.4. [4.5] **Litter pick.** At the *Clean for the Queen* litter pick on 4 May about 20 people collected 35-40 sacks of litter in 90 minutes.

10. **To receive** Correspondence (available at the meeting).

- 10.1. Magpas: *Appeal letter.*
- 10.2. Norfolk Association of Local Councils: *Spring Conference - 28 April 2016.*
- 10.3. Norfolk Association of Local Councils: *Subscription Form 2016/17.*
- 10.4. Norfolk Association of Local Councils: *Services Leaflet.*
- 10.5. Norfolk Association of Local Councils: *LAIS1388 - Planning Changes.*
- 10.6. Norfolk County Council: *Electronic Consultation for Planning Applications.*
- 10.7. Barclays Bank Plc: *Advance notification of charges.*
- 10.8. Joint Practitioners Advisory Group: *A Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements.*
- 10.9. Joint Practitioners Advisory Group: *Governance and Accountability for Smaller Authorities in England.*
- 10.10. Joint Practitioners Advisory Group: *Local Councils, Internal Drainage Boards and other Smaller Authorities in England - Annual return for the year ended 31 March 2016 - PROOF.*
- 10.11. Elizabeth Truss MP: *Response to the Council's email dated 18 December 2015 asking about cumulative impact of farming for fuel planning applications.*
- 10.12. Came & Company: *Council Matters - Spring 2016.*
- 10.13. Norfolk Association of Local Councils: *Spring Conference - 28 April 2016.*
- 10.14. Barclays Bank Plc: *Your Community Account Statement - 1-31 March 2016.*
- 10.15. Barclays Bank Plc: *Your Active Saver Account Statement - 1-31 March 2016.*
- 10.16. Breckland Council: *Precept remittance advice.*
- 10.17. Came & Company: *Insurance policy renewal invitation.*
- 10.18. Aviva: *Local Council Insurance Scheme quotation.*
- 10.19. Aviva: *Changes you need to know about before you renew your policy.*
- 10.20. Came & Company: *Your Parish Council Policy Summary.*
- 10.21. Came & Company: *Important information - Please read.*
- 10.22. Came & Company: *Terms of Business.*
- 10.23. Norfolk Association of Local Councils: *Recruitment.*
- 10.24. *Clerks & Councils Direct - May 2016.*
- 10.25. From The Clerk Magazine (SLCC): *Finance matters - important dates relating to the Annual Return, publicity and electors' rights.*
- 10.26. HM Revenue & Customs: *BACS Remittance advice.*
- 10.27. Norfolk Association of Local Councils: *Training.*
- 10.28. Barclays Bank Plc: *Your Community Account Statement - 1-29 April 2016.*
- 10.29. Barclays Bank Plc: *Your Active Saver Account Statement - 1-29 April 2016.*
- 10.30. Breckland Council: *£310,000 sport and play area funding pot.*
- 10.31. National Association of Local Councils: *Transparency Fund 2016/17.*
- 10.32. National Association of Local Councils: *Guidance notes for the Transparency Fund application form.*

