

STOW BEDON & BRECKLES PARISH COUNCIL

Minutes of the Annual Meeting of Stow Bedon & Breckles Parish Council on Monday, 15 May 2017 at 8.00 p.m. in St Botolph's Church, Gravelpit Hill, Stow Bedon, NR17 1BX.

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

The meetings scheduled for 20 March 2017 and 10 April 2017 did not take place.

- 1 **Election of Chairman.** Councillor Pilkington was **elected** Chairman.
- 2 **Chairman's Declaration of Acceptance of Office.** Councillor Pilkington signed the declaration, which was **received**. The Chairman thanked Councillor Childs for his work as Chairman for the past four years.
- 3 **Election of Vice Chairman.** Councillor White was **elected** Vice Chairman.
- 4 **Apologies for absence.** None.
- 5 **Declarations of interest.** None
- 6 **Dispensations.** None.
- 7 **Public participation session.**
 - 7.1 Several points were raised about Highways issues, which the Clerk will report to Norfolk County Council Highways:
 - 7.1.1 Blocked gullies on A1075 between junction with Caston Road and Pingo Trail lay-by;
 - 7.1.2 Missing "studs" (cats' eyes) signs on B1111;
 - 7.1.3 Poor signage on footpath near Breckles Grange;
 - 7.1.4 Grass cutting at junction of B1111 and A1075.
 - 7.2 A member of the public asked how the Village Appraisal was progressing. Councillors Hayward and Jessett explained that the questionnaire was ready to be printed, but they could not get the analysis software into a usable state. However, it was thought that, with the likely number of responses, they could probably manage to do the analysis manually. The intention was to get this done and distributed with *The Waylander* in about six weeks time, and then to get volunteers to go round to collect the completed forms.
- 8 **Minutes.** The minutes of the meeting held on Monday, 20 April 2017 were **confirmed** and **signed**.
- 9 **Matters arising.**
 - 9.1 [6] **Dog waste bin.** Councillor Childs on reported that the bin was now *in situ*.
 - 9.2 [9] **Notice board within the Mere Road telephone kiosk.** Councillor Childs said he hoped to get this installed in the next week.
 - 9.3 [10] **Bus shelter graffiti.** Councillor Hayward said he hoped to get this work done in the next few weeks.
- 10 **Correspondence.** The following correspondence was **received**:
 - 10.1 Norfolk Association of Local Councils: *Message from the Chairman Councillor Janet Holdom.*

- 10.2 Norfolk County Council: *Better Broadband for Norfolk Information Sheet 25* - 14 February 2017.
- 10.3 Came & Company: *Long Term Agreement endorsement*.
- 10.4 *Clerks & Councils Direct* - March 2017.
- 10.5 Barclays Bank Plc: *Your Community Account Statement* - 31 December 2016 - 28 February 2017.
- 10.6 Barclays Bank Plc: *Your Active Saver Account Statement* - 31 December 2016 - 28 February 2017.
- 10.7 Hiscox: *Local councils and not-for-profit insurance portfolio Policy wording*.
- 10.8 Hiscox: *Policy Schedule*.
- 10.9 Hiscox: *Certificate of Employers' Liability Insurance*.
- 10.10 Came & Company: *To whom it may concern*.
- 10.11 Society of Local Council Clerks: *S137 Expenditure: Limit for 2017/18*.
- 10.12 National Association of Local Councils: *Parish Precepts*.
- 10.13 The Wayland Partnership Development Trust: *Wayland Partnership Report 2016*.
- 10.14 Norfolk Constabulary: *Thetford & Attleborough Parish Newsletter*.
- 10.15 Norfolk Family Mediation: *Appeal letter*.
- 10.16 Breckland Council: *Invitation from Mike Brennan, Head of Development Management, to Planning Meeting on 27 April 2017 in Attleborough Town Hall or Anglia Room, Breckland Dereham office, on 11 May 2017 (both at 6.30 p.m.)*.
- 10.17 East of England Co-Op: *Re: Community support*.
- 10.18 Norfolk County Council: *Highways Maintenance - Your Local Teams*.
- 10.19 Norfolk SLCC: *Norfolk Local Councils 2017 Conference* - 7 July 2017.
- 10.20 Breckland Council: *Disclosable Pecuniary Interests and Other Registrable Interest forms reminder*. The Clerk reminded members it was their responsibility to ensure that their details were up to date, and suggested that they look at the forms which are available on Breckland Council's website, and complete new ones if necessary.
- 10.21 Breckland Council: *Precept remittance advice*.
- 10.22 Barclays Bank Plc: *Your Community Account Statement* - 1-31 March 2017.
- 10.23 Barclays Bank Plc: *Your Active Saver Account Statement* - 1-31 March 2017.
- 10.24 The Pensions Regulator: *It's time to complete your declaration: your staging date has passed*.
- 10.25 Information Commissioner's Office: *Certificate of Registration* - 20 April 2017 - 19 April 2018.
- 10.26 Information Commissioner's Office: *Register of Data Controllers*.
- 10.27 The Pensions Regulator: *Act now - your duties have started*.
- 10.28 Barclays Bank Plc: *Your Community Account Statement* - 1-28 April 2017.
- 10.29 Breckland Council: *Remittance advice* - Glass recycling £187.23.

