

ROUDHAM & LARLING PARISH COUNCIL

Minutes of the Annual Parish Meeting of Roudham & Larling Parish Council held on Thursday, 15 June 2023 in Bridgham and Roudham David O'Neale Memorial Village Hall, Chapel Lane, Bridgham.

Present: Councillors: Brendan Larwood (Chair), Shona Fairchild, Louise Martin, Andrew Nelstrop, Dudley Stammers.

Alison Pena (Clerk).

1 Member of the Public (MoP).

1. **Apologies for absence:** Cllr Claire Lamberti, Cllr Dudley Stammers
2. **Declarations of Interest:** none.
3. **Dispensations:** none.
4. **Reports from the District and County Councillors:** none
5. **Public participation session:** none
6. **Minutes of the Meeting held on Thursday, 18 May 2023** - were duly agreed and signed by the Chair.
7. **Matters arising:**

- 7.1. **Acorn Bioenergy AD Plant application future steps** – it was noted that Cllr Lamberti, Cllr Martin, and the Clerk had written to Liz Truss, MP and she would raise concerns with BDC although she could not get involved in planning matters. It was agreed to obtain expert advice on the application to enable a full detailed response (especially regards highways and environmental matters) to the application before it went to the Planning Committee. Cllr Nelstrop agreed to contact said expert. The Clerk would draft a letter based on the 2015 report for review and contact the agents for the developers for a copy of the presentation made at the public meeting, as agreed.

ACTION: Cllr Nelstrop and the Clerk to action.

- 7.2. **Parish Clerk Vacancy** – it was noted that there had been no applications for the vacancy; the Locum Clerk confirmed that she was happy to take on the role on a permanent basis. All agreed.

ACTION: Clerk to draw up contract of employment to be approved by Chair.

- 7.3. **Highways update** – no update this month.

ACTION: Clerk to follow up with County Cllr, Steve Askew.

7.4. **Online banking update** – the Clerk confirmed that the paperwork had been sent to Lloyds and that set up would be approximately 6 weeks.

8. Correspondence:

8.1. **New Key Person insurance claim update** - this claim was still ongoing and awaiting medical information from the family.

9. Planning:

9.1. **3PL/2022/0013/F – Amended plans** – new office building, relocation of informal vehicle parking and removal of existing portacabin office building – **Rory Holbrook, Roudham Road** – agreed no objections.

ACTION: Clerk to action on Planning Portal.

10. Finance:

10.1. **Monthly Financial Report** – noted.

10.2. **Annual Governance Statement 2022-23** – approved by all and signed by Chair and Clerk.

10.3. **Annual Accounting Statement 2022-23** - approved by all and signed by Chair and Clerk.

10.4. **Certificate of Exemption 2022-23** - approved by all and signed by Chair and Clerk.

10.5. **Payment of £85 to Carol A Bailey** for 2022-23 Internal Audit Report – approved.

ACTION: Clerk to action AGAR paperwork with external auditors.

11. Matters for consideration at the next meeting: Camp Farm AD Plant.

12. Date of the next Meeting: Thursday, 20 July 2023, at 7.30 p.m. in Bridgham & Roudham Village Hall, Chapel Lane, Bridgham.

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Brendan Larwood, Chair

20 July 2023

Future Meeting dates:

Thursday 21 September 2023

Thursday 19 October 2023

Thursday 16 November 2023
Thursday 21 December 2023

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