

STOW BEDON & BRECKLES PARISH COUNCIL

Minutes of a Meeting of Stow Bedon & Breckles Parish Council on Monday, 15 February 2016 at 7.30 p.m. in Caston Village Hall.

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

1 Apologies for absence. None.

2 Declarations of interest. None.

3 Dispensations. None.

4 Public participation session.

4.1 **Local Plan.** Some 30+ parishioners were present to express their concerns about the rural site representations in the parish as documented in *Breckland Local Plan, Part 2 - Emerging site options*. District Councillor Phil Cowen spoke in detail about the process which had led to the publication of this and the other (*Part 1 - Preferred Directions*) document, and stressed that this was a consultation. No decisions had been taken at this stage, and what Breckland Council wanted was to hear what the residents thought of the policies suggested in Part 1 and the sites in Part 2. He urged residents to go to the website (<http://consult.breckland.gov.uk/portal>) and to make their views known. He answered a large number of questions, many concerning the forthcoming review of Settlement Boundaries, pointing out the benefits and pitfalls these create. The Chairman asked for a show of hands, which was in favour of retaining the Boundary exactly as at present. The Chairman said that the Council would certainly bear the views expressed on this and other matters in mind when formulating its response to the consultation, but also stressed that individuals should also respond. However, the Clerk reminded the meeting that Parish Councils were not legally obliged to take any notice of any vote made by parishioners, although they frequently did.

4.2 **Norfolk County Council.** Councillor Ian Monson said that, although his Council had managed to maintain their share of the Council Tax at the same level for the past 5 years, the Central Government cuts meant that it seemed likely that this year there would be an increase of nearly 4%. He hoped that the bulk of this would go towards maintaining or increasing the level of adult care. He said that some long awaited work had been done to the Pingo Trail car park and lay-by (agenda item 6.6).

5 **Minutes.** The minutes of the meeting held on Monday, 14 December 2015 were **confirmed and signed**.

6 **Matters arising.**

6.1 [10 Minutes of meeting on 19 October 2015] **Transparency Fund.** The Council's revised bid for £853.98 from the Transparency Fund has been successful, and the grant paid into the bank account. The Clerk will now go ahead with purchasing the items.

6.2 [4.1] **Blocked gully south of Church Cottage.** The Clerk reported this issue again, and the NCC Highways website, under reference 537171, now says 'Works ordered', and, 'We have a drainage repair programmed for this location, work will take place in priority order and as our resources (*sic*) allow. We are monitoring the location in the meantime until funds are available'.

6.3 [4.1] **Subsidence on Rocklands Road.** Councillor Howe reported that the required work had been completed by Norfolk County Council.

- 6.4 [4.1] **Hedge outside Breckles Hall.** NCC Highways has declined to take any action and suggests that the Parish contacts the owner for them. Councillor Pilkington said he would ask the owner to take the necessary action.
- 6.5 [4.1] **Hedge outside Mere House.** The NCC Highways website says that they have "Contacted person(s) responsible". The Clerk has asked for information as to the nature of this "contact" and what, if anything, the owner said, but received no answer. It may well be that NCC now expects the Parish Council to follow this up too. Councillor Hayward said he would ask the owners to take the necessary action.
- 6.6 [6.3] **Pingo Trail lay-by and Car Park.** County Councillor Ian Monson had said that the Environment Department at County Hall, which manages Norfolk Trails, had agreed to allocate funding to pay for the work needed to clean up the Pingo Trail Car Park and entrance through the lay-by. They would instruct David Jacklin (Highways) about what they expected to be done, and the Highways Department would do the job in liaison with the Parish Council and Councillor Morfoot. He had, though, just confirmed that the work had been completed. The Council regretted that this had happened without any consultation with either party.
- 6.7 [8.3] **3PL/2012/0707/F: Watering Farm.** A Councillor said that he had heard that this application was scheduled to go to Breckland Planning Committee for a decision in March, and showed the Council the new documents on the Planning Portal which attempted to show that the present operation was of a similar scale to what the previous business might have been, had they wished it. Yet the Peddars Way used to be a national Trail, and is now a deeply rutted mud-bath. All the figures have the air of having been produced purely to justify the applicant's wishes, and the Clerk was asked to respond using his delegated powers. **Post meeting note:** The Planning Officer says that she is working on the draft report for planning committee, but given the amount of information from various consultees and representatives she cannot say whether the deadline for March will be met. The Council's strong objection to the proposal will be reported.

7 **Correspondence.** The following correspondence was **received**:

- 7.1 Breckland Council: *Queen's 90th Birthday Grant Scheme.*
- 7.2 Aviva: *Local Council Insurance Scheme Quotation.*
- 7.3 Aviva: *Changes you need to know about before you renew your policy.*
- 7.4 Aviva: *Your Parish Council Policy Summary.*
- 7.5 Came & Co: *Important information.*
- 7.6 Came & Co: *Terms of Business.*
- 7.7 Breckland Council: *Neighbourhood Planning (General) Regulations 2012 - Application for designation of a Neighbourhood Area - Rocklands Parish.*
- 7.8 Barclays Bank Plc: *Your Community Account statement - 1-31 December 2015.*
- 7.9 Barclays Bank Plc: *Your Active Saver Account statement - 1-31 December 2015.*
- 7.10 Norfolk County Council: *PM3916-B1077 Brayes Lane, Rocklands (Surfacing Scheme).*
- 7.11 *Clerks & Council Direct - January 2016.*
- 7.12 Norfolk County Council: *Stow Bedon - Highway and Community Ranger Visit - w/c 29 February 2016.* The Clerk was asked to request that the soil on the road in Sandy Lane be swept back onto the verges.
- 7.13 Norfolk County Council: *Youth Parliament - Making our Mark.*
- 7.14 Smaller Authorities' Audit Appointments Limited: *External Audit for Smaller Authorities.*
- 7.15 Barclays Bank Plc: *Your Community Account statement - 1-29 January 2016.*
- 7.16 Breckland Council: *Rocklands Neighbourhood Plan.*

7.17 Breckland Council: *Planning Application documentation*. The Clerk will respond saying that the Council still wants to be sent paper copies of Planning Applications.