11 Planning.

- 11.1 **3PL/2017/0018/F: Land at Waters Edge Mere Road, Stow Bedon.** Three detached single storey dwellings with integral garages. Refusal of Planning Permission dated 2 March 2017 was **received**.
- 11.2 **3PL/2017/0428/HOU & 3PL/2017/0429/LB: Breccles Hall, Watton Road, Breckles.** Application for Planning and Listed Building Permission to Demolish twentieth century outbuildings & erect two new ancillary buildings. It was **resolved** that the Council had no objections.
- 11.3 **3AG/2017/0012/AG: Honeypot Estate, Spring Lane/Mere Road junction, Stow Bedon.** Application under The Town and Country Planning (General Permitted Development) (England) Order 2015 for Erection of storage barn. It was **resolved** that the Council objected on the grounds that there is no statement of need for a hay storage barn. It was only in 2013 that the applicant obtained permission to change the

use of the land from agricultural to mixed agricultural and recreational and there is no doubt that it is used mainly for the latter. The Council was unaware of any previous haymaking activities, and there is no livestock.

- 12 **Pension Automatic Enrolment.** It was **noted** that the Council's staging date for automatic enrolment with the Pensions Regulator has passed, that the Clerk has written the required letter to all employees on behalf of the Council. The Clerk said that he was having difficulty in completing the required Declaration of Compliance online, so that still needs to be made.
- 13 **Electors' rights.** It was **confirmed** that the 30 working day period during which electors' rights to inspect the accounts may be exercised will commence on 5 June 2017 and end on 14 July 2017, and that the date appointed for the exercise of electors' rights to question the auditor or make objections is 15 July 2017.
- 14 **Report of the Internal Auditor.** The report of the Internal Auditor on the year ended 31 March 2017 was **received**. The Auditor has asked the Council to consider the level of the reserves, and it was **agreed** this should be placed on the agenda for the next meeting.
- 15 **Report of the Internal Auditor.** The report of the Internal Auditor on the year ended 31 March 2017 was **received**.
- 16 **Annual governance statement.** The Annual governance statement 2016/17 in the Annual Return was **approved** and **signed** by the Clerk and the Chairman on behalf of the Council.
- 17 **Accounting statements.** The Accounting statements 2016/17 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 confirmed that the *Notice of appointment of date for the exercise of electors' rights* would now be posted on the Wretham Village website and notice boards.
- 18 **Internal Auditor.** It was **resolved** that Mr Peter Cotes be reappointed as Internal Auditor for the year 2017-2018. It was **agreed** that the Clerk should send a Halfords voucher with the Council's thanks.
- 19 **Finance.**
 - 19.1 **Maintenance of the burial grounds.** It was **resolved** that cheque number 100719 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)*)
 - 19.2 **Maintenance of the burial grounds.** It was **resolved** that cheque number 100720 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)*)
 - 19.3 **Subscriptions.** It was **resolved** that cheque number 100721 for £29.95 (£24.96 + £4.99 VAT) to the Clerk be signed, in reimbursement for his having paid invoice no. 14566/2017 from Spanglefish for hosting the Council's website. (*Local Government Act 1972 s. 111*)
 - 19.4 **Subscriptions.** It was **noted** that on 26 April 2017 the Information Commissioner collected £35.00 from the Council's account by direct debit, being the annual fee for renewal of the Councils registration under the Data Protection Act. (*Local Government Act 1972 s. 111*)
 - 19.5 **Subscriptions.** It was **resolved** that cheque number 100722 for £104.42 to the Norfolk Association of Local Councils be signed, in settlement of their invoice no. 749 for the annual membership subscription for 2017/18. (*Local Government Act 1972 s. 143*)

19.6 **Postage.** It was **resolved** that cheque number 100722 for £2.90 to Peter Cotes (Internal Auditor) be signed, in reimbursement of the cost of mailing the Audit File back to the Clerk having completed his Audit. (*Local Government Act 1972 s. 111*)

19.7 **Monthly Financial Report.** The report for the month ending 30 April 2017 was **received.**

20 Matters for consideration at next meeting.

20.1 Village Appraisal.

20.2 Level of reserves.

21 Next meeting. The next meeting of the Parish Council was confirmed as Monday, 19 June 2017, at 7.30 p.m. in St Botolph's Church, Gravelpit Hill, Stow Bedon.

Confirmed:

..........

Lee Pilkington, Chairman

19 June 2017

Scheduled future Meeting dates:

Monday, 19 June 2017

Monday, 16 October 2017

Monday, 22 January 2018*

Monday, 17 July 2017

Monday, 20 November 2017

Monday, 19 February 2018

Monday, 14 August 2017*

Monday, 18 December 2017

Monday, 19 March 2018

Monday, 18 September 2017

*If needed