

STOW BEDON & BRECKLES PARISH COUNCIL

Minutes of a Meeting of Stow Bedon & Breckles Parish Council on Monday, 17 September 2018 at 7.30 p.m. in Caston Village Hall.

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

The meetings scheduled for 16 July 2018 and 13 August 2018 did not take place.

- 1 **Apologies for absence.** It was **resolved** to accept the reasons for absence given by Councillors Hayward and Jessett.
- 2 **Declarations of interest.** None.
- 3 **Dispensations.** None.
- 4 **Public participation session.**
 - 4.1 Both County Councillor Fabian Eagle and District Councillor Phil Cowen had sent their apologies. Councillor Cowen had sent a report, saying that work on the Local Plan was continuing with a further 3-day session at Breckland with the inspector on the 18th September. This is to give the inspector an opportunity to question officers on their responses to the questions he had raised earlier this year. Hopefully all will be well and thus the Plan may proceed and be taken to Breckland Council in February or March for adoption. Until then the council is still vulnerable on the 5-year housing land supply issue. He also said that the Q1 financial report to Cabinet showed that, unlike many other councils, Breckland had a balanced budget going forward, and adequate reserves to meet financial liabilities.
 - 4.2 It was reported that the *Give Way* sign at the exit from Sandy Lane onto the B1111 had been flattened. The Clerk will report this.
- 5 **Minutes.** The minutes of the meeting held on Monday, 18 June 2018 were **confirmed** and **signed**.
- 6 **Matters arising.**
 - 6.1 [7.3] **B1111 opposite Breckles Church.** Nothing seems to have been done about the areas marked for repair with white paint. The Clerk will chase.
- 7 **Correspondence.** The following correspondence was **received**:
 - 7.1 *Clerks & Councils Direct* - July 2018.
 - 7.2 Barclays Bank Plc: *Your Business Accounts – at a glance.*
 - 7.3 Barclays Bank Plc: *Your Community Account Statement – 1-29 June 2018.*
 - 7.4 Barclays Bank Plc: *Your Active Saver Account Statement – 1-29 June 2018.*
 - 7.5 Norfolk Constabulary: *Parish Newsletter – August 2018.*
 - 7.6 Society of Local Council Clerks: *Email quoting from the “technical consultation” on the draft local government finance settlement, which confirms that the government intends to continue the deferral of setting referendum principles for town and parish councils regarding precepts.*
 - 7.7 Hiscox Insurance Company Limited: *Proposed changes in anticipation of Brexit.*
 - 7.8 Citizens Advice Mid Norfolk: *Support for the coming year.*
 - 7.9 Campaign to Protect Rural England: *CPRE Norfolk Alliance – update.* (re. Breckland Local Plan).
 - 7.10 Wayland Partnership: *Email re funding issues.*
 - 7.11 Norfolk County Council: *Highway Rangers are coming soon.*
 - 7.12 Barclays Bank Plc: *Your Business Accounts – at a glance.*

7.13 Barclays Bank Plc: *Your Community Account Statement* – 30 June – 31 August 2018.

8 Planning.

- 8.1 **3PL/2017/0878/F: Wayland Farms Ltd, Cherry Tree Farm, Sandy Lane, Stow Bedon.** Expand Pig Production to 6990 pigs. Demolish some existing buildings (10 no) & erect 7 new pig sheds with roof fan ventilation, new roof covering over existing manure store. Notice that due to a technical difficulty in the application submission, the consideration of this application has been suspended until further notice was **received**. It will be reinstated only when this deficiency has been rectified, and the Council will be advised accordingly.
- 8.2 **3PL/2017/1309/F: Prince of Wales Lodge, Cherry Tree Lane, Stow Bedon.** Erection of 8 dwellings with parking, garaging, amenity and open space and retain existing dwelling. Notice that an appeal has been made to the Secretary of State under reference APP/F2605/W/18/3200028 was **received**.
- 8.3 **3PL/2018/0739/VAR: Mere House, Mere Road, Stow Bedon.** Application for Variation of condition 2 on 3PL/2016/0787/F in respect to revised design - Proposed single storey detached dwelling and detached garage. It was **noted** that the Clerk has responded, “No objections”, after consulting all Members, and Planning Permission dated 23 August 2018 was **received**.
- 8.4 **3PL/2018/0972/HOU and 3PL/2018/0973/LB: Stow Bedon Hall, Rockland Road, Stow Bedon.** Application and Listed Building - This application is for the repair and refurbishment of an existing single garage and conversion of part of the connected outbuilding (an old disused milking parlour) into a greenhouse. It was **resolved** that the Council had no objections to either application.

9 **SAM2 data.** The Clerk asked whether any member happened to have an unused Windows-based laptop which could be lent to the resident who was dealing with the SAM2, so that the data collected could be downloaded and reported to the Council. None were available, and so members then spoke about possibly buying a reconditioned laptop or even a tablet. The Clerk was asked to find out what qualities such a device would require, and Councillor White will seek advice about possible devices.

