

# ROUDHAM & LARLING PARISH COUNCIL

Minutes of the Annual Meeting of Roudham & Larling Parish Council on Thursday, 19 May 2016 at 7.45 p.m. in ~~Bridgham & Roudham Village Hall, Chapel Lane, Bridgham.~~  
ST CESAREE DISTILLERY, HALLING ROAD, ROUDHAM

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

*There being no urgent business to discuss, the meeting scheduled for 21 April 2016 did not take place.*

*As the Annual Parish Meeting held immediately before this meeting overran, the start was delayed.*

- 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.
- 3 **Election of Vice Chairman.** Councillor Gosling was elected Vice Chairman.
- 4 **Apologies for absence.** None.
- 5 **Declarations of interest.** None.
- 6 **Dispensations.** None.
- 7 **Public participation session.** None
- 8 **Minutes.** The minutes of the meeting held on Thursday, 17 March 2016 were **confirmed** and **signed**.
- 9 **Matters arising.**
  - 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. Roudham Road runs from the junction with Church Hill to the B1111. Unless anybody is able to provide evidence that this is not the case, they would not remove the sign.
  - 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 **Correspondence.** The following correspondence was **received**:
  - 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 Planning.

- 11.1 **3PL/2016/0074/F: St. George's Distillery, Harling Road, Roudham.** Erection of cafe and shop. Planning Permission dated 22 March 2016 was **received**.
- 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. It was **noted** that the Clerk has responded "No objection" under his delegated authority, and Planning Permission dated 9 May 2016 was **received**.
- 11.3 **3PL/2015/1123/F: Land Adjacent Mill House, Harling Road.** Proposed dwelling and cart-lodge. Planning Permission dated 6 April 2016 was **received**.
- 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 was **received**.
- 11.5 **3DM/2016/0003/DEM: Watton Road Railway Level Crossing, Harling Road, Roudham.** Application for Demolition of Harling Road Signal Box. It was **resolved** that the Council had no objections. It was **noted** that the demolition work was planned to be undertaken between 22.00 on Saturday, 25 June and 0900 on Sunday,



26 June. The Clerk was asked to contact Network Rail to enquire whether it could keep the signal box's name board, and also to ask for confirmation that the local residents would be advised and warned well before the night demolition took place.

- 12 **Speed limit from A11 slip road through to south of Harling Road.** It was **agreed** that the Clerk should write to NCC asking that it seriously consider introducing a 40 mph speed limit on the B1111 from the A11 slip-road to start of the existing 40 mph limit just north of Purrfect, and for the existing 40 mph limit from that point through Harling Road to be reduced to 30 mph.
- 13 **Harling Road train service.** The Council **agreed** with the views expressed by parishioners that the rail service provided at Harling Road station was unacceptable, and that their explanation that there was insufficient footfall to warrant a better service was laughable, and the Clerk was asked to write and protest. District Councillor Ellen Jolly said she would provide details of a suitable contact. It was suggested that the parishioners might start an on-line petition to try to prove that the idea had support.
- 14 **South Breckland Parish Forum.** The Chairman gave an update on the recent meeting between representatives of Bridgham, Harling, Kenninghall, North Lopham, Roudham & Larling, Shropham, Snetterton parishes, and it was **agreed** that Councillor Gosling be appointed the Council's representative on this body. It was suggested that the issue of the Harling Road train service could be something with which the group could be involved.
- 15 **Clerk's Annual Appraisal.** The Chairman reported that he had carried out an Annual Appraisal of the Clerk's performance, assessing it as being fully satisfactory, and the Council **agreed** to his recommendation that, in accordance with his contract, he is awarded an additional Spinal Column Point to take him to SCP 20, which increases his pay by £52.35 p.a., to £1,485.00 p.a. This is within the planned budget.
- 16 **Transparency Fund.** The Council **approved** an application prepared by the Clerk for a grant of £428.60 from the Government's Transparency Fund, to cover the cost of the Council complying with the Transparency Code in 2016/17. The Clerk reported that he had now purchased a laptop and scanner funded by last year's Grant.
- 17 **Receipts & Payments Account.** The Receipts and Payments Account for the year 2015-2016 was **approved** and **signed** by the Clerk and the Chairman.
- 18 **Electors' rights.** It was **confirmed** that the 30 working day period during which electors' 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 **Report of the Internal Auditor.** The report of the Internal Auditor on the year ended 31 March 2016 was **received**.
- 20 **Annual governance statement.** The Annual governance statement 2015/16 in the Annual Return was **approved** and **signed** by the Clerk and the Chairman on behalf of the Council.
- 21 **Accounting statements.** The Accounting statements 2015/16 in the Annual Return were **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 on the website and notice boards.
- 22 **Internal Auditor.** It was **resolved** that Mr Carl Foster be reappointed as Internal Auditor for the year 2016-2017. The Clerk will deliver a suitable small gift in thanks for his work.
- 23 **Clerk's hours of employment.** It was **agreed** that the hours the Clerk is paid be increased by three hours/month, to 15.5 hours, to take account of the time involved with the required



