

# STOW BEDON & BRECKLES PARISH COUNCIL

6 May 2016

**Members of the public are invited** to attend the Annual Meeting of Stow Bedon & Breckles Parish Council to be held in Caston Village Hall, The Street, Caston, NR17 1DD, on Monday, 16 May 2016 at 8.00 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 elect** 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 Monday, 18 April 2016.
9. **To report** matters arising from the minutes not on the agenda: **for information only.**
10. **To receive** Correspondence (pre-circulated).
  - 10.1. Norfolk County Council: *Brayes Lane, Rocklands resurfacing scheme.*
  - 10.2. Barclays Bank Plc: *Advance notice of charges.*
  - 10.3. HM Revenue & Customs: *BACS Remittance Advice.*
  - 10.4. Breckland Council: *Recycling Payment 2015-16.*
  - 10.5. Breckland Council: *Recycling Payment 2015-16 - Revised.*
  - 10.6. *Clerks & Councils Direct - May 2016.*
  - 10.7. Information Commissioner: *Certificate of Registration - Expiry date: 26 April 2017.*

- 10.8. Barclays Bank Plc: *Your Community Account statement* - 1-29 April 2016.
- 10.9. Barclays Bank Plc: *Your Active Saver Account statement* - 1-29 April 2016.
- 10.10. From The Clerk Magazine (SLCC): *Finance matters - important dates relating to the Annual Return, publicity and electors' rights.*
11. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
  - 11.1. **3PL/2016/0360/F: Prince of Wales Lodge, Cherry Tree Lane, Stow Bedon.** Application for Erection of 8 dwellings with parking, garaging, amenity & open space & retain existing dwelling. The Council has resolved that it objects. **To agree** full details of the reason for objection to be sent by 18 May.
  - 11.2. **3PL/2016/0371/F: Moat Farm Caravan and Camp Site, Low Road, Breckles.** Application for Erection of dwelling. (Extension to 18 May agreed.)
  - 11.3. **3PL/2015/1140/F: Netherfield House, Mere Road, Stow Bedon.** Extension of office building to create secure store and car port. Planning Permission dated 19 April 2016.
12. **To organise** a working party to clear the scrub from the area between the Pingo Trail lay-by and car park, as authorised by Norfolk County Council. (County Councillor Ian Monson has said that there is no chance of any further funding being available from his Council.)
13. **To consider** (in view of the reaction to the way the Council recent Breckland Plan consultation) what might be done to streamline the way future consultations are handled.
14. **To note** that the Clerk finally got fed up with waiting for the postman who collects from the post box in Rocklands Road to report that it had slipped down the post approximately two years ago, and been left (and even re-painted) while in a position where the slot was some 18 inches above floor level, and so reported it to Royal Mail himself. As a result, within a matter of days, the box has been repositioned.
15. **To consider** arranging to purchase some "speed limit" stickers to be applied to wheelie bins to remind drivers of the speed limit that applies through Mere Road.
16. **To approve** an application to the Government Transparency Fund for a grant totalling £753.84 to cover the cost of the Council complying with the new Transparency Code during 2016/17.
17. **To receive** the report of the Internal Auditor.
18. **To approve** and **sign** the Annual governance statement 2015/16 in the Annual Return for the year ended 31 March 2016.
19. **To approve** and **sign** the Accounting statements in the Annual Return for the year ended 31 March 2016, and **to agree** the Bank Reconciliation and Explanation of variances.
20. **To appoint** the Internal Auditor for 2016-2017.
21. **Finance.**
  - 21.1. **To approve** payment of £32.75 to the Society of Local Council Clerks, being this parish's share of the Clerk's subscription for the year ending 31 March 2017.
  - 21.2. **To approve** payment of £499.99 (£416.68 + £83.31 VAT) to the Clerk in reimbursement for his having settled invoice no. 14040826 from PC World for the purchase of a laptop and scanner for the Council. (Note: A grant for this expenditure was received last financial year from the Transparency Fund.)
  - 21.3. **To consider** completing a Direct Debit authority in favour of the Information Commissioner to ensure that the annual subscription (currently £35.00) will be collected automatically each year without the need to sign a cheque.
  - 21.4. **To receive** the Monthly Financial Report.
22. **To decide** on any matters for consideration at next meeting.

23. **To confirm** the date of the next meeting as Monday, 20 June 2016, at 7.30 p.m., in Caston Village Hall.

**Scheduled future Meeting dates:**

Monday, 20 June 2016

Monday, 17 October 2016

Monday, 16 January 2017\*

Monday, 18 July 2016

Monday, 14 November 2016

Monday, 20 February 2017

Monday, 15 August 2016\*

Monday, 12 December 2016

Monday, 20 March 2017

Monday, 19 September 2016

\*If needed