10 **Insurance.** It was **noted** that the Clerk has arranged for the Street Furniture sum insured with Hiscox to be increased by £3,516 to cover the SAM2. The revised total covered is now £16,657.63. No additional premium will be charged as the policy allows free cover for loss or damage to assets up to a limit of £30,000.

11 **General Data Protection Regulations.** The following documents prepared by the Clerk were **approved**, and **adopted** as required by the General Data Protection Regulations:

- 11.1 Inventory of Data Captured, Stored and Processed by the Council;
- 11.2 Privacy Notice;
- 11.3 Privacy notice for Councillors and employees.
- 11.4 Information & Data Protection Policy;
- 11.5 Publication Scheme;
- 11.6 Retention and Disposal Policy;
- 11.7 Appendix A: List of Documents for Retention or Disposal;
- 11.8 Subject Access Request Form;
- 11.9 Social Media and Electronic Communication Policy;
- 11.10 Removable Media Policy.

It was **agreed** that items 11.2, 11.4, 11.5, 11.6, 11.7, 11.9 and 11.10 should be posted on the Council's Website, together with the Council's Standing Orders and Financial Regulations.

- 12 **Caston Village Hall.** It was **noted** that the Hall was increasing its hire charges with effect from October.
- 13 **Storage of Minute Books.** It was **noted** that the Clerk had deposited the Minutes of Council Meetings and Parish Meetings from 1 April 2013 to 31 March 2017 at the Norfolk Records Office under Accession number ACC 2018/48. These will be catalogued and stored with previous sets of Minutes.
- 14 **Clerk's Annual Appraisal.** The Chairman reported that he had carried out an Annual Appraisal of the Clerk's performance, assessing it as being fully satisfactory, and proposed that, in accordance with his contract, w.e.f. 20 September 2018 he is awarded an additional Spinal Column Point to take him to SCP 23, which increases his pay rate by 32.2p/hour or £77.28 p.a., making a total salary of £2,706.00 p.a. This was **agreed**.
- 15 **Finance.**
 - 15.1 **Clerk's salary.** It was **resolved** that cheques numbered 100762 & 100763 totalling £788.80 (salary for 1 July 2018 to 30 September 2018: £657.18; Mileage Allowance Payment for 11 June 2018 - 5 September 2018: £131.62) to the Clerk and HM Revenue & Customs be signed. (*Local Government Act 1972 s. 112(2)*)
 - 15.2 **Clerk's reimbursement.** It was **resolved** that cheque number 100764 for £8.31 (Postage & Telephones) to the Clerk be signed, as reimbursement for items paid on behalf of the Council for 11 June 2017 - 5 September 2018. (*Local Government Act 1972 s.111*)
 - 15.3 **Other.** It was **resolved** that cheque number 100765 for £27.98 (£23.33 + £4.65 VAT) to the Clerk be signed, as reimbursement for him having purchased two padlocks to secure the SAM2 device. (*Local Government Act 1972 s.111*)
 - 15.4 **Other.** It was **resolved** that cheque number 100766 for £25.00 to the Clerk be signed, in reimbursement for his having paid this parish's share of invoice no 6387 from Bailiwick IT, being the cost of transferring the Council's data from the damaged laptop to a new one. (*Local Government Act 1972 s.111*)
 - 15.5 **Monthly Financial Report.** The report for the month ending 31 August 2018 was **received**.
- 16 **Matters for consideration at next meeting.** None.
- 17 **Next meeting.** The next meeting of the Parish Council will be on **Monday, 15 October 2018, at 7.30 p.m. in Caston Village Hall.**
- 18 **Exclusion of the Public and Press.** Under the *Public Bodies (Admission to Meetings) Act 1960, s.1(2)*, it was **resolved** to exclude the public and press for the discussion of the next item as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
- 19 **Clerk's hours and allowances.** A report from the Clerk on the number of hours he had actually worked for this Council during the 12 months commencing 19 July 2017 was **received**. As a result the Council **agreed** to increase in number of hours he is paid from 22 to 26.5 hours/month, and to backdate this increase to 19 July 2017. This will take the Clerk's annual salary up to £3,314.85. It was also **agreed**, that the Council should make a contribution towards the use of the Clerk's home as an office, and it was decided to pay him an additional allowance of £4.50/month, this being 25% of the amount allowed tax-free by HM Revenue & Customs. The Council expects the other Councils who employ the Clerk to make up the other 75%. It was agreed this too would be backdated until July 2017.

Confirmed:


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Lee Pilkington, Chairman

15 October 2018

Scheduled future Meeting dates:

Monday, 15 October 2018

Monday, 14 January 2019*

Monday, 12 November 2018

Monday, 18 February 2019

Monday, 10 December 2018

Monday, 18 March 2019

*If needed

