

# ROUDHAM & LARLING PARISH COUNCIL

11 May 2022

**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 2022 at 7.30 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 appoint** a Vice-Chairman of the Council.
4. **To note** that on 4 May 2022 the Chairman received an email from Cllr Simon Armes, resigning his seat on the Council. The Clerk has advised Breckland Council and started the Casual Vacancy process.
5. **To consider accepting** the reasons for any apologies for absence.
6. **Declarations of interest** in items on the agenda. Members are reminded that they should declare any new Disclosable Pecuniary Interests or Other Interests that are not currently included in the Register of Interests, and 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.
7. **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.
8. **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 any 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.
9. **To confirm** the minutes of the Meeting held on Tuesday, 21 April 2022.
10. **To report** matters arising from the minutes not on the agenda: **for information only.**
  - 10.1. [6.1] **Rory J Holbrook, Roudham Road - Breach of approved plans - Ref: ENF/38/22/PAR.** Breckland Planning Enforcement report that, now that an application has been submitted they have closed their case, however should the application be refused they will re-open the investigation and take the appropriate action to remedy matters.
11. **To receive** the following correspondence available at the meeting, or \* distributed by email:
  - 11.1. County Cllr. Steve Askew: *Norfolk County Council Report for 2021/22.*
  - 11.2. \*Norfolk County Council: *Temporary closure of B1111 Market Street in the Parish of Harling because of carriageway resurfacing works (STRO6560).*

- 11.3. \*Gallagher Insurance Brokers: *Invitation to renew.*
  - 11.4. \*Hiscox: *Important information.*
  - 11.5. \*Gallagher: *Terms of Business Agreement.*
  - 11.6. \*Hiscox: *Policy summary.*
  - 11.7. \*Hiscox: *Important information: changes to your policy.*
  - 11.8. \*Hiscox: *Policy Wording.*
  - 11.9. \*Hiscox: *Summary of change.*
  - 11.10. \*Hiscox: *Quote Schedule.*
  - 11.11. \*Hiscox: *Statement of fact.*
  - 11.12. Barclays Bank Plc: *Your Business accounts - at a glance - Your balances on 29 April 2022.*
  - 11.13. Barclays Bank Plc: *Your Community Account - 1-29 April 2022.*
  - 11.14. Barclays Bank Plc: *Your Active Saver Account - 1-29 April 2022.*
  - 11.15. *Clerks & Councils Direct - May 2022.*
12. **To receive** Planning Applications, planning decisions and correspondence, and to decide on comments to be made where necessary.
    - 12.1. **3PL/2022/0414/F: Rory J Holbrook Ltd, Roudham Road.** Retrospective planning application for a change of use from agricultural land to open storage of aggregates, plant equipment, HGVS and the erection of noise bund.
  13. **To consider** any action the Council might take in relation to the apparent continuing construction work and burning of commercial waste at Anvil Park Stud.
  14. **To receive** confirmation from the Chairman that she has carried out an Annual Appraisal of the Clerk's performance, assessing it as being fully satisfactory, and **to agree** her recommendation that, in accordance with his contract, he is awarded an additional Spinal Column Point to take him to SCP 16. This takes his salary up to £12.70/hour or £2,743.20 p.a. This is within the planned budget.
  15. **To receive** and **note** the report to Council from the Internal Auditor and completed and signed Annual Internal Audit Report from the Annual Governance and Accountability Return (AGAR) 2021/22.
  16. **To approve** the AGAR 2021/22 Form 2 Section 1 - Annual Governance Statement 2021/22.
  17. **To approve** the AGAR 2021/22 Form 2 Section 2 - Accounting Statements 2021/22.
  18. **To approve** the Certificate of Exemption on Page 3 of the AGAR 2021/22 Form 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.
  19. **To authorise** the Chairman and Clerk of the meeting to sign the Annual Governance Statement, and the Chairman to sign the Accounting Statements.
  20. **To note** that the Clerk, as Responsible Financial Officer (RFO), has set the commencement date for the exercise of public rights as 13 June 2022.
  21. **To authorise** the RFO and the Chairman to sign the Certificate of Exemption.
  22. **To approve** the Explanation of variances and Bank reconciliation.
  23. **To appoint** the Internal Auditor for 2022-2023.
  24. **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.
  25. **Finance.**
    - 25.1. **To approve** payment of £33.82 to the Society of Local Council Clerks, being this Council's share of invoice no. MEM239438-1 for the Clerk's membership subscription for the year ending 31 May 2023.

- 25.2. **To note** that, because it was able to get sponsorship for its Summer Conference, Norfolk Association of Local Councils has reduced the cost of attendance. Cheque no. 100484 for £11.25 has therefore been returned and destroyed.
- 25.3. **To approve** payment of £6.25 to Norfolk Association of Local Councils, being this parish's share of invoice 425, being the cost of the Clerk attending the Summer Conference on 6 July 2022.
- 25.4. **To approve** payment of £85.00 to Ms Carol Bailey in settlement of invoice no. 2022/001, for the completion of the Internal Audit for the year ended 31 March 2022.
- 25.5. **To approve** payment of £427.09 to Arthur J Gallagher Insurance Brokers Limited, in acceptance of their quote no. 501720946, being the renewal of the Council's insurance for the year ending 31 May 2023, the second year of a three-year fixed-term agreement.
- 25.6. **To receive** the Monthly Financial Report.
26. **To decide** on any matters for consideration at next meeting.
27. **To confirm** the date of the next Meeting as **Thursday, 16 June 2022**, at 7.30 p.m. in Bridgham & Roudham Village Hall, Chapel Lane, Bridgham.

**Future Meeting dates:**

*Thursday, 19 May 2022	Thursday, 15 September 2022	Thursday, 19 January 2023
Thursday, 16 June 2022	Thursday, 20 October 2022	Thursday, 16 February 2023
Thursday, 21 July 2022	Thursday, 17 November 2022	Thursday, 16 March 2023
Thursday, 18 August 2022	Thursday, 15 December 2022	

\*Annual Meeting of the Parish Council.

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