

STOW BEDON & BRECKLES PARISH COUNCIL

8 September 2017

Members of the public are invited to attend a Meeting of Stow Bedon & Breckles Parish Council to be held in St Botolph's Church, Gravelpit Hill, Stow Bedon, NR17 1BX, on Monday, 18 September 2017 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 consider accepting** the reasons for any apologies for absence.
2. **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.
3. **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.
4. **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. **Note:** to include a presentation from Richard Otterway, the newly appointed Development Manager at the Wayland Partnership Development Trust, who has asked for the opportunity to introduce himself and talk about the Partnership's upcoming activities.
5. **To confirm** and **sign** the minutes of the Meeting held on Monday, 17 July 2017.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
 - 6.1. [11] **Wayland Partnership Community of Culture project.** Breckland Council has approved a grant of £19,972 towards this project.
7. **To receive** Correspondence (pre-circulated).
 - 7.1. Norfolk Constabulary: *Thetford & Attleborough Newsletter* - June 2017.
 - 7.2. Breckland Council: *Stages of Local Plan Production: Where are we?*
 - 7.3. Barclays Bank Plc: *Your Community Account Statement* - 1-31 July 2017.
 - 7.4. Elizabeth Truss MP: *Letter inviting contact if the Council has issues or concerns* - (two separate copies received).
 - 7.5. Norfolk Citizens Advice: *Appeal for Financial Support.*
 - 7.6. Citizens Advice Mid Norfolk: *Citizens Advice Mid-Norfolk Appeal 2017.*

- 7.7. Citizens Advice Mid Norfolk: *Annual General Meeting* - 27 September 2017.
- 7.8. *Clerks & Council Direct* - September 2017.
- 7.9. Barclays Bank Plc: *Your Business accounts - at a glance*.
- 7.10. Barclays Bank Plc: *Your Community Account Statement* - 1-31 August 2017.
8. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
 - 8.1. **3PL/2017/0772/HOU: Home Farm, Stow Road, Stow Bedon.** Insert dormer windows to front elevation. Insert rooflights. Demolish porch & erect new. Demolish rear single storey extension & erect 2½ storey rear extension. Alterations to south elevation following removal of porches. **To receive** Planning Permission dated 21 July 2017.
 - 8.2. **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. **To receive** notice of the Appeal Decision dated 27 July 2017. The appeal is dismissed.
 - 8.3. **3PL/2017/0809/VAR: Oakglen, Caston Road, Stow Bedon.** Application for Variation of condition 2 on pp 3PL/2016/1418/F - revised window positions, material changes & moving wood burner. **To note** that the Clerk has responded, "No objection," using his delegated powers after consulting with two Councillors, and **to receive** Planning Permission dated 24 August 2017.
 - 8.4. **3PL/2017/0754/D: Chapel Farm, Mere Road, Stow Bedon.** Deferred matters for Erection of dwelling. **To receive** Planning Permission dated 3 August 2017.
 - 8.5. **3PL/2017/0878/F: Wayland Farms Ltd, Cherry Tree Farm, Sandy Lane, Stow Bedon.** Application to Expand Pig Production to 6990 pigs. Demolish some existing buildings (10 no) & erect 7 new pig sheds with roof fan ventilation, new roof covering over existing manure store. **To note** that after consultation with Councillors the Clerk has objected using his delegated powers, on the grounds of possible pollution of the watercourse, noise, odour and traffic.
 - 8.6. **3PL/2017/1076/F: Attleborough Road, Rockland All Saints.** Application for Use of site as separate, self contained dwelling (retrospective) and widening of joint access. (Extension of response deadline until 20 September requested). **Note:** Paper copies have not yet arrived, but hopefully will do so by the meeting.
 - 8.7. **3PL/2017/0018/F: Land at Waters Edge Mere Road, Stow Bedon.** Three detached single storey dwellings with integral garages. **To receive** notice of the Appeal Decision dated 4 September 2017. The appeal is dismissed.
9. **To consider** applying to the Norfolk County Council Parish Partnership scheme for a 50% grant towards the cost of a Speed Awareness Messaging device (SAM2) to be deployed in Mere Road and in Lower Stow Bedon.
10. **To receive** an update on progress of the Village Appraisal.
11. **To consider** making changes to the list of signatories at Barclays Bank.
12. **To receive** notice of the creation of Tree Preservation Order 2017 No.09 over a group of trees including three oaks and one sycamore at the front of Home Farm, Stow Road, Stow Bedon. The Council will be notified when this is confirmed.
13. **To note** that The Norfolk Planning Authorities are consulting on a draft Norfolk Strategic Framework document, and **to consider** making comments. This document is prepared jointly by Breckland Council, Broadland District Council, Broads Authority, Great Yarmouth Borough Council, Borough Council of King's Lynn & West Norfolk, North Norfolk District Council, Norwich City Council, Norfolk County Council and South Norfolk Council, and sets out their shared objective on housing, employment and infrastructure. The public consultation runs from 2

August to 22 September, and the draft document can be viewed and commented upon at <https://norfolk.citizenspace.com/consultation/norfolk-strategic-framework>.

