ROUDHAM & LARLING PARISH COUNCIL

Minutes of the Annual Meeting of Roudham & Larling Parish Council held on Thursday, 19 May 2022 at 7.30 p.m., in St George's Distillery, Harling Road, Roudham.

Present: Councillors: Sarah Gosling (Chairman), Brian Inglis, Brendan Larwood, Louise Martin,

Andrew Nelstrop, Dudley Stammers.

Julian Gibson (Clerk).

Absent: None.

- 1. Election of Chairman. Cllr. Gosling was elected Chairman.
- 2. Chairman's Declaration of Acceptance of Office. Councillor Gosling signed the declaration, which was received.
- 3. Appointment of Vice-Chairman. Cllr. Larwood was appointed Vice-Chairman.
- 4. Resignation of Cllr. Armes. It was noted 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. The due date for receipt of elector's requests for an election to be held is 26 May 2022.
- **5.** Apologies for absence. None.
- 6. Declarations of interest. None.
- 7. Dispensations. None.
- 8. Public participation session.
 - 8.1. District Cllr. William Nunn reported that he had been told that the long-awaited site visit to Anvil Park Stud by the Breckland Planning Committee would take place on 6 June, and that he had been assured that, should the outstanding planning application be refused, enforcement action would follow. He assured the Council that issues such as burning of waste materials would be looked at, as well as just the planning applications issues. He also asked that any problems with bin collections following the reorganisation should be reported to him so that he can take appropriate action.
 - 8.2. Cllr. Larwood, acting as Chairman of the Trustees of the Larling Fen Charity Fuel Allotment, showed those present the statement of accounts for the year ended 31 March 2022, and spoke about the Charity's work.
 - 8.3. The Chairman advised the meeting that she had attended a meeting at Snetterton race track, and been advised that they were holding their residents' Meeting on 12 July. Pass holders would be advised by email, and applications for passes can be made at www.snetterton.co.uk/residents/residents-passes.
- **9. Minutes**. The minutes of the meeting held on Thursday, 21 April 2022, were confirmed and signed by the Chairman.
- 10. Matters arising. None.
 - 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. Correspondence. The following correspondence was received:
 - 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 2002.
- 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.
- 11.16. Norfolk County Council: Temporary closure of B1111 Watton Road in the Parish of Roudham & Larling because of water connection works (STRO6499).

12. Planning.

- 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. It was resolved that the Council objected on the grounds that the applicant did not have legal access to the site, noise, dust. etc.
- **13. Anvil Park Stud**. The information given by Cllr Nunn was welcomed.
- 14. Clerk's Annual Appraisal. The Chairman reported that she had carried out an Annual Appraisal of the Clerk's performance, assessing it as being fully satisfactory, and the Council agreed to her recommendation that 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. Internal Audit. The report to Council of the Internal Auditor and the completed Annual Internal Audit Report from the Annual Governance and Accountability Return (AGAR) 2021/22 were received and noted.
- **16. Annual Governance Statement**. The AGAR 2021/22 Form 2 Section 1 Annual Governance Statement 2021/22 was **approved** by the Council.
- **17. Accounting Statements**. The AGAR 2020/21 Form 2 Section 2 Accounting Statements 2021/22, already signed off by the Clerk as Responsible Financial Officer (RFO), were **approved** by the Council.
- 18. Certificate of Exemption. The Certificate of Exemption on Page 3 of the AGAR 2021/22 Form 2, confirming 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 a limited assurance review, was approved by the Council.
- 19. Signing of Annual Governance Statement and Accounting Statements. The Chairman and the Clerk were authorised to sign the Annual Governance Statement, and the Chairman was authorised to sign the Accounting Statements.
- **20. Electors' rights**. It was **noted** that the Clerk, as RFO has set the commencement date for the exercise of public rights as 13 June 2022.
- **21. Signing of Certificate of Exemption**. The RFO and the Chairman were **authorised** to sign the Certificate of Exemption.
- **22. Explanation of variances and Bank reconciliation**. The Explanation of variances and Bank reconciliation for the year ended 31 March 2022 were **approved**.
- 23. Internal Auditor. It was resolved that Ms. Carol Bailey be reappointed as Internal Auditor for the year 2022-2023.

- **24. External Audit**. It was **noted** that the 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. **Subscriptions**. It was **resolved** that cheque number 100489 for £33.82 to the Society of Local Council Clerks be signed, being this Council's share of invoice no. MEM239438-1 for the Clerk's membership subscription for the year ending 31 May 2023. (*Local Government Act 1972 s.143*)
 - 25.2. **Training**. It was **noted** 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. (*Local Government Act 1972 s.111*)
 - 25.3. **Training**. It was **resolved** that cheque numbered 100490 for £6.25 to Norfolk Association of Local Councils be signed, being this parish's share of the cost of the Clerk attending the Summer Conference and AGM on 6 July 2022. (*Local Government Act 1972 s.111*)
 - 25.4. **Audit & Elections**. It was **resolved** that cheque number 100491 for £85.00 to Ms Carol Bailey be signed, in settlement of invoice no. 2022/001, for the completion of the Internal Audit for the year ended 31 March 2022. (*Local Government Act 1972 s.111*)
 - 25.5. **Insurance**. It was **resolved** that cheque number 100492 for £427.09 to Arthur J Gallagher Insurance Brokers Limited, be signed in acceptance of their quote no. 501720946, being the renewal of the Council's insurance for the year ending 31 May 2023. (*Local Government Act 1972 s.111 & 140(1*))
 - 25.6. **Monthly Financial Report.** The report for the month ending 31 March 2022 was received.
- 26. Matters for consideration at next meeting. None.
- **27. Next meeting**. The next meeting of the Parish Council was confirmed as being as Thursday, 16 June 2022, at 7.30 p.m. in Bridgham & Roudham Village Hall, Chapel Lane, Bridgham.

Besign Chairman

16 June 2022

Future Meeting dates:

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

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