

# STOW BEDON & BRECKLES PARISH COUNCIL

Minutes of a Meeting of Stow Bedon & Breckles Parish Council on Monday, 16 April 2018 at 7.30 p.m. in Caston Village Hall.

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

*The Meeting scheduled for 19 March 2018 did not take place.*

- 1 **Apologies for absence.** It was resolved to accept the reasons for absence given by Councillors Morfoot and White.
- 2 **Declarations of interest.** None.
- 3 **Dispensations.** None.
- 4 **Public participation session. Royal Wedding Celebration.** The Chairman of the Royal Wedding Celebration Committee said that they were arranging for a celebration event on 19 May to be held at the Stow Bedon Church from 2-4 p.m. This would involve a Bring & Share meal, and music provided by the Blue Train band. She asked if the Council would be prepared to provide a grant towards the £140 + VAT cost of hiring a portaloos. The Chairman said that at this did not appear on the current agenda, it was not legally possible to agree it at this meeting, but members indicated that they would be sympathetic to the matter at the next meeting. County Councillor Fabian Eagle had also said that his Council might provide a sum of about £50 from a Loneliness fund, and the Clerk said he would find out how one went about applying for this. **Post meeting note:** Councillor Eagle has confirmed that he will provide this donation from the recently agreed increase in his personal allowance.
- 5 **Minutes.** The minutes of the meeting held on Monday, 19 February 2018 were **confirmed and signed.**
- 6 **Matters arising.**
  - 6.1 [4.1] **Royal Wedding event.** See above.
  - 6.2 [4.4] **Verge outside Mere House.** The Clerk has reported the tree branches on the verge to Breckland Council. An Enforcement Officer has called leaving a note asking for the debris to be removed or for the owner to contact them. The verge has now been cleared.
  - 6.3 [4.5] **Sign at junction of B1111 and Rocklands Road.** NCC Highways has confirmed that they are ordering replacement arms for this sign, and will in fact replace all three, as the one remaining is faded.
  - 6.4 [10] **Trees around Pingo trail lay-by.** The Clerk reported this to NCC Highways which has passed it to the Trails officer. To date they have not acknowledged. Subsequent flooding of the A1075 has been caused by the cut trees blocking the drain and the Clerk has reported this.
- 7 **Correspondence.** The following correspondence was received:
  - 7.1 HAGS: *Inclusive Playground Solutions.*
  - 7.2 Clerks & Council Direct - March 2018.
  - 7.3 Norfolk County Council: *Tip or skip? County Council urges DIYers to make waste part of their project plan.*
  - 7.4 Norfolk Association of Local Councils: *GDPR toolkit and other National ALC related updates.*
  - 7.5 National Association of Local Councils: *New Data Protection Laws - A GDPR Toolkit of local councils - February 2018.*

- 7.6 Lord Ashton of Hyde, Parliamentary Under Secretary of State, Department for Digital, Culture, Media & Sport: *Letter to Lord Marlesford attempting to clarify statement made concerning the Data Protection Bill that parish clerks "can also fulfil the role of data protection officer", saying that the Information Commissioner has advised that this would only be permissible where the duties of the clerk are compatible with those of the DPO and do not lead to a conflict of interest, which seems unlikely to be the case.*
- 7.7 Barclays Bank Plc: *Your Business accounts - at a glance - 28 February 2018.*
- 7.8 Barclays Bank Plc: *Your Community Account statement - 30 December 2017 - 28 February 2018.*
- 7.9 Barclays Bank Plc: *Your Active Saver Account statement - 30 December 2017 - 28 February 2018.*
- 7.10 HM Revenue & Customs: *Important information for all employers.*
- 7.11 Norfolk Association of Local Councils: *Norfolk ALC Newsletter - 4 April 2018.*
- 7.12 PKF Littejohn: *2017/18 AGAR and external auditor instructions - PLEASE READ.*
- 7.13 PKF Littejohn: *Instructions relating to the Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2018. New set of rules!*
- 7.14 PKF Littejohn: *Which AGAR do I complete and which documents do I need to submit?*
- 7.15 PKF Littejohn: *Annual Governance and Accountability Return 2017/18 Part 2.*
- 7.16 PKF Littejohn: *Contact details.*
- 7.17 Society of Local Council Clerks: *Important Message from the CEO re: GDPR.*
- 7.18 Norfolk Age UK: *Appeal letter.*

