

# 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](http://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 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.
- 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.



