

STOW BEDON & BRECKLES PARISH COUNCIL

Minutes of the Annual Meeting of Stow Bedon & Breckles Parish Council on Monday, 12 May 2014 at 8.00 p.m. in Caston Village Hall.

Present: Councillors: Phil Childs (Chairman), Paul Howe, Dawn Jessett, John Morfoot, Lee Pilkington. Julian Gibson (Clerk)

There being no urgent business to discuss, the meeting scheduled for 14 April 2014 did not take place.

As the previous Annual Parish Meeting overran, the start of this meeting was delayed.

- 1 Election of Chairman.** Mr Childs was **elected** Chairman.
- 2 Chairman's Declaration of Acceptance of Office.** Mr Childs signed the declaration, which was **received**.
- 3 Election of Vice Chairman.** Mr Pilkington was **elected** Vice Chairman.
- 4 Apologies for absence.** None.
- 5 Declarations of interest.** None.
- 6 Dispensations.** None.
- 7 Public participation session.** None.
- 8 Minutes.** The minutes of the meeting held on Monday, 17 March 2014 were **confirmed** and **signed**.
- 9 Matters arising.**
 - 9.1 [11, Minutes of 18 November 2013] **Maintenance of Notice Boards.** The Wayland Prison Community & Business Engagement Manager has said they might be in a position to at last start this work in May.
 - 9.2 [12] **Drainage in Breckles.** Dudley Stammers, Chairman East Harling Drainage Board has said that he will be inspecting the area with his staff, and they will then come up with a plan to carry out any necessary work, although it may not be able to carry this out until later in the year, after the nesting season.
- 10 Correspondence.** The following correspondence was **received**:
 - 10.1 *Clerks & Council Direct* - March 2014.
 - 10.2 Norfolk County Council: *Completed Ranger work.*
 - 10.3 HM Revenue & Customs: *BACS Remittance advice.*
 - 10.4 Norfolk Rural Community Council: *ThinkingWISP Expansion - Faster, Local Broadband.*
 - 10.5 Barclays Bank Plc: *Community Account Statement* - 1-31 March 2014.
 - 10.6 Barclays Bank Plc: *Active Saver Account Statement* - 1-31 March 2014.
 - 10.7 Breckland Council: *Town and Parish Council Forum Newsletter.*
 - 10.8 Breckland Council: *Precept remittance advice.*
 - 10.9 Norfolk County Council: *Highway and Community Ranger Visit -2 June 2014.*
 - 10.10 Came & Company: *Spring Parish Matters 2014.*
 - 10.11 Norfolk Constabulary: *Parish/Ward Crime Statistics* - 1-31 March 2014.
 - 10.12 Breckland Council: *Recycling Payment 2013-14.*
 - 10.13 *Clerks & Councils Direct* - May 2014.
 - 10.14 Information Commissioner's Office: *Certificate of Registration.*
 - 10.15 Barclays Bank Plc: *Community Account Statement* - 1-30 April 2014.
 - 10.16 Manorcourt Homecare: *Re-opening of Angelica Place.*

11 Planning.

11.1 **Breckles Heath applications appeals:** As requested, the Clerk had included a copy of the statement from Norfolk County Council's Highways submitted to the Planning Inspectorate for information. He reported that final comments were due by 1 April, but the Appeal was still "on progress".

11.2 **3PL/2014/0412/O: Stone Leigh Cottage, Mere Road, Stow Bedon.** Application for Erection of 4 bed dwelling & detached garage. It was **resolved** that the Council had no objection on condition that the position of the new house was amended so as to be correctly aligned with the existing properties on either side, rather than projecting forwards as it does on the plans. This amendment should be made to ensure conformity with Policy DC16, "Particular regard should be given to reinforcing locally distinctive patterns of development, landscape and culture and complimenting existing buildings."

12 **Casual Vacancies.** Members had approached potential members but without success. Another name was suggested, and will be pursued. The Clerk was asked to keep including the item on future agendas.

13 **Road names.** The Clerk reported that both Norfolk County Council and Breckland Council were agreed that the correct name of the road passing through Lower Stow Bedon from the junction with the B1111 and the junction with the B1077 (which road is known by Breckland Council as Caston Road and by Norfolk County Council as Carbrooke Road) is actually Rockland Road. It was **agreed** to accept their decision, but to ask Breckland Council to advise Google, as on their online maps they call Rockland Road "Bray's lane" from the junction with Mere Road northwards to the B1077 junction.