## 8 **Planning.**

- 8.1 **3PL/2018/0033/F: Honeysuckle Cottage, Stow Bedon Road, Rocklands.** Change of use of existing residential annex to independent residential dwelling and widening of existing access. Planning Permission dated 13 March 2018 was **received**.
  - 8.2 **3PL/2017/1184/O: Flybarn Farm, Rockland Road, Stow Bedon.** Application for outline consent for Erection of 5 dwellings with the demolition of agricultural buildings, removal of hard standing areas. It was **resolved** that the Council could see no reason to change the comments made previously.
- 9 **Village Appraisal.** Councillor Jessett said she would arrange for the summary of highlights from the Appraisal to be distributed in the *Waylander* magazine, and the Clerk will place this document, plus the analysis of responses to all questions and the comments document on the Council's website. Several parishioners expressed concerns about litter in the parish, and the Council felt that it would be worth organising a litter pick early next spring. The Clerk said he would forward information about how to borrow the Breckland Council litter-picking kit to the Chairman of the Resident's Association.
- 10 **SAM2 Vehicle Activated Sign.** Notice that the Council's bid for a grant of £1,782 towards the cost of purchase and installation of this device has been agreed by Norfolk County Council was **received**. The Clerk was **authorised** to sign the Acceptance Form and accompanying memorandum of Understanding, and will proceed with ordering the device and getting it installed. When the device is delivered the Clerk will get it added to the Council's insurance.
- 11 **Pot holes.** Emails from County Councillor Fabian Eagle inviting the Council to volunteer for Wretham to be the trial village for his scheme under which volunteers would fill in small potholes were **received**. The Council felt that this was not appropriate in this parish.
- 12 **Receipts and Payments Account.** The Receipts and Payments Account for the year 2017-2018 was **approved** and **signed** by the Chairman.

- 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 4 June 2018 and end on 13 July 2018.
- 14 Disclosable Pecuniary Interests and Other Registrable Interests.** An email from Breckland Council's Democratic Team Leader, reminding all Parish Councillors of the importance of keeping their 'Disclosable Pecuniary Interests and Other Registrable Interests' form up to date as required by Sections 29 - 34 of the Localism Act 2011 was **received**.
- 15 Finance.**
- 15.1 **Training.** It was **resolved** that cheque number 100743 for £6.25 to Norfolk Association of Local Councils be signed, in part settlement of invoice no. 1413, being this parish's share of the cost of the Clerk attending the General Data Protection Regulation Awareness course on 20 February 2018. (*Local Government Act 1972 s. 111*)
- 15.2 **Training.** It was **resolved** that cheque number 100744 for £13.75 to Norfolk Association of Local Councils be signed in part settlement of invoice no. 1479, being this parish's share of the cost of the Clerk attending the Norfolk ALC Spring Conference on 6 March 2018. (*Local Government Act 1972 s. 111*)
- 15.3 **Subscriptions.** It was **resolved** that cheque number 100745 for £29.95 (£24.96 + £4.99 VAT) to the Clerk be signed, in reimbursement for his having paid invoice no. 14566/2018 from Spanglefish for hosting the Council's website..
- 15.4 **Hire of meeting venue.** It was **resolved** that cheque number 100746 for £54.00 to Stow Bedon Parochial Church Council be signed, for use of the church for 9 meetings between March 2019 and February 2018 inclusive.
- 15.5 **Subscriptions.** It was **resolved** that cheque number 100747 for £106.59 to the Norfolk Association of Local Councils be signed, in settlement of their invoice no. 1566 for the annual membership subscription for 2017/18. (*Local Government Act 1972 s. 143*)
- 15.6 **Subscriptions.** It was **noted** that on or around 26 April 2018 the Information Commissioner's Office will collect £35.00 from the Council's account by direct debit, being the annual registration fee under the Data Protection Act. (*Local Government Act 1972 s.111(1)*)
- 15.7 **Credits.** Receipt of the following credit was **noted**:
- 15.7.1 Precept £2,350.00 & Revenue Support Grant £6.500, from Breckland Council
- 15.8 **Monthly Financial Report.** The report for the month ending 31 March 2018 was **received**.
- 16 Matters for consideration at next meeting.** None.
- 17 Next meeting.** The next meeting, the Annual Meeting of the Parish Council, will be on **Monday, 21 May 2018, at 8.00 p.m. in Caston Village Hall.** (Note: the Annual Parish Meeting will be at 7.30 p.m.)

**Confirmed:**

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 Jonathan White, Chairman

21 May 2018



**Scheduled future Meeting dates:**

Monday, 21 May 2018

Monday, 18 June 2018

Monday, 16 July 2018

Monday, 13 August 2018\*

\*If needed

Monday, 17 September 2018

Monday, 15 October 2018

Monday, 12 November 2018

Monday, 10 December 2018

Monday, 14 January 2019\*

Monday, 18 February 2019

Monday, 18 March 2019

