

ROUDHAM & LARLING PARISH COUNCIL

26 April 2021

Members of the public are invited to attend the Annual Meeting of Roudham & Larling Parish Council to be held **via Zoom video link** on Tuesday, 4 May 2021 at 7.30 p.m. for the purpose of transacting the following business. To join the meeting click on this link: <https://us02web.zoom.us/j/89055753076>, or land-line phone dial 0203 695 0088 and follow the instructions, entering meeting number 890 5575 3076.



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 appoint** 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, 15 April 2021.
9. **To report** matters arising from the minutes not on the agenda: **for information only.**
10. **To receive** of the following correspondence.
 - 10.1. Breckland Council, Planning Enforcement: *Town and Country Planning Act 1990 - East View, Roudham/Larling, NR16 2RN - Breach of Condition.*
 - 10.2. Came & Company: *Roudham & Larling Parish Council - Pen - Insurance Renewal.*
 - 10.3. AXA: *Your policy schedule.*
 - 10.4. Came & Company: *Certificate of Employers' Liability Insurance.*
 - 10.5. Came & Company: *Statement of Demands and Needs.*
 - 10.6. AXA: *Council Commercial Combined Policy Summary.*
 - 10.7. AXA *Your statement of fact.*
 - 10.8. AXA: *Changes to your Council Combined Policy.*
 - 10.9. Royal British Legions: *VE Day 8 May 2021.*

11. **To receive** Planning Applications, planning decisions and correspondence, and to decide on comments to be made where necessary.
 - 11.1. **3PL/2021/0541/HOU: Woodlands, Watton Road, Larling.** Two Storey Side Extension.
 - 11.2. **3PL/2021/0295/F: The Angel Inn, Access Road to the Angel Inn, Larling.** Oak framed freestanding pergola for outside dining area. **To receive** Planning Permission dated 20 April 2021.
12. **To consider** transferring the sum of £5,000 from the Council's General Reserves into an Earmarked Reserve for the purpose of employing a Planning Consultant to advise the Council on possible measures it could take regarding various issues with the Roudham Industrial Estate.
13. **To receive** and **note** the report to Council of the Internal Auditor and the Annual Internal Audit Report from the Annual Governance and Accountability Return (AGAR) 2020/21.
14. **To approve** the AGAR 2020/21 Part 2 Section 1 - Annual Governance Statement 2020/21.
15. **To approve** the AGAR 2020/21 Part 2 Section 2 - Accounting Statements 2020/21.
16. **To approve** the Certificate of Exemption on Page 3 of the AGAR 2020/21 Part 2, to confirm 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 sending the completed AGAR to the external auditor for a limited assurance review.
17. **To authorise** the Chairman and Clerk of the meeting to sign the Annual Governance Statement, and the Chairman to sign the Accounting Statements.
18. **To note** that the Clerk, as Responsible Financial Officer (RFO), has set the commencement date for the exercise of public rights as 14 June 2021.
19. **To authorise** the RFO and the Chairman to sign the Certificate of Exemption.
20. **To approve** the Explanation of variances and Bank reconciliation.
21. **To appoint** the Internal Auditor for 2021-2022.
22. **To note** that Clerk will then send the Certificate of Exemption to the External Auditor, and publish all the required documents on the website and notice boards.
23. **Finance.**
 - 23.1. **To approve** payment of £11.25 to SLCC Enterprises, being this parish's share of invoice no. BK201819 for the Clerk to attend the Virtual Regional Training Seminar - East on 21 April 2021.
 - 23.2. **To note** that on 22 May 2021 the Information Commissioner's Office will collect £35.00 from the Council's account by direct debit, being the annual registration fee under the Data Protection Act.
 - 23.3. **To approve** payment of £80.00 to Ms Carol Bailey in settlement of invoice no. 2021/001, for the completion of the Internal Audit for the year ended 31 March 2021.
 - 23.4. **To approve** payment of £365.57 to Came & Company in settlement of their invoice dated 22 April 2021, being the renewal of the Council's insurance for the year ending 31 May 2022, the third year of a three-year long-term agreement
 - 23.5. **To approve** payment of £29.39 to the Society of Local Council Clerks, being this Council's share of the Clerk's membership subscription for the year ending 31 May 2022.
 - 23.6. **To receive** the Monthly Financial Report (available at the meeting).
24. **To decide** on any matters for consideration at next meeting.
25. **To confirm** the date of the next Meeting as **Thursday, 17 June 2021**, at 7.30 p.m. location to be confirmed.

Future Meeting dates:

Thursday, 4 May 2021

Thursday, 17 June 2021

Thursday, 15 July 2021

Thursday, 19 August 2021

Thursday, 16 September 2021

Thursday, 21 October 2021

Thursday, 18 November 2021

Thursday, 16 December 2021

Thursday, 20 January 2022

Thursday, 17 February 2022

Thursday, 17 March 2022

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