

STOW BEDON & BRECKLES PARISH COUNCIL

Minutes of the Annual Meeting of Stow Bedon & Breckles Parish Council on Monday, 16 May 2016 at 8.00 p.m. in Caston Village Hall.

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

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

- 1 **Election of Chairman.** Councillor Childs was **elected** Chairman.
- 2 **Chairman's Declaration of Acceptance of Office.** Councillor Childs signed the declaration, which was **received**.
- 3 **Election of Vice Chairman.** Councillor Pilkington was **elected** Vice Chairman.
- 4 **Apologies for absence.** It was **resolved** to accept the reasons for apologies for absence from Councillor Morfoot and Councillor Pilkington.
- 5 **Declarations of interest.** None
- 6 **Dispensations.** None.
- 7 **Public participation session.**
 - 7.1 **Agenda item 11.1.** A member of the public said he had written to Elizabeth Truss, MP, stating he concerns about the Prince of Wales Lodge application, and she had passed the letter on to the Chief executive of Breckland Council, who's response said *inter alia*, that 'it is my opinion that the application is unlikely to receive favourable consideration ...'. This was welcomed, but is not a definite decision.
 - 7.2 **Village Appraisal.** The Chairman was asked about the possibility of carrying out a Village Appraisal (as opposed to a Neighbourhood Plan) similar to the one in 2001. The Chairman said he was sure the Council would welcome the information an Appraisal would produce, but said that it would probably be best if this was produced by a separate group with the support of the Council. He asked for this to be placed on the next Council Meeting agenda. Mrs Machorton said she would ask the Wayland Partnership, which assisted with funding in 2001, if they would be able to help again.
 - 7.3 **Dog waste.** A parishioner reported that she had seen a number of dog waste bags around the village, and suggested that a dog waste bin might be a good idea. The Clerk was asked to place this on the next agenda.
 - 7.4 **B1111 by Breckles Church.** It was reported that the last of the reflective signs either side of the road at the church had been destroyed by a vehicle, and also the 'SLOW' warning signs each side of the bends there were virtually worn out. The Clerk said he would report this to Norfolk County Council.
- 8 **Minutes.** The minutes of the meeting held on Monday, 18 April 2016 were **confirmed** and **signed**.
- 9 **Matters arising.**
 - 9.1 [13] **Stow Bedon Village Sign.** Councillor Jessett reported that she had done the necessary maintenance work on the Village Sign post, and cleared growth away from the pedestal. However, the sign itself needed repainting. A member of the public offered to ask a parishioner who might do the work. The Council thanked Councillor Jessett for what she had done.

- 9.2 [4.1, Minutes of 14 December 2015] **Hedge outside Breckles Hall.** It was reported that the owner intended to have this hedge cut back to improve visibility on the B1111, but needed to wait until the end of September to avoid the bird nesting season.
- 10 Correspondence.** The following correspondence was **received**:
- 10.1 Norfolk County Council: *Brayes Lane, Rocklands resurfacing scheme.*
 - 10.2 Barclays Bank Plc: *Advance notice of charges.*
 - 10.3 HM Revenue & Customs: *BACS Remittance Advice.*
 - 10.4 Breckland Council: *Recycling Payment 2015-16.*
 - 10.5 Breckland Council: *Recycling Payment 2015-16 - Revised.*
 - 10.6 *Clerks & Councils Direct - May 2016.*
 - 10.7 Information Commissioner: *Certificate of Registration - Expiry date: 26 April 2017.*
 - 10.8 Barclays Bank Plc: *Your Community Account statement - 1-29 April 2016.*
 - 10.9 Barclays Bank Plc: *Your Active Saver Account statement - 1-29 April 2016.*
 - 10.10 From The Clerk Magazine (SLCC): *Finance matters - important dates relating to the Annual Return, publicity and electors' rights.*
- 11 Planning.**
- 11.1 **3PL/2016/0360/F: Prince of Wales Lodge, Cherry Tree Lane, Stow Bedon.** Application for Erection of 8 dwellings with parking, garaging, amenity & open space & retain existing dwelling. The Council had already resolved that it objected to this application, and now formally **agreed** the wording of its response, which will be available in detail on the Breckland Planning Portal.
 - 11.2 **3PL/2016/0371/F: Moat Farm Caravan and Camp Site, Low Road, Breckles.** Application for Erection of dwelling. It was **resolved** that the Council had no objection.
 - 11.3 **3PL/2015/1140/F: Netherfield House, Mere Road, Stow Bedon.** Extension of office building to create secure store and car port. Planning Permission dated 19 April 2016 was **received**.
- 12 Pingo Trail lay-by and car park.** Councillor White said that he was prepared to cut down the saplings behind the lay-by, either on his own or with help from others, as has been agreed by NCC.
- 13 Breckland Local Plan.** Councillor White said that it appeared that the Council had been unable to inform residents adequately about this item concerning the Consultation on the Local Plan before it appeared on the agenda for the February Council meeting. The Clerk pointed out that the Council had not met in January, meaning that it only had one meeting before the response deadline. However, the agenda had been posted on the Council's website and on the four notice boards in the parish, as it legally should be. Councillor Jessett said she would be prepared to forward an electronic copy of the agenda to the Residents Association representative.
- 14 Lower Stow Bedon post box.** The Clerk reported that, after many years waiting for royal Mail to do something about it, he had reported that the post box in Rocklands Road had slipped down the post it was attached to and was in a position where the slot was some 18 inches above floor level. It had even been repainted in that position. Within days it had been returned to a sensible height.
- 15 Wheelie bin speed stickers.** It was **agreed** to purchase 40 "speed limit" stickers at a cost of £100, which could be applied to wheelie bins in the parish. These should be stuck on each side of the bin to catch vehicles travelling in each direction, and would be needed on both black and green bins. Councillor Jessett said she would approach residents in Mere Road who place their bin in suitable locations and ask them to take part.

