

STOW BEDON & BRECKLES PARISH COUNCIL

3 June 2022

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, 13 June 2022 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 receive** the Chairman's declaration of acceptance of office, or if not then received, **to decide** when it shall be received.
2. **To consider accepting** the reasons for any apologies for absence.
3. **Declarations of interest** in items on the agenda. Members are reminded that they should declare any new Disclosable Pecuniary Interests or Other Interests that are not currently included in the Register of Interests, and 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.
4. **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.
5. **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.
6. **To confirm** and **sign** the minutes of the Meeting held on Monday, 16 May 2022.
7. **To report** matters arising from the minutes not on the agenda: **for information only**.
 - 7.1. [7] **Footpath Stow Bedon FP1.** The NCC Countryside Access Officer says she has now met with the owners of the land onto which the path has been diverted, and says that she is in the process of establishing the definitive line of the right of way, and waiting on documentation from the other landowner.
8. **To receive** the following correspondence (available at the meeting - * distributed by email).
9. **To receive** an update from Simon Wood, on the various outstanding applications at Cherry Tree Farm, and **to agree** any action necessary.
10. **To receive** an email from Cllr Fabian Eagle advising of his intention to acquire some Swift Towers to go into villages that feel they have the appropriate place and populations of swifts and house martins, and **to agree** an action necessary.

11. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
 - 11.1. **3PL/2022/0584/F: Small Paddock Adjacent to Gay Deane.** Technical Details application following grant of Permission in Principle under Breckland Planning Reference 3PL/2020/0779/PIP. Application for 2 No detached single-story residential properties with associated garages, access and landscaping.
12. **To receive** and **note** the report to Council from the Internal Auditor via the completed and signed Annual Internal Audit Report from the Annual Governance and Accountability Return (AGAR) 2021/22.
13. **To approve** the AGAR 2021/22 Form 2 Section 1 - Annual Governance Statement 2021/22.
14. **To approve** the AGAR 2021/22 Form 2 Section 2 - Accounting Statements 2021/22.
15. **To approve** the Certificate of Exemption on Page 3 of the AGAR 2021/22 Form 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.
16. **To authorise** the Chairman and Clerk of the meeting to sign the Annual Governance Statement, and the Chairman to sign the Accounting Statements.
17. **To note** that the Clerk, as Responsible Financial Officer (RFO), has set the commencement date for the exercise of public rights as 20 June 2022.
18. **To authorise** the RFO and the Chairman to sign the Certificate of Exemption.
19. **To approve** the Explanation of variances and Bank reconciliation.
20. **To appoint** an Internal Auditor for 2022-2023.
21. **To note** that Clerk will then send the Certificate of Exemption to the External Auditor, and publish all the required documents on the website and notice boards.
22. **Finance.**
 - 22.1. **To approve** payment to the Clerk and HM Revenue & Customs totalling £1,163.30 (salary for 1 April 2022 to 30 June 2022: £1,050.20; Homeworking Allowance: £19.50; Mileage Allowance for 6 March 2022 - 2 June 2022: £93.60).
 - 22.2. **To approve** payment of £14.48 (Postage & Telephones) to the Clerk as reimbursement for items paid on behalf of the Council for 6 February 2022- 5 June 2022.
 - 22.3. **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 2022.
 - 22.4. **To approve** payment of £22.00 to Sue Tanner in reimbursement of her having paid Norfolk County Council the fee for Road Closure of Mere Road for the Queen's Platinum Jubilee Street Party.
 - 22.5. **To approve** payment of £580.00 (to Clare Rowling in reimbursement of her having paid Invoice dated 30 March 2022 from Ladybug Handmade Crafts for Jubilee Mugs as part of the celebrations for the Queen's Platinum Jubilee.
 - 22.6. **To note** receipt of the following credit: HM Revenue & Customs - VAT refund - £155.09 - 13 May 2022.
 - 22.7. **To receive** the Monthly Financial Report.
23. **To decide** on any matters for consideration at next meeting.
24. **To confirm** the date of the next meeting as Monday, 18 July 2022 at 7.30 p.m., in Caston Village Hall.

Scheduled future Meeting dates:

Monday, 18 July 2022	Monday, 17 October 2022	*Monday, 16 January 2023
*Monday, 15 August 2022	Monday, 14 November 2022	Monday, 13 February 2023
Monday, 12 September 2022	Monday, 12 December 2022	Monday, 13 March 2023

*If needed