

# STOW BEDON & BRECKLES PARISH COUNCIL

7 June 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, 15 June 2020 at **6.00 p.m.** for the purpose of transacting the following business. It is possible to attend this virtual meeting by computer, notepad, smart phone or similar device. Please contact the Clerk, preferably by email at [sbandb.pc.clerk@gmail.com](mailto:sbandb.pc.clerk@gmail.com) (or failing that on 01953 499980). You will then be sent instructions and password to join the meeting.



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. **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. In view of the additional complexity of holding this meeting "virtually", the Chairman will be particularly strict in keeping this section of business as short as possible.
5. **To confirm** the minutes of the Meeting held on Monday, 18 May 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. [6.1] **Turkey sheds at Brookside House, Breckles.** Breckland Enforcement reports that the developer had been asked to regularise the breach of planning control, but has not yet responded. In the light of current restrictions this may well be delayed, but an update is promised when something happens.
7. **To receive** Correspondence.
  - 7.1. Barclays Bank Plc: *The interest rate on your savings account is changing,*
  - 7.2. Breckland Council: *Recycling Payment 2019/20 - £183.63.*
  - 7.3. Barclays Bank Plc: *Your Business accounts - at a glance - Your balances on 29 May 2020.*
  - 7.4. Barclays Bank Plc: *Your Community Account statement - 1-29 May 2020.*
  - 7.5. Barclays Bank Plc: *Your Active Saver Account statement - 1-29 May 2020.*

8. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
  - 8.1. **3PL/2020/0453/F: Breckles Gate, Wretham Road, Breckles.** The erection of a self-contained one bedroom annexe. **To note** that, after consultation with four Councillors the Clerk has responded using delegated powers, saying that although the Council has no objection to the construction of a detached annex in principle, providing it was a condition that it is tied to the host dwelling and not sold or let separately, it objects to the design of the proposed dwelling, which is inappropriate to be positioned next door to the listed building. The Council also questions the compliance with Policy GEN 02 which requires all development to respect and be “sensitive to the character of the surrounding area”. This also requires development to be “sustainably designed”, but the application contains very little evidence that this would be the case.
  - 8.2. **3PL/2020/0454/LB: Breckles Gate, Wretham Road, Breckles.** The erection of a self-contained one bedroom annexe. (Listed building consent). As item 8.1.
  - 8.3. **3PL/2020/0439/VAR: Land North of Mere House, Mere Road, Stow Bedon.** Variation of Condition No 2 on 3PL/2019/1363/F (Erection of two dwellings) - Revised Site, Elevations and Tree Protection Plan. **To note** that, after consultation with four Councillors the Clerk has responded using delegated powers, saying the Council has no comment to make.
  - 8.4. **3PL/2020/0490/HOU: Harvesters, Mere Road, Stow Bedon.** Single storey rear extension and new front boundary wall to replace existing hedge.
9. **To receive** and **note** the Annual Internal Audit Report from the Annual Governance and Accountability Return (AGAR) 2019/20.
10. **To approve** the AGAR 2019/20 Part 2 Section 1 - Annual Governance Statement 2019/20.
11. **To approve** the AGAR 2019/20 Part 2 Section 2 - Accounting Statements 2019/20.
12. **To approve** the Certificate of Exemption on Page 3 of the AGAR 2019/20 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 AGAR to the external auditor for a limited assurance review.
13. **To authorise** the Chairman and Clerk of the meeting to sign the Annual Governance Statement, and the Chairman to sign the Accounting Statements.
14. **To note** that the Clerk, as Responsible Financial Officer (RFO) has set the commencement date for the exercise of public rights as 1 September 2020.
15. **To authorise** the RFO and the Chairman to sign the Certificate of Exemption. The Clerk will then send this to the External Auditor, and publish all the required documents on the website and notice boards.
16. **To approve** the Explanation of variances and Bank reconciliation.
17. **To appoint** the Internal Auditor for 2020-2021.
18. **Finance.**
  - 18.1. **To approve** payment to the Clerk and HM Revenue & Customs totalling £1,024.02 (salary for 1 April 2020 to 30 June 2020: £965.93; payment for use of home as office: £13.50; Mileage Allowance Payment for 11 February 2020 - 6 June 2020: £44.59).
  - 18.2. **To approve** payment of £19.58 (Postage & Telephones: £17.07; Stationery: £1.69; VAT £0.82) to the Clerk as reimbursement for items paid on behalf of the Council for 9 March 2020 - 6 June 2020.
  - 18.3. **To approve** payment of £50.00 to Mr Peter Cotes as an honorarium for the completion of the Internal Audit for the year ended 31 March 2020.

18.4. **To note** receipt of the following credit:

18.4.1. HM Revenue & Customs - VAT Reclaim: £111.03 - 12 May 2020.

18.4.2. Breckland Council - Glass recycling: £183.63 - 2 June 2020.

18.5. **To vire** the sum of £54.00 from the Staff Costs budget (formerly Clerk's salary) to Other Staff Related Costs (formerly Clerk's Mileage Allowance) in order to accommodate the changes made to the way of reporting the costs of Homeworking Allowances in the 2020/21 AGAR.

18.6. **To receive** the Monthly Financial Report.

19. **To decide** on any matters for consideration at next meeting.

20. **To confirm** the date of the next meeting as Monday, 13 July 2020 at 6.00 p.m., via video link.

**Scheduled future Meeting dates:**

Monday, 13 July 2020

Monday, 19 October 2020

Monday, 18 January 2021\*

Monday, 17 August 2020\*

Monday, 16 November 2020

Monday, 15 February 2021

Monday, 14 September 2020

Wednesday, 16 December 2020

Monday, 15 March 2021

\*If needed