11. **To receive** Planning Applications, planning decisions and correspondence, and to decide on comments to be made where necessary.
  - 11.1. **3PL/2016/0074/F: St. George's Distillery, Harling Road, Roudham.** Erection of cafe and shop. Planning Permission dated 22 March 2016.
  - 11.2. **3PL/2016/0344/F: Telecommunication Site, Illington Road, Larling.** Application for Installation of 1no. 300mm diameter radio link dishes, non-visible equipment work and ancillary development. **To note** that the Clerk has responded "No objection" under his delegated authority.
  - 11.3. **3PL/2015/1123/F: Land Adjacent Mill House, Harling Road.** Proposed dwelling and cart-lodge. Planning Permission dated 6 April 2016.
  - 11.4. **3PL/2015/1262/F: Camp Farm, Roudham Road, Roudham (originally Manor Farm, 122 The Street, Bridgham).** Install anaerobic digestion plant. Planning Permission dated 30 March 2016.
  - 11.5. **3DM/2016/0003/DEM: Watton Road Railway Level Crossing, Harling Road, Roudham.** Application for Demolition of Harling Road Signal Box. (Extension of response date to 21 May agreed.)
12. **To consider** a request from a member of the public that the Council try to persuade Norfolk County Council that the speed limit through Harling Road be extended northwards to past the entrance to Shrub Farm, and also reduced from 40 mph to 30 mph.
13. **To consider** a request from a member of the public that the Council take action to try to get an improvement in the train service available at Harling Road station.
14. **To receive** a report from the Chairman about the formation of the South Breckland Parish Forum, a group of parishes including Bridgham, Harling, Kenninghall, North Lopham, Roudham & Larling, Shropham, Snetterton, and possibly others, and **to appoint** a Councillor to act as the main contact with the Forum.
15. **To receive** confirmation from the Chairman that he has carried out an Annual Appraisal of the Clerk's performance, assessing it as being fully satisfactory, and **to agree** his recommendation that, in accordance with his contract, he is awarded an additional Spinal Column Point to take him to SCP 20, which would increase his pay by £52.35 p.a., to £1,485.00 p.a. This is within the planned budget.
16. **To approve** an application to the Government Transparency Fund for a grant totalling £428.60 to cover the cost of the Council complying with the new Transparency Code during 2016/17.
17. **To approve** and **sign** the Receipts and Payments Account for the year 2015-2016.
18. **To confirm** that the 30 working day period during which elector's rights to inspect the accounts may be exercised will commence on 3 June 2016 and end on 14 July 2016, and that the date appointed for the exercise of electors' rights to question the auditor or make objections is 15 July 2016.
19. **To receive** the report of the Internal Auditor.
20. **To approve** and **sign** the Annual governance statement 2015/16 in the Annual Return for the year ended 31 March 2016.
21. **To approve** and **sign** the Accounting statements in the Annual Return for the year ended 31 March 2016, and **to agree** the Bank Reconciliation and Explanation of variances.
22. **To appoint** the Internal Auditor for 2016-2017.
23. **To consider** increasing the hours the Clerk is paid by 3 hours/month, to 15.5 hours. (Note: This is the estimated time involved with the required compliance with the Transparency Code, and

which the Council used when applying for the Transparency Fund grant. It will be possible for the Council to apply to the Fund for grants to cover this increase for 2016/17 and 2017/18.)

24. **To note** that, as the EU election is taking place on 23 June and therefore the Hall will not be available, the Clerk has rescheduled the June meeting (should it be required) to Thursday, 16 June.

25. **Finance.**

25.1. **To approve** payment to the Clerk and HM Revenue & Customs totalling £391.60 being the payment for additional work relating to Transparency Code implementation in 2015/16, funded by grant received from the Transparency Fund.

25.2. **To approve** payment of £100.27 to Norfolk Association of Local Councils, being the Annual Subscription for 2016/17.

25.3. **To approve** payment of £279.64 to Came & Company, being the renewal premium of the Council's insurance policy with Aviva for the year ending 31 May 2017, under the long term agreement due to expire 31 May 2018.

25.4. **To approve** payment of £32.75 to the Society of Local Council Clerks, being this parish's share of the Clerk's subscription for the year ending 31 March 2017.

25.5. **To approve** payment of £499.85 (£416.56 + £83.29 VAT) to the Clerk in reimbursement for his having settled invoices numbered 14040824 and 14040825 from PC World for the purchase of a laptop and scanner for the Council. (Note: A grant for this expenditure was received last financial year from the Transparency Fund.)

25.6. **To approve** payment of £35.00 to the Information Commissioner to renew the Council's required registration under the Data Protection Act for the year ending 22 May 2017, and **to consider** setting up a direct debit to ensure that this is renewed annually in future.

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

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

27. **To confirm** the possible date of the next Meeting as **Thursday, 16 June 2016**, at 7.30 p.m. in Bridgham & Roudham Village Hall, Chapel Lane, Bridgham

**Future pencilled in Meeting dates:**

Thursday, 16 June 2016

Thursday, 20 October 2016

Thursday, 19 January 2017

Thursday, 21 July 2016

Thursday, 17 November 2016

Thursday, 23 February 2017

Thursday, 18 August 2016

Thursday, 15 December 2016

Thursday, 17 March 2017

Thursday, 22 September 2016

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