

STOW BEDON & BRECKLES PARISH COUNCIL

8 March 2020

Members of the public are invited to attend a Meeting of Stow Bedon & Breckles Parish Council to be held **via video link**, on Monday, 20 April 2020 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)

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. **County and District Councillors' updates.**
5. **To confirm** the minutes of the Meeting held on Monday, 17 February 2020, for retrospective signing by the Chairman of the next face-to-face meeting of the Council.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
 - 6.1. [11, Minutes of 18 November 2019] **Proposal to maintain existing Recycling Credit rate for 2020/21.** Norfolk County Council has decided not to adopt the proposed freeze so the Recycling Credits payment for 2020/21 will increase by 3% as usual.
 - 6.2. [9, Minutes of 18 November 2019] **Vehicle Activated Sign (Deer) for A1075.** At the NCC Cabinet on 2 March, this project was approved as part of the Parish Partnership Scheme. However, the funding for all 35 vehicle activated sign schemes approved is not provided by NCC but by the Safety Camera Partnership, which (unlike NCC) has not already set the budget aside, and so has yet to approve making the money available. Last year this decision was not made until the end of May, so it could be some time before it is definitely confirmed that the grant is available. Wretham Parish Council has suggested that the three parishes should identify the four locations within their parish where they would like their posts to be located. In response to this Hockham Parish Council advised that it changed its mind about joining in the project. Unfortunately they but did not think to advise the other Councils involved, nor apparently, County Cllr. Fabian Eagle. This will mean that less posts and brackets will need to be purchased, and thanks to the grants from both the Parish Partnership Scheme and Cllr. Eagle's budget, this will only result in a small increase in the initial cost to the two remaining parishes, and a bit more on the annual running costs.
7. **To receive** Correspondence.
 - 7.1. Ms. Saville: *Letter.*

- 7.2. Elizabeth Truss MP: *Community Access to Cash Pilots.*
 - 7.3. *Clerks & Councils Direct - March 2020.*
 - 7.4. The Pensions Regulator: *Work out your legal duties now.*
 - 7.5. Barclays Bank Plc: *Your Business accounts - at a glance - Balances on 28 February 2020.*
 - 7.6. Barclays Bank Plc: *Your Community Account - 1 January - 28 February 2020.*
 - 7.7. Barclays Bank Plc: *Your Active Saver Account - 1 January - 28 February 2020.*
 - 7.8. SAM2 Co-ordinator: *Monthly report.*
 - 7.9. FPK Littlejohn: *2019/20 - instructions delayed pending clarity over coronavirus implications.*
 - 7.10. Breckland Council: *2019 Annual Review.*
 - 7.11. Breckland Council Planning: *Consultation [on planning applications] with Parish and Town Councils during Covid-19 period.*
 - 7.12. Norfolk Association of Local Council: *Information note.*
 - 7.13. SAM2 Co-ordinator: *Monthly report.*
 - 7.14. Barclays Bank Plc: *Your Business accounts - at a glance - Your balances on 31 March 2020.*
 - 7.15. Barclays Bank Plc: *Your Community Account statement - 29 February - 31 March 2020.*
 - 7.16. Barclays Bank Plc: *Your Active Saver Account statement - 29 February - 31 March 2020.*
 - 7.17. A resident: *Thanks to the Parish Council for arranging for the work that has been carried out removing the ivy from the trees on Gravelpit Hill. It is a huge improvement.*
8. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
- 8.1. **3PL/2020/0212/HOU: Woodfield, Mere Road, Stow Bedon.** Double garage. **To note** that after consultation with members, the Clerk has responded “No objections” under his delegated powers, and **to receive** Planning Permission dated 8 April 2020.
 - 8.2. **3PL/2019/1363/F: Land North of Mere House, Mere Road, Stow Bedon.** Erection of 2 No. Dwellings with Associated Works, Including; Provision of Internal Access Road and Landscaping. Planning Permission dated 11 March 2020.
9. **To consider** taking further action in an attempt to form a Community Speedwatch group.
10. **To review** the Council’s Financial Regulations.
11. **To review** the contents of the Asset Register, and **to agree** the valuations for insurance purposes.
12. **To review** the Risk Assessment.
13. **To carry out** the Annual Review of the system of internal control.
14. **To note** that as a result of the Coronavirus pandemic, Viking is no longer going to accept cheque payments for stationery orders, and **to consider** either agreeing to set up a direct debit for this (usually) annual payment, or asking the Clerk to settle invoices from his personal account, which the Council will then reimburse.
15. **Finance.**
- 15.1. **To approve** payment of £18.00 to the Clerk (Telephone Allowance Payment).
 - 15.2. **To approve** payment of £12.26 (Postage & Telephones: £8.26; Hire of Hall for meetings (heating): £4.00) to the Clerk as reimbursement for items paid on behalf of the Council for 9 December 2019 - 8 March 2020.
 - 15.3. **To approve** payment of £29.95 (£24.96 + £4.99 VAT) to the Clerk in reimbursement for his having paid Spanglefish in settlement of their invoice no. 14566/2020 for hosting the Council’s website.

- 15.4. **To approve** payment of £109.97 to Norfolk Association of Local Councils, in settlement of their invoice no. 3875, being the membership subscription for 2020-21.
- 15.5. **To note** that on or around 26 April 2020 the Information Commissioner’s Office will collect £35.00 from the Council’s account by direct debit, being the data protection fee due under the *Data Protection (Charges and Information) Regulations 2018*.
- 15.6. **To note** that as a result of a miscalculation the Council’s Community Account slipped into overdraft by £36.85 on 2 March until this was corrected on 6 March, and **to receive** *Advance notification of charges* of £0.12 interest.
- 15.7. **To note** receipt of the following credit: Breckland Council, £2,500.00 Precept.
- 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, 18 May 2020 at 5.00 p.m., via video link.

Scheduled future Meeting dates:

Monday, 18 May 2020	Monday, 14 September 2020	Monday, 18 January 2021*
Monday, 15 June 2020	Monday, 19 October 2020	Monday, 15 February 2021
Monday, 13 July 2020	Monday, 16 November 2020	Monday, 15 March 2021
Monday, 17 August 2020*	Wednesday, 16 December 2020	

*If needed