

STOW BEDON & BRECKLES PARISH COUNCIL

12 May 2018

Members of the public are invited a Meeting of Stow Bedon & Breckles Parish Council to be held in **Caston Village Hall, The Street, Caston, NR17 1DD**, on Monday, 21 May 2018 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, 17 April 2018.
9. **To report** matters arising from the minutes not on the agenda: **for information only.**
10. **To receive** Correspondence (pre-circulated).
 - 10.1. Society of Local Council Clerks: *Statement from the Information Commissioner's Office - regarding General Data Protection Regulation implementation.*
 - 10.2. HM Revenue & Customs: *Important changes to the way you make your VAT126 Claim.*
 - 10.3. National Association of Local Councils: *PB01-18 / Information Commissioner's Office Statement on the General Data Protection Regulation.*
 - 10.4. Information Commissioner's Office: *Data Protection Registration - confirmation of renewal.*

- 10.5. Barclays Bank Plc: *Your Business accounts - at a glance* - as at 30 April 2018.
- 10.6. Barclays Bank Plc: *Your Community Account* - 30 March - 30 April 2018.
- 10.7. Barclays Bank Plc: *Your Active Saver Account* - 30 March - 30 April 2018.
- 10.8. *Clerks & Councils Direct* - May 2018.
- 10.9. Barclays Bank Plc: *Barclays Swaffham branch is closing*.
11. **To receive** two emails from Norfolk Association of Local Councils regarding the General Data Protection Regulations and **to determine** what action, if any, is necessary. The first email, dated 19 April, following many questions from Parish Councils about how they should comply with the Regulation's requirement that a Data Protection Officer be appointed, proposed arranging member councils to participate in a county-wide DPO Scheme. this would cost £25.00 p.a. for councils with an annual spend not exceeding £25,000, and provide some telephone support through initial paperwork issues, and then (if needed) a referral to negotiate any further professional support (initially free but then at £50.00/hour) from a "support partner" for more significant GDPR issues, e.g. dealing with a data breach. The second email, dated 26 April, confirmed that the Government has tabled an amendment to its own Data Protection Bill to exempt parish and town councils from the requirement to appoint a DPO, although all other measures will apply. Appointing a DPO would become discretionary and just regarded as good practice.
12. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
 - 12.1. **3PL/2018/0385/VAR: Pig Patch House Cartlodge, Mere Road, Stow Bedon.** Application for Variation of condition 2 on pp 3PL/2015/0461/F - 2 storey dwelling & detached cartlodge - temporary use of cartlodge to dwelling during construction works. I have the paperwork. **To note** that, after consultation with Councillors, the Clerk has responded using his delegated powers, saying that the Council had no objections on the understanding that on completion of the new dwelling the cartlodge be returned to exactly the plans originally submitted, and be used solely for that purpose.
 - 12.2. **3PL/2018/0495/HOU: Breckles House, Cherry Tree Lane, Stow Bedon.** Application for Proposed annexe attached to existing garage.
13. **To confirm** the list of Direct Debit payments set up on the Council's account.
14. **To receive** the report of the Internal Auditor.
15. **To approve** and **sign** the Certificate of Exemption on Page 3 of the Annual Governance and Accountability Return 2017/18 Part 2, to confirm that the Council is a Smaller authority where the higher of gross annual income or gross annual expenditure does not exceed £25,000 and meets the qualifying criteria, and is therefore exempt from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review. The Clerk will then send this certificate to the external auditor.
16. **To approve** and **sign** the Annual Governance and Accountability Return 2017/18 Part 2 Section 1 - Annual Governance Statement 2017/18.
17. **To approve** and **sign** the Annual Governance and Accountability Return 2017/18 Part 2 Section 2- Accounting Statements 2017/18.
18. **To approve** the Analysis of variances and Bank reconciliation.
19. **To appoint** the Internal Auditor for 2018-2019.
20. **To receive** notice of the 2018-2019 National Salary Award from the National Association of Local Councils. This gives the Clerk, on Spinal Column Point 22, a 2% increase and a pay scale of £10.953/hour (£2,628.72 p.a.) from 1 April 2018.

21. Finance.

- 21.1. **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.
 - 21.2. **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.
 - 21.3. **To approve** payment of £44.25 to the Society of Local Council Clerks, being this parish's share of the Clerk's subscription for the year ending 31 May 2019.
 - 21.4. **To approve** payment of £170.12 (£141.77 + £28.35 VAT) to Viking in settlement of their invoice no. 251650 for stationery supplied.
 - 21.5. **To approve** payment of £2.95 to Peter Cotes (Internal Auditor) in reimbursement of the cost of mailing the Audit File back to the Clerk having completed his work.
 - 21.6. **To approve** payment of £18.75 to SLCC Enterprises, being this Council's share of the cost of the Clerk attending the East of England Regional Training Seminar on 11 July 2018.
 - 21.7. **To approve** payment of £12.38 to Norfolk SLCC, being this Council's share of the cost of the Clerk attending the Norfolk Local Council's Conference on 1 June 2018.
 - 21.8. **To approve** payment of £10.36 (£8.63 + £1.73 VAT) to SLCC Enterprises Limited in settlement of their invoice no. 125587, being this parish's share of the cost of the Clerk attending the Regional Training Seminar on 6 September 2017.
 - 21.9. **To approve** payment of £4,186.80 (£3,489.00 + £697.80) to Westcotec Limited in settlement of their invoice no. 8774 for provision and installation of a SAM2 device and accessories. (This is £75.00 + VAT less than anticipated because one securing bracket is included in the SAM2 package.)
 - 21.10. **To approve** payment of £70.00 to Mrs Hannah Reed, being a grant to the Royal Wedding Committee towards the cost of obtaining toilet facilities for the celebration party on 19 May. (The cost of this is covered by the reduction mentioned above.)
 - 21.11. **To note** receipt of the following credits:
 - 21.11.1. £39.40 VAT recovered from HM Revenue & Customs.
 - 21.11.2. £139.04 glass recycling credit from Breckland Council.
 - 21.12. **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 18 June 2018 at 7.30 p.m., in Caston Village Hall.

Scheduled future Meeting dates:

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

*If needed