- 16 **Transparency Fund.** The Clerk reported that he had received a letter from the National Association of Local Councils concerning the *Transparency Fund 2016/2017*, and the accompanying Application Form. The Council **approved** an application prepared by the Clerk for a grant of £753.84 to cover the cost of the Council complying with the new Transparency Code. The Clerk reported that he had now purchased a laptop and scanner funded by last year's Grant.
- 17 **Report of the Internal Auditor.** The report of the Internal Auditor on the year ended 31 March 2016 was **received**.
- 18 **Annual governance statement.** The Annual governance statement 2015/16 in the Annual Return was **approved** and **signed** by the Clerk and the Chairman on behalf of the Council.
- 19 **Accounting statements.** The Accounting statements 2015/16 in the Annual Return were **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 pointed out that the detailed Receipts and Payments Account for 2015-16 had been on display on the Council website and notice boards for the past month. He also confirmed that the *Notice of appointment of date for the exercise of electors' rights* would now be posted on the website and notice boards.
- 20 **Internal Auditor.** It was **resolved** that Mr Peter Cotes be reappointed as Internal Auditor for the year 2016-2017. It was **agreed** that the Clerk should send a Halfords voucher with the Council's thanks.
- 21 **Finance.**
- 21.1 **Subscriptions.** It was **resolved** that cheque number 100695 for £32.75 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*)
- 21.2 **Transparency Code.** It was **resolved** that cheque number 100696 for £499.99 (£416.68 + £83.31 VAT) to the Clerk be signed, to reimburse him for his having paid invoice no. 14040826 from PC World for the purchase of a laptop and scanner for the Council's use funded by the grant obtained from the Government's Transparency Fund. (*Local Government Act 1972 s. 111(1)*)
- 21.3 **Subscriptions.** It was **agreed** that a direct debit to the Information Commissioner be set up, to ensure that the Council's required registration under the Data Protection Act is renewed annually in future. The necessary form was **signed**. (*Local Government Act 1972 s. 111(1)*)
- 21.4 **Monthly Financial Report.** The report for the month ending 30 April 2016 was **received**.
- 22 **Matters for consideration at next meeting.**
- 22.1 Village Appraisal.
- 22.2 Dog waste bin.
- 22.3 Repainting Stow Bedon Village Sign.
- 22.4 £100 cheque to Norfolk County Council for Wheelie bin speed stickers.

23 Next meeting. The next meeting of the Parish Council was **confirmed** as Monday, **20 June 2016**, at 7.30 p.m. in Caston Village Hall.

Confirmed



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Phil Childs, Chairman

20 June 2016

Scheduled future Meeting dates:

Monday, 20 June 2016

Monday, 17 October 2016

Monday, 16 January 2017*

Monday, 18 July 2016

Monday, 14 November 2016

Monday, 20 February 2017

Monday, 15 August 2016*

Monday, 12 December 2016

Monday, 20 March 2017

Monday, 19 September 2016

*If needed