

STOW BEDON & BRECKLES PARISH COUNCIL

7 May 2017

Members of the public are invited to attend the Annual Meeting of Stow Bedon & Breckles Parish Council to be held in **St Botolph's Church, Gravelpit Hill, Stow Bedon, NR17 1BX**, on Monday, 15 May 2017 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, 20 February 2017.
9. **To report** matters arising from the minutes not on the agenda: **for information only.**
 - 9.1. [6] **Dog waste bin.** Update from Councillor Childs on the installation of the bin.
 - 9.2. [9] **Notice board within the Mere Road telephone kiosk.** Updated from Councillor Childs on the installation of the notice board.
 - 9.3. [10] **Bus shelter graffiti.** Updated from Councillor Hayward on obscuring this graffiti.
10. **To receive** Correspondence (pre-circulated).
 - 10.1. Norfolk Association of Local Councils: *Message from the Chairman Councillor Janet Holdom.*

- 10.2. Norfolk County Council: *Better Broadband for Norfolk Information Sheet 25* - 14 February 2017.
- 10.3. Came & Company: *Long Term Agreement endorsement*.
- 10.4. *Clerks & Councils Direct* - March 2017.
- 10.5. Barclays Bank Plc: *Your Community Account Statement* - 31 December 2016 - 28 February 2017.
- 10.6. Barclays Bank Plc: *Your Active Saver Account Statement* - 31 December 2016 - 28 February 2017.
- 10.7. Hiscox: *Local councils and not-for-profit insurance portfolio Policy wording*.
- 10.8. Hiscox: *Policy Schedule*.
- 10.9. Hiscox: *Certificate of Employers' Liability Insurance*.
- 10.10. Came & Company: *To whom it may concern*.
- 10.11. Society of Local Council Clerks: *S137 Expenditure: Limit for 2017/18*.
- 10.12. National Association of Local Councils: *Parish Precepts*.
- 10.13. The Wayland Partnership Development Trust: *Wayland Partnership Report 2016*.
- 10.14. Norfolk Constabulary: *Thetford & Attleborough Parish Newsletter*.
- 10.15. Norfolk Family Mediation: *Appeal letter*.
- 10.16. Breckland Council: *Invitation from Mike Brennan, Head of Development Management, to Planning Meeting on 27 April 2017 in Attleborough Town Hall or Anglia Room, Breckland Dereham office, on 11 May 2017 (both at 6.30 p.m.)*.
- 10.17. East of England Co-Op: *Re: Community support*.
- 10.18. Norfolk County Council: *Highways Maintenance - Your Local Teams*.
- 10.19. Norfolk SLCC: *Norfolk Local Councils 2017 Conference* - 7 July 2017.
- 10.20. Breckland Council: *Disclosable Pecuniary Interests and Other Registrable Interest forms reminder*.
- 10.21. Breckland Council: *Precept remittance advice*.
- 10.22. Barclays Bank Plc: *Your Community Account Statement* - 1-31 March 2017.
- 10.23. Barclays Bank Plc: *Your Active Saver Account Statement* - 1-31 March 2017.
- 10.24. The Pensions Regulator: *It's time to complete your declaration: your staging date has passed*.
- 10.25. Information Commissioner's Office: *Certificate of Registration* - 20 April 2017 - 19 April 2018.
- 10.26. Information Commissioner's Office: *Register of Data Controllers*.
- 10.27. The Pensions Regulator: *Act now - your duties have started*.
- 10.28. Barclays Bank Plc: *Your Community Account Statement* - 1-28 April 2017.
- 10.29. Breckland Council: *Remittance advice* - Glass recycling £187.23.
11. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
 - 11.1. **3PL/2017/0018/F: Land at Waters Edge Mere Road, Stow Bedon.** Three detached single storey dwellings with integral garages. Refusal of Planning Permission dated 2 March 2017.
 - 11.2. **3PL/2017/0428/HOU & 3PL/2017/0429/LB: Breccles Hall, Watton Road, Breckles.** Application for Planning and Listed Building Permission to Demolish twentieth century outbuildings & erect two new ancillary buildings
 - 11.3. **3AG/2017/0012/AG: Honeypot Estate, Spring Lane/Mere Road junction, Stow Bedon.** Application under The Town and Country Planning (General Permitted Development) (England) Order 2015 for Erection of storage barn.
12. **To note** that the Council's staging date for automatic enrolment with the Pensions Regulator has passed, that the Clerk has written the required letter to all employees on behalf of the Council. The Declaration of Compliance still needs to be made.

13. **To confirm** that the 30 working day period during which elector's rights to inspect the accounts may be exercised will commence on 5 June 2017 and end on 14 July 2017, and that the date appointed for the exercise of electors' rights to question the auditor or make objections is 15 July 2017.
14. **To approve and sign** the Receipts and Payments Account for the year 2015-2016.
15. **To receive** the report of the Internal Auditor.
16. **To approve and sign** the Annual governance statement 2016/17 in the Annual Return for the year ended 31 March 2017.
17. **To approve and sign** the Accounting statements in the Annual Return for the year ended 31 March 2017, and **to agree** the Bank Reconciliation and Explanation of variances.
18. **To appoint** the Internal Auditor for 2017-2018.
19. **Finance.**
 - 19.1. **To approve** payment of £150.00 to Stow Bedon Parochial Church Council as a grant towards the cost of maintaining the burial ground in the parish.
 - 19.2. **To approve** payment of £150.00 to Breckles Parochial Church Council as a grant towards the cost of maintaining the burial ground in the parish.
 - 19.3. **To approve** payment of £29.95 (£24.96 + £4.99 VAT) to the Clerk in reimbursement for his having paid invoice no. 14566/2017 from Spanglefish for hosting the Council's website.
 - 19.4. **To note** that the Information Commissioner's Office collected £35.00 from the Council's account by direct debit on or around 26 April 2017, being the annual registration fee under the Data Protection Act.
 - 19.5. **To approve** payment of £104.42 to the Norfolk Association of Local Councils, in settlement of their invoice no. 749 for the annual membership subscription for 2017/18.
 - 19.6. **To approve** payment of £2.90 to Peter Cotes (Internal Auditor) in reimbursement of the cost of mailing the Audit File back to the Clerk having completed his work.
 - 19.7. **To receive** the Monthly Financial Report.
20. **To decide** on any matters for consideration at next meeting.
21. **To confirm** the date of the next meeting as Monday, 19 June 2017, at 7.30 p.m., in St Botolph's Church, Stow Bedon.

Scheduled future Meeting dates:

Monday, 19 June 2017	Monday, 16 October 2017	Monday, 22 January 2018*
Monday, 17 July 2017	Monday, 20 November 2017	Monday, 19 February 2018
Monday, 14 August 2017*	Monday, 18 December 2017	Monday, 19 March 2018
Monday, 18 September 2017		

*If needed