

STOW BEDON & BRECKLES PARISH COUNCIL

Minutes of a Meeting of Stow Bedon & Breckles Parish Council on Monday, 18 February 2019 at 7.30 p.m. in Caston Village Hall.

Present: Councillors: Lee Pilkington (Chairman), Paul Howe, Dawn Jessett, John Morfoot, Hannah Reed, Julian Gibson (Clerk)

The meeting scheduled for 14 January 2019 did not take place.

Before the start of meeting Councillor Reed signed her Declaration of Acceptance of Office forms.

- 1 **Apologies for absence.** It was **resolved** to accept the reason for absence offered by Councillor White.
- 2 **Declarations of interest.** None.
- 3 **Dispensations.** None.
- 4 **Public participation session.** Breckland District Councillor Phil Cowen said that the additional consultation on the Local Plan required by the Planning Inspector started today. The Clerk said he had received notice of this, and would draft a suggested response for the Council to consider at its March meeting. Councillor Cowen also said that, now that Norfolk County Council had managed to agree its Council Tax for 2019/20, his council would be able to start producing the tax bills. Finally, he updated the meeting with regard to the situation of the caravan located to the west of the Hockham by-pass, saying that his council had commenced enforcement action.
- 5 **Minutes.** The minutes of the meeting held on Monday, 10 December 2018 were **confirmed** and **signed**.
- 6 **Matters arising.** None.
- 7 **Correspondence.** The following correspondence was **received**:
 - 7.1 Society of Local Council Clerks: *Section 137 spending limit for 2019/20.*
 - 7.2 *Clerks & Councils Direct - January 2019.*
 - 7.3 Barclays Bank Plc: *Your Business accounts - at a glance - as at 31 December 2018.*
 - 7.4 Barclays Bank Plc: *Your Community Account - 1 November 2018 - 31 December 2018.*
 - 7.5 Barclays Bank Plc: *Your Active Saver Account - 1 November 2018 - 31 December 2018.*
 - 7.6 Sue Baxter, Chairman of National Association of Local Councils: *Open letter to Councillors.*
 - 7.7 Breckland Council: *District and Parish Elections 2019 - Election Timetable.* The Clerk gave those members present who were intending to be candidates at the elections on 2 May a pack of candidate nomination forms and reminded them they needed to complete these and submit them to Breckland Council as per the dates in the Timetable. He has also arranged for forms to be delivered to those not at the meeting.
 - 7.8 Came & Company: *Stow Bedon & Breckles Parish Council - Hiscox - Insurance Renewal.*
 - 7.9 Hiscox: *Schedule.*
 - 7.10 Came & Company: *Important Information - Please Read.*
 - 7.11 Hiscox: *Certificate of Employers' Liability Insurance.*
 - 7.12 Hiscox: *Local Councils and not-for-profit insurance Policy summary.*
 - 7.13 Came & Company: *Terms of Business.*
 - 7.14 Came & Company: *Personal data.*

DRAFT MINUTES SUBJECT TO CONFIRMATION AT NEXT COUNCIL MEETING

7.15 Norfolk County Council: *Temporary Traffic Order*.

7.16 Breckland Council: *Notification of public consultation on Main Modifications to the Breckland Local Plan 18 February 2019 to 1 April 2019*.

8 Clerks' National Salary Award. An Employment Briefing from the National Association of Local Councils entitled *2018-2019 National Salary Award* was **received**, and it was **noted** that this allocates a new Spinal Column Point scale. With effect from 1 April 2019, the Clerk will move from old SCP 23 to new SCP 14, and a salary of £11.67 per hour, making an annual salary of £3,711.06.

9 Planning.

9.1 **3PL/2018/1330/HOU: Old Farm, Mere Road, Stow Bedon.** New garage. Planning Permission dated 18 December 2018 was **received**.

9.2 **3PL/2018/1370/HOU: Sandwade, Mere Road, Stow Bedon.** Extension to provide large kitchen and living space. Planning Permission dated 14 January 2019 was **received**.

