

STOW BEDON & BRECKLES PARISH COUNCIL

8 February 2016

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, 15 February 2016 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, 14 December 2015.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
 - 6.1. [10 Minutes of meeting on 19 October 2015] **Transparency Fund.** The Council's revised bid for £853.98 from the Transparency Fund has been successful, and the grant paid into the bank account. The Clerk will now go ahead with purchasing the items.
 - 6.2. [4.1] **Blocked gulley south of Church Cottage.** The Clerk reported this issue again, and the NCC Highways website, under reference 537171, now says 'Works ordered', and, 'We have a drainage repair programmed for this location, work will take place in priority order and as our resources (sic) allow. We are monitoring the location in the meantime until funds are available'.
 - 6.3. [4.1] **Subsidence on Rocklands Road.** The NCC Highways website, under reference 532497, says, 'Works ordered'.
 - 6.4. [4.1] **Hedge outside Breckles Hall.** NCC Highways has declined to take any action and suggests that the Parish contacts the owner for them.

- 6.5. [4.1] **Hedge outside Mere House.** The NCC Highways website says that they have “Contacted person(s) responsible”. The Clerk has asked for information as to the nature of this “contact” and what, if anything, the owner said, but received no answer. It may well be that NCC now expects the Parish Council to follow this up.
- 6.6. [6.3] **Pingo Trail lay-by and Car Park.** County Councillor Ian Monson says that the Environment Department at County Hall, which manages Norfolk Trails, has agreed to allocate funding to pay for the work needed to clean up the Pingo Trail Car Park and entrance through the lay-by. They will be instructing David Jacklin (Highways) about what they expect to be done, and the Highways Department will be doing the job in liaison with the Parish Council and Councillor Morfoot. It is provisionally expected to be done within the next two months but this is to be confirmed.
7. **To receive** Correspondence (pre-circulated).
- 7.1. Breckland Council: *Queen’s 90th Birthday Grant Scheme.*
- 7.2. Aviva: *Local Council Insurance Scheme Quotation.*
- 7.3. Aviva: *Changes you need to know about before you renew your policy.*
- 7.4. Aviva: *Your Parish Council Policy Summary.*
- 7.5. Came & Co: *Important information.*
- 7.6. Came & Co: *Terms of Business.*
- 7.7. Breckland Council: *Neighbourhood Planning (General) Regulations 2012 - Application for designation of a Neighbourhood Area - Rocklands Parish.*
- 7.8. Barclays Bank Plc: *Your Community Account statement - 1-31 December 2015.*
- 7.9. Barclays Bank Plc: *Your Active Saver Account statement - 1-31 December 2015.*
- 7.10. Norfolk County Council: *PM3916-B1077 Brayes Lane, Rocklands (Surfacing Scheme).*
- 7.11. *Clerks & Council Direct - January 2016.*
- 7.12. Norfolk County Council: *Stow Bedon - Highway and Community Ranger Visit - w/c 29 February 2016.*
- 7.13. Norfolk County Council: *Youth Parliament - Making our Mark.*
- 7.14. Smaller Authorities’ Audit Appointments Limited: *External Audit for Smaller Authorities.*
- 7.15. Barclays Bank Plc: *Your Community Account statement - 1-29 January 2016.*
- 7.16. Breckland Council: *Rocklands Neighbourhood Plan.*
8. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
- 8.1. **3PL/2015/1140/F: Netherfield House, Mere Road, Stow Bedon.** Application for Extension of office building to create secure store and car port. (Extension in time limit to 17 February agreed.)
- 8.2. **3PL/2016/0058/F & 3PL/2016/0059/LB: Stow Bedon Hall, Rockland Road, Lower Stow Bedon.** Application for Planning Permission and Listed Building Consent for Construction of swimming pool plant room. (Extension in time limit to 17 February agreed.)
9. **To receive** the *Breckland Local Plan Preferred Directions Consultation* documents (see <http://consult.breckland.gov.uk> for details), and **to consider** any comments the Council may wish to make.
10. **To consider** making necessary repairs to and repainting the Stow Bedon Village Sign.
11. **To consider** extending the period of the Council’s insurance policy by one month so that it covers the period 1 February 2016 to 28 February 2017, to avoid the issues with the regular renewal date occurring at the end of January and the Council preferring not to meet that month. The premium for the 13 months to make this change would be £440.23, as opposed to £406.37 for 12 months.
12. **To review** the Council’s Financial Regulations.

13. **To review** the contents of the Asset Register, and **to agree** the valuations for insurance purposes.
14. **To review** the Risk Assessment.
15. **To carry out** the Annual Review of the system of internal control.
16. **Finance.**
 - 16.1. **To approve** payment to the Clerk and HM Revenue & Customs totalling £975.00 (salary for 1 January 2016 to 31 March 2016: £534.60; payment for additional work relating to Transparency Code implementation, funded by grant from the Transparency Fund: £405.90; Mileage Allowance Payment for 6 December 2015 - 8 February 2016: £16.50 (of which £0.55 is the VAT element); Telephone Allowance: £18.00).
 - 16.2. **To approve** payment of £406.37 (or £440.23, depending on the outcome of item 11) to Came & Company, being the premium for renewal of the Aviva insurance policy for 1 February 2016 to 31 January 2017 (or 28 February 2017). (This is under a three year Long Term Agreement, expiring 31 January 2017 (or 28 February 2017).)
 - 16.3. **To approve** payment of £70.78 (£58.98 + £11.80 VAT) to Viking in settlement of invoice no. 552064 for stationery.
 - 16.4. **To receive** the Monthly Financial Report.
17. **To decide** on any matters for consideration at next meeting.
18. **To confirm** the date of the next meeting as Monday, 14 March 2016, at 7.30 p.m., in Caston Village Hall.

Scheduled future Meeting dates:

Monday, 14 March 2016	Monday, 15 August 2016*	Monday, 12 December 2016
Monday, 18 April 2016	Monday, 19 September 2016	Monday, 16 January 2017
Monday, 16 May 2016**	Monday, 17 October 2016	Monday, 20 February 2017
Monday, 20 June 2016	Monday, 14 November 2016	Monday, 20 March 2017
Monday, 18 July 2016		

*If needed

** Annual Parish Meeting & Annual Meeting of the Parish Council