8 **Planning.**

8.1 **3PL/2015/1140/F: Netherfield House, Mere Road, Stow Bedon.** Application for Extension of office building to create secure store and car port. It was **resolved** that the Council had no objections.

8.2 **3PL/2016/0058/F & 3PL/2016/0059/LB: Stow Bedon Hall, Rockland Road, Lower Stow Bedon.** Application for Planning Permission and Listed Building Consent for Construction of swimming pool plant room. It was **resolved** that the Council had no objections.

9 **Breckland Local Plan Preferred Directions Consultation.** The consultation documents were **received**. The Council **agreed** it had concerns about the meaning of part of Preferred Policy Direction - PD 05 Rural Areas where it includes Stow Bedon in the list of Villages with Settlement Boundaries, but makes no mention of Breckles or Lower Stow Bedon, because it is only Mere Road which has a Settlement Boundary. The Council will respond on the assumption that all other parts of the parish are included in the final paragraph, where it says that "Farmsteads and sporadic small scale groups of dwellings are considered as lying in the open countryside and are not classed as small villages and hamlets. These and isolated locations in the countryside, are unlikely to be acceptable." The Council **agreed** with the view expressed by the parishioners, that the existing Settlement Boundary should be retained as it is, and with the line in PD 05 saying development will be "concentrated on suitable sites available within the defined settlement boundary". The Clerk will also record the Council's objections to the inclusion of all of the site representations listed in Part 2.

10 **Stow Bedon Village Sign.** Councillor Jessett reported that the paint on the post holding the sign was flaking off and needed attention. It was **agreed** that this would be reconsidered when the weather was more suitable for painting work.

11 **Insurance.** The Clerk said that at present the Council's policy expires on 31 January each year, which as the Council does not normally meet in January meant that each year he had to contact the insurers and request that they keep the cover going until the renewal cheque can be signed at the February meeting. It was therefore **agreed** to extend the period of the policy by one month so that it covers the period 1 February 2016 to 28 February 2017 to avoid this happening in future. The premium for the 13 months is £440.23, as opposed to £406.37 for 12 months.

12 **Financial Regulations.** The Council's Financial Regulations were reviewed, and **approved**.

13 **Asset Register.** The Asset Register was **reviewed** and the valuations for insurance purposes **agreed**.

14 **Risk Assessment.** The Council's Risk assessment was **reviewed** and amendments **agreed**.

15 **System of Internal Control.** The Council **reviewed** its system of internal control.

16 **Finance.**

16.1 **Clerk's salary.** It was **resolved** that cheques numbered 100687 & 100688 totalling £975.00 (salary for 1 January 2016 to 31 March 2016: £534.60; payment for additional work relating to Transparency Code implementation, funded by grant from the Transparency Fund: £405.90; Mileage Allowance Payment for 6 December 2015 - 8 February 2016: £16.50 (of which £0.55 is the VAT element); Telephone Allowance: £18.00) to the Clerk and HM Revenue & Customs be signed. (*Local Government Act 1972 s. 112(2)*)

- 16.2 **Insurance.** It was **resolved** that cheque number 100689 for £440.23 to Broker Network Limited be signed, being the premium for renewal of the Aviva insurance policy arranged through Came & Co. for 1 February 2016 to 28 February 2017. This is the last year of a three year fixed agreement. (*Local Government Act 1972 s. 111 & 140(1)*)
- 16.3 **Stationery.** It was **resolved** that cheque number 100690 for £70.78 (£58.98 + £11.80 VAT) to Viking be signed, in settlement of invoice no. 552064 for stationery supplied. (*Local Government Act 1972 s.111*)
- 16.4 **Monthly Financial Report.** The report for the month ending 31 January 2016 was **received.**
- 17 **Matters for consideration at next meeting.** None.
- 18 **Next meeting.** The next meeting of the Parish Council, was **confirmed** as Monday, **14 March 2016**, at 7.30 p.m. in Caston Village Hall.

Confirmed:

..... P.S.A

Phil Childs, Chairman

^{18 MAY}
14 March 2016

Scheduled future Meeting dates:

| | | |
|-----------------------|---------------------------|--------------------------|
| Monday, 14 March 2016 | Monday, 15 August 2016* | Monday, 12 December 2016 |
| Monday, 18 April 2016 | Monday, 19 September 2016 | Monday, 16 January 2017* |
| Monday, 16 May 2016** | Monday, 17 October 2016 | Monday, 20 February 2017 |
| Monday, 20 June 2016 | Monday, 14 November 2016 | Monday, 20 March 2017 |
| Monday, 18 July 2016 | | |

*If needed

** Annual Parish Meeting & Annual Meeting of the Parish Council