9.3 **3PL/2018/1543/VAR: Mere House, Mere Road, Stow Bedon.** Application for Variation of Condition No2 on 3PL/2016/0787/F. Proposed single storey detached dwelling and detached garage - revised design. It was **resolved** that the Council had no objections.

9.4 **3PL/2019/0095/LB: Stow Bedon Hall, Rockland Road, Stow Bedon.** Application for Listed Building Consent for amendment to 3PL/2018/0973/LB - update to the windows within the roof & one elevation. . It was **resolved** that the Council had no objections.

10 Insurance. A Pre-Renewal Message from Came & Company was **received** and the accompanying Renewal Risk Presentation, Terms of Agreement, and ELTO Guide for Employers were **noted**. The Clerk has responded appropriately.

11 SAM2. A report from the SAM2 coordinator was **noted**. This shows that during January, when the device was located opposite Stow Bedon Hall facing east, an average of 266 vehicles a day passed by (in one direction), the 85th percentile speed was 39.4 mph (in a 30 mph limit area) with the maximum speed being 65 mph. After some discussion it was **agreed** that, rather than trying to get the Police to take some action immediately it would be better to wait until further data was available so that comparisons could be made. The Clerk will ensure that similar reports are shown to the Council when available.

12 Broadband. It was reported that, although residents may be connected to w fibre-enabled cabinet, many in more rural areas would see no improvement in broadband speeds because of the distance they are from the cabinet and the poor condition of the copper wires used for this part of the connection. The Chairman, who is one of those affected, said he would contact the Programme Director of Better Broadband for Norfolk to see whether she could suggest any way of improving this.

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

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

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

16 System of Internal Control. The Council **reviewed** and **approved** its system of internal control.

17 Finance.

- 17.1 **Clerk's salary.** It was **resolved** that cheques numbered 100773 & 100774 totalling £970.11 (salary for 1 January 2019 to 31 March 2019: £896.36; payment for use of home as office: £13.50; Mileage Allowance Payment for 2 December 2018 - 10 January 2019: £42.25; Telephone Allowance Payment: £18.00) to the Clerk and HM Revenue & Customs be signed. (*Local Government Act 1972 s. 112(2)*)
- 17.2 **Clerk's reimbursement.** It was **resolved** that cheque number 100775 for £15.11 (Postage & Telephones: £13.11; Hall heating £2.00) to the Clerk be signed, as reimbursement for items paid on behalf of the Council for 6 September 2018 - 10 February 2019. (*Local Government Act 1972 s.111*)
- 17.3 **Insurance.** It was **resolved** that cheque number 100776 for £280.00 to Came & Company be signed, being the final year of a 3-year fixed agreement for the annual premium for renewal of the Council's insurance policy. (*Local Government Act 1972 s. 111 & 140(1)*)
- 17.4 **Laptop.** It was **resolved** that cheque numbered 100777 for £170.00 (£149.17 + 29.83 VAT) to the Clerk be signed, in reimbursement for his having paid the invoice reference 243561 from Currys PC World for the purchase of a laptop for use downloading data from the SAM2 device. (*Local Government Act 1972 s. 111*)
- 17.5 **Monthly Financial Report.** The report for the month ending 31 January 2019 was **received**.

18 Matters for consideration at next meeting.

- 18.1 SAM2 report.
- 18.2 Defibrillator.
- 18.3 Litter Pick.

19 Next meeting. The next meeting of the Parish Council will be on **Monday, 18 March 2019**, at **7.30 p.m.** in **Caston Village Hall**.

Confirmed:

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Lee Pilkington, Chairman

18 March 2019

Scheduled future Meeting dates:

Monday, 18 March 2019	Monday, 12 August 2019*	Monday, 16 December 2019
Monday, 8 April 2019	Monday, 16 September 2019	Monday, 13 January 2020*
Monday, 13 May 2019†	Monday, 14 October 2019	Monday, 17 February 2020
Monday, 17 June 2019	Monday, 18 November 2019	Monday, 16 March 2020
Monday, 15 July 2019		

* If needed

† Annual Parish Meeting & Annual Meeting of the Parish Council