

# STOW BEDON & BRECKLES PARISH COUNCIL

8 April 2018

**Members of the public are invited** to attend a Meeting of Stow Bedon & Breckles Parish Council to be held in **Caston Village Hall, The Street, Caston, NR17 1DD**, on Monday, 16 April 2018 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.
5. **To confirm** and **sign** the minutes of the Meeting held on Monday, 19 February 2018.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
  - 6.1. [4.1] **Royal Wedding event.** As yet, no request for a grant has been received.
  - 6.2. [4.4] **Verge outside Mere House.** The Clerk has reported the tree branches on the verge to Breckland Council. An Enforcement Officer has called leaving a note asking for the debris to be removed or for the owner to contact them.
  - 6.3. [4.5] **Sign at junction of B1111 and Rocklands Road.** NCC Highways has confirmed that they are ordering replacement arms for this sign, and will in fact replace all three, as the one remaining is faded.
  - 6.4. [10] **Trees around Pingo trail lay-by.** The Clerk reported this to NCC Highways which has passed it to the Trails officer. To date they have not acknowledged.
7. **To receive** Correspondence (pre-circulated).
  - 7.1. HAGS: *Inclusive Playground Solutions.*
  - 7.2. *Cler5t5rrks & Council Direct* - March 2018.

- 7.3. Norfolk County Council: *Tip or skip? County Council urges DIYers to make waste part of their project plan.*
  - 7.4. Norfolk Association of Local Councils: *GDPR toolkit and other National ALC related updates.*
  - 7.5. National Association of Local Councils: *New Data Protection Laws - A GDPR Toolkit of local councils* - February 2018.
  - 7.6. Lord Ashton of Hyde, Parliamentary Under Secretary of State, Department for Digital, Culture, Media & Sport: *Letter to Lord Marlesford attempting to clarify statement made concerning the Data Protection Bill that parish clerks "can also fulfil the role of data protection officer", saying that the Information Commissioner has advised that this would only be permissible where the duties of the clerk are compatible with those of the DPO and do not lead to a conflict of interest, which seems unlikely to be the case.*
  - 7.7. Barclays Bank Plc: *Your Business accounts - at a glance* - 28 February 2018.
  - 7.8. Barclays Bank Plc: *Your Community Account statement* - 30 December 2017 - 28 February 2018.
  - 7.9. Barclays Bank Plc: *Your Active Saver Account statement* - 30 December 2017 - 28 February 2018.
  - 7.10. HM Revenue & Customs: *Important information for all employers.*
  - 7.11. Norfolk Association of Local Councils: *Norfolk ALC Newsletter* - 4 April 2018.
  - 7.12. PKF Littejohn: *2017/18 AGAR and external auditor instructions - PLEASE READ.*
  - 7.13. PKF Littejohn: *Instructions relating to the Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2018.*
  - 7.14. PKF Littejohn: *Which AGAR do I complete and which documents do I need to submit?*
  - 7.15. PKF Littejohn: *Annual Governance and Accountability Return 2017/18 Part 2.*
  - 7.16. PKF Littejohn: *Contact details.*
  - 7.17. Society of Local Council Clerks: *Important Message from the CEO re: GDPR.*
  - 7.18. Norfolk Age UK: *Appeal letter.*
8. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
    - 8.1. **3PL/2018/0033/F: Honeysuckle Cottage, Stow Bedon Road, Rocklands.** Change of use of existing residential annex to independent residential dwelling and widening of existing access. **To receive** Planning Permission dated 13 March 2018.
    - 8.2. **3PL/2017/1184/O: Flybarn Farm, Rockland Road, Stow Bedon.** Application for outline consent for Erection of 5 dwellings with the demolition of agricultural buildings, removal of hard standing areas. (**Note:** this application has been amended from all matters reserved to some matters reserved. An extension in the response deadline to 18 April 2018 has been agreed.)
  9. **To receive** a report on the outcome of the Village Appraisal, and **to agree** any further actions.
  10. **To receive** notice that the Council's bid for a grant of £1,782.00 from Norfolk County Council's Parish partnership fund towards the cost of purchase and installation of a SAM2 Vehicle Activated Sign has been successful, and **to authorise** the Clerk to sign the Acceptance Form and accompanying Memorandum of Understanding.
  11. **To receive** emails from County Councillor Fabian Eagle inviting the Council to volunteer for one of the villages in the parish to be the trial village for his scheme under which volunteers would fill in small potholes in the hope that this would prevent NCC needing to fill large ones, or failing that to provide a letter supporting the idea in principle.
  12. **To approve** and **sign** the Receipts and Payments Account for the year 2017-2018.
  13. **To confirm** that the 30 working day period during which elector's rights to inspect the accounts may be exercised will commence on Monday 4 June 2018 and end on Friday 13 July 2018.

14. **To note** an email from Breckland Council's Democratic Team Leader, reminding all Parish Councillors of the importance of keeping their 'Disclosable Pecuniary Interests and Other Registrable Interests' form up to date as required by Sections 29 - 34 of the Localism Act 2011.

15. **Finance.**

15.1. **To approve** payment of £6.25 to Norfolk Association of Local Councils in part settlement of invoice no. 1413, being this parish's share of the cost of the Clerk attending the General Data Protection Regulation Awareness course on 20 February 2018.

15.2. **To approve** payment of £13.75 to Norfolk Association of Local Councils in part settlement of invoice no. 1479, being this parish's share of the cost of the Clerk attending the Norfolk ALC Spring Conference on 6 March 2018.

15.3. **To approve** payment of £29.95 (£24.96 + £4.99 VAT) to the Clerk in reimbursement for his having paid invoice no. 14566/2018 from Spanglefish for hosting the Council's website.

15.4. **To approve** payment of £54.00 to Stow Bedon Parochial Church Council for use of the church for 9 meetings between March 2019 and February 2018 inclusive.

15.5. **To approve** payment of £106.59 to the Norfolk Association of Local Councils, in settlement of their invoice no. 1566, being the subscription for the year 2018/19.

15.6. **To note** that on or around 26 April 2018 the Information Commissioner's Office will collect £35.00 from the Council's account by direct debit, being the annual registration fee under the Data Protection Act.

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

15.7.1. Precept £2,350.00 & Revenue Support Grant £6.50, from Breckland Council

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

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

17. **To confirm** the date of the next meeting as Monday 21 May 2018 at 8.00 p.m., in Caston Village Hall. (**Note:** The Annual Parish Meeting will be held at 7.30 p.m.)

**Scheduled future Meeting dates:**

Monday, 21 May 2018	Monday, 17 September 2018	Monday, 14 January 2019*
Monday, 18 June 2018	Monday, 15 October 2018	Monday, 18 February 2019
Monday, 16 July 2018	Monday, 12 November 2018	Monday, 18 March 2019
Monday, 13 August 2018*	Monday, 10 December 2018	

\*If needed