14. **To receive** the *Breckland Local Plan Pre-submission publication* and **to consider** making comments. NOTE: any representations made should primarily be concerned with compliance with legal requirements and the ‘soundness’ of the document, which can be viewed on the Breckland Council website.
15. **To receive** the External Auditor’s report for the year ended 31 March 2017. This is a “clean” report; however Mazars had complained that the Internal Auditor’s response to the statement ‘Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for,’ was incorrect. Given a choice between ‘Yes’, ‘No’ and ‘Not covered’, the Internal Auditor had selected ‘Yes,’ as he has done for many years. As the Council does not operate petty cash, Mazars now say in their covering letter under ‘Scope for improvement in 2017/18’, that he should have ticked ‘Not covered’ or ‘N/A’ (which is not actually an option) and provided an explanation that no petty cash is held. The Clerk has protested, as this is a change introduced by all External Auditors without any notice being given to councils, many hundreds of whom will have been impacted with the extra work of getting their Internal Auditors to provide a letter confirming that no petty cash is held. The original letter from Mazars also included a paragraph under “Scope for improvement in 2017/18” which referred to the handling of cheques outstanding at the year end, when there were none. The Clerk pointed this out, and Mazars have now apologised saying that this was carried over from a letter to another council in error, and provided a substitute, corrected, letter. This is the last year that the vast majority of parish councils will have to undergo an External Audit, as the new regime started on 1 April 2017. The Clerk will now carry out the actions as required by *The accounts and Audit (England) Regulations 2015* on the conclusion of the audit.
16. **To adopt** a Protocol for the Reporting at Meetings of the Council or Committees, now that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council or its committees when they are open to the public.
17. **To adopt** revised and updated Standing Orders, based on the Model Standing Orders published by the National Association of Local Councils.
18. **To adopt** revised and updated Financial Regulations, based on the Model Financial Regulations published by the National Association of Local Councils.
19. **To note** that the General Data Protection Regulation comes into effect on 25 May 2017 (see <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/>). The Clerk has booked himself on a training session on 1 November. He will then be in a position to ensure that the Council takes all necessary steps to comply with this Regulation, and to assess the work involved.
20. **Finance.**
 - 20.1. **To approve** payment to the Clerk and HM Revenue & Customs totalling £733.32 (salary for 1 July 2017 to 30 September 2017: £628.02; Mileage Allowance Payment for 7 June 2017 - 7 September 2017: £105.30).
 - 20.2. **To approve** payment of £14.68 (Postage & Telephones £14.65; VAT £0.03) to the Clerk as reimbursement for items paid on behalf of the Council for 7 June 2017 to 7 September 2017.
 - 20.3. **To approve** payment of £95.00 Councillor Jessett in reimbursement for her having purchased postage stamps for the return of the completed Village Appraisal questionnaires.
 - 20.4. **To approve** payment of £30.00 (£25.00 + £5.00 VAT) to Norfolk Association of Local Councils in settlement of invoice no. 1183, being this Council’s share of the cost of the Clerk attending the Role of the Clerk training on 20 & 27 July 2017.

20.5. **To approve** payment of £176.29 (£146.91 + £29.38) to Viking, in settlement of invoice no. 304189 for stationery items.

20.6. **To note** receipt of the following credits:

20.6.1. Transparency Fund Grant from Norfolk Association of Local Councils: £386.64.

20.7. **To receive** the Monthly Financial Report.

21. **To decide** on any matters for consideration at next meeting.

22. **To confirm** the date of the next meeting as Monday 16 October 2017, at 7.30 p.m., in St Botolph's Church, Stow Bedon.

Scheduled future Meeting dates:

Monday, 16 October 2017 Monday, 22 January 2018*

Monday, 20 November 2017 Monday, 19 February 2018

Monday, 18 December 2017 Monday, 19 March 2018

*If needed