14 **Pingo Trail.** Councillor Jessett said she had learned that there had recently been a theft from a car which was parked in the Pingo Trail car park. The Clerk agreed to ask Ian Monson to chase this.

15 **Training.** The action taken by the Chairman and Clerk in signing an Application Form for the Clerks' Training Bursary Scheme to obtain 50% of the £25.00 cost of the Clerk attending the Understanding Standing Orders Training course was **confirmed**.

16 **Receipts & payments account.** The Receipts & Payments Account 2013/2014 was **approved** by the Council and **signed** by the Chairman.

17 **Report of the Internal Auditor.** The report of the Internal Auditor on the year ended 31 March 2014 was **received**.

18 **Annual Return.** The Accounting statements and Annual governance statement in the Annual Return for the year ended 31 March 2014, was **approved** and **signed** by the Clerk and the Chairman on behalf of the Council. The Bank reconciliation and the Explanation of variances were **agreed**. The Clerk confirmed that the *Notice of appointment of date for the exercise of electors' rights* would now be posted.

19 **Internal Auditor.** It was **resolved** that Mr Peter Cotes be reappointed as Internal Auditor for the year 2013-2014. It was **agreed** that the Clerk should purchase a gift voucher to be sent with the Council's thanks.

20 **Meetings schedule.** It was **agreed** that the meeting scheduled for 17 November should be moved to 10 November.

21 Finance.

21.1 **Subscriptions.** It was **resolved** that cheque number 100636 for £35.00 to the Clerk be signed to reimburse him for having paid the Information Commissioner's Office for

the renewal fee for registration under the Data Protection Act for the year commencing 26 April 2014. (*Local Government Act 1972 s. 111(1)*)

- 21.2 **Training.** It was **resolved** that cheque number 100637 for £10.36 (£8.63 + 1.73 VAT) to SLCC Enterprises Limited be signed, being this Council's share of the cost of the Clerk attending the SLCC East of England Regional Conference. (*Local Government Act 1972 s. 111*)
- 21.3 **Training.** It was **resolved** that cheque number 100638 for £15.63 to Norfolk Parish Training Partnership be signed, being this Council's share of the cost of the Clerk attending an Understanding Standing Orders training course. (*Local Government Act 1972 s. 111*)
- 21.4 **Subscriptions.** It was **resolved** that cheque number 100639 for £94.87 to Norfolk Association of Local Councils be signed, being the Annual Subscription for 2014/15. (*Local Government Act 1972 s. 143*)
- 21.5 **Maintenance of the burial grounds.** It was **resolved** that cheque number 100640 for £150.00 to Stow Bedon Parochial Church Council be signed as a grant towards the cost of maintaining the burial ground at St Botolph's. (*Local Government Act 1972 s. 214(6)*)
- 21.6 **Maintenance of the burial grounds.** It was **resolved** that cheque number 100641 for £150.00 to Breckles Parochial Church Council be signed as a grant towards the cost of maintaining the burial ground at St Margaret's. (*Local Government Act 1972 s. 214(6)*)
- 21.7 **Subscriptions.** It was **resolved** that cheque number 100642 for £32.25 to the Society of Local Council Clerks be signed, being this parish's share of the Clerk's Annual Subscription. (*Local Government Act 1972 s. 143*)
- 21.8 **Monthly Financial Report.** The report for the months ending 31 March 2014 and 30 April 2014 were **received**.

22 Matters for consideration at next meeting. Pingo Trail lay-by and car park.

23 Next meeting. The next meeting of the Parish Council, was **confirmed** as **Monday, 16 June 2014**, at 7.30 p.m. in Caston Village Hall.

Confirmed:

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Phil Childs, Chairman

16 June 2014

Scheduled future Meeting dates:

Monday, 14 July 2014	Monday, 20 October 2014	Monday, 19 January 2015*
Monday, 18 August 2014*	Monday, 17 November 2014	Monday, 16 February 2015
Monday, 15 September 2014	Monday, 15 December 2014	Monday, 16 March 2015

*If needed