

STOW BEDON & BRECKLES PARISH COUNCIL

6 September 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, 17 September 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, 18 June 2018.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
7. **To receive** Correspondence (pre-circulated).
 - 7.1. *Clerks & Councils Direct* - July 2018.
 - 7.2. Barclays Bank Plc: *Your Business Accounts – at a glance.*
 - 7.3. Barclays Bank Plc: *Your Community Account Statement – 1-29 June 2018.*
 - 7.4. Barclays Bank Plc: *Your Active Saver Account Statement – 1-29 June 2018.*
 - 7.5. Norfolk Constabulary: *Parish Newsletter – August 2018.*
 - 7.6. Society of Local Council Clerks: *Email quoting from the “technical consultation” on the draft local government finance settlement, which confirms that the government intends to continue the deferral of setting referendum principles for town and parish councils regarding precepts.*
 - 7.7. Hiscox Insurance Company Limited: *Proposed changes in anticipation of Brexit.*
 - 7.8. Citizens Advice Mid Norfolk: *Support for the coming year.*
 - 7.9. Campaign to Protect Rural England: *CPRE Norfolk Alliance – update.* (re. Breckland Local Plan).

- 7.10. Wayland Partnership: *Email re funding issues.*
8. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
- 8.1. **3PL/2017/0878/F: Wayland Farms Ltd, Cherry Tree Farm, Sandy Lane, Stow Bedon.** 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 receive** notice that due to a technical difficulty in the application submission, the consideration of this application has been suspended until further notice. It will be reinstated only when this deficiency has been rectified, and the Council will be advised accordingly.
- 8.2. **3PL/2017/1309/F: Prince of Wales Lodge, Cherry Tree Lane, Stow Bedon.** Erection of 8 dwellings with parking, garaging, amenity and open space and retain existing dwelling. **To receive** notice that an appeal has been made to the Secretary of State under reference APP/F2605/W/18/3200028.
- 8.3. **3PL/2018/0739/VAR: Mere House, Mere Road, Stow Bedon.** Application for Variation of condition 2 on 3PL/2016/0787/F in respect to revised design - Proposed single storey detached dwelling and detached garage. **To note** that the Clerk has responded “No objections” after consulting all Members, and **to receive** planning Permission dated 23 August 2018.
- 8.4. **3PL/2018/0972/HOU and 3PL/2018/0973/LB: Stow Bedon Hall, Rockland Road, Stow Bedon.** Application and Listed Building - This application is for the repair and refurbishment of an existing single garage and conversion of part of the connected outbuilding (an old disused milking parlour) into a greenhouse. (Extension in Breckland’s response deadline until 20 September agreed.)
9. **To consider** the possibility of obtaining a Windows computer which could be used to receive downloads from the SAM2 device, and thus provide reports to the Council, as the resident who has volunteered to deal with the equipment only has AppleMac.
10. **To note** that the Clerk has arranged for the Street Furniture sum insured with Hiscox to be increased by £3,516 to cover the SAM2. The revised total covered is now £16,657.63. No additional premium will be charged as the policy allows free cover for loss or damage to assets up to a limit of £30,000.
11. **To approve** and where appropriate **adopt** the following documents required as a result of the General Data Protection Regulations:
- 11.1. Inventory of Data Captured, Stored and Processed by the Council;
 - 11.2. Privacy Notice;
 - 11.3. Privacy notice for Councillors and employees.
 - 11.4. Information & Data Protection Policy;
 - 11.5. Publication Scheme (revised);
 - 11.6. Retention and Disposal Policy;
 - 11.7. Appendix A: List of Documents for Retention or Disposal;
 - 11.8. Subject Access Request Form;
 - 11.9. Social Media and Electronic Communication Policy;
 - 11.10. Removable Media Policy;
- and **to agree** that appropriate items be posted on the Council’s Website, together with the Council’s Standing Orders and Financial Regulations.

12. **To note** that Caston Village Hall is increasing its hire charges.
13. **To note** that the Clerk has deposited the Minutes of Council Meetings and Parish Meetings from 1 April 2013 to 31 March 2017 at the Norfolk Records Office under Accession number ACC 2018/48. These will be catalogued and stored with previous sets of Minutes
14. **To receive** confirmation from the Chairman that he has carried out an Annual Appraisal of the Clerk's performance, assessing it as being fully satisfactory, and **to agree** his recommendation that, in accordance with his contract, w.e.f. 20 September 2018 he is awarded an additional Spinal Column Point to take him to SCP 23, which would increase his pay rate by 32.2p/hour or £77.28 p.a., making the total salary £2,706.00 p.a. This increase is within the planned budget.
15. **Finance.**
 - 15.1. **To approve** payment to the Clerk and HM Revenue & Customs totalling £788.80 (salary for 1 July 2018 to 30 September 2018: £657.18; Mileage Allowance Payment for 11 June 2018 - 5 September 2018: £131.62).
 - 15.2. **To approve** payment of £8.31 (Postage & Telephones) to the Clerk as reimbursement for items paid on behalf of the Council for 11 June 2018 - 5 September 2018.
 - 15.3. **To approve** payment of £27.98 (£23.33 + £4.65 VAT) to the Clerk as reimbursement for him having purchased two padlocks to secure the SAM2 device.
 - 15.4. **To approve** payment of £25.00 to the Clerk in reimbursement for his having paid this parish's share of invoice no 6387 from Bailiwick IT, being the cost of transferring the Council's data from the damaged laptop to a new one.
 - 15.5. **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 15 October 2018 at 7.30 p.m., in Caston Village Hall.
18. **To resolve** under *Public Bodies (Admission to Meetings) Act 1960, s.1(2)* to exclude the public and press for the discussion of the next item as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted
19. **To consider** a review of the Clerk's paid working hours, and other matters.

Scheduled future Meeting dates:

Monday, 15 October 2018	Monday, 14 January 2019*
Monday, 12 November 2018	Monday, 18 February 2019
Monday, 10 December 2018	Monday, 18 March 2019

*If needed