compliance with the Transparency Code. The Council used this figure when applying for the Transparency Fund grant and will do so again in applications to the Fund for grants to cover this work in 2016/17 and 2017/18.

- 24 **Meeting date.** It was **noted** that, as the EU referendum is due to take place on 23 June, and therefore Bridgham & Roudham Hall is needed as a polling station, the June meeting has been rescheduled for Thursday 16 June.

25 **Finance.**

- 25.1 **Clerk's salary.** It was **resolved** that cheques numbered 100327 & 100328 totalling £391.60 (payment for additional work relating to Transparency Code implementation, funded by grant from the Transparency Fund) to the Clerk and HM Revenue & Customs be signed. (*Local Government Act 1972 s. 112(2)*)
- 25.2 **Subscriptions.** It was **resolved** that cheque number 100329 for £100.27 to Norfolk Association of Local Councils be signed, being the Annual Subscription for 2016/17. (*Local Government Act 1972 s. 143*)
- 25.3 **Insurance.** It was **resolved** that cheque number 100330 for £279.64 to Came & Co be signed, being the premium for Council's insurance policy with Aviva for the year ending 31 May 2017, under the long term agreement due to expire 31 May 2018. (*Local Government Act 1972 s. 111 & 140(1)*)
- 25.4 **Subscriptions.** It was **resolved** that cheque number 100331 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*)
- 25.5 **Transparency Code.** It was **resolved** that cheque number 100332 for £499.85 (£416.45 + £83.29 VAT) to the Clerk be signed, to reimburse him for his having paid invoices nos. 14040824 and 14040825 from PC World for the purchase of a laptop and scanner for the Council's use funded by the grant obtained from the Government's Transparency Fund. (*Local Government Act 1972 s. 111(1)*)
- 25.6 **Subscriptions.** It was **resolved** that cheque number 100333 for £35.00 to the Information Commissioner be signed, being the renewal of the Council's required registration under the Data Protection Act for the year ending 19 April 2017. It was also **agreed** that a direct debit be set up to ensure that this is renewed annually in future. The necessary form was **signed**. (*Local Government Act 1972 s. 111(1)*)
- 25.7 **Monthly Financial Report.** The report for the month ending 30 April 2016 was received.

- 26 **Matters for consideration at next meeting.** None.

- 27 **Next meeting.** The next meeting will be on **Thursday, 16 June 2016**, at 7.30 p.m. in **Bridgham & Roudham Village Hall, Chapel Lane, Bridgham.**

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SARAH GOSLING, VICE-CHAIRMAN  
**Brendan Larwood, Chairman**

16 June 2016

**Future Meeting dates:**

Thursday, 16 June 2016  
Thursday, 21 July 2016  
Thursday, 18 August 2016  
Thursday, 22 September 2016

Thursday, 20 October 2016  
Thursday, 17 November 2016  
Thursday, 15 December 2016

Thursday, 19 January 2017  
Thursday, 23 February 2017  
Thursday, 17 March 2017

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

