

## STOW BEDON & BRECKLES PARISH COUNCIL

Minutes of the Annual Meeting of Stow Bedon & Breckles Parish Council on Monday, 20 May 2019 at 7.45 p.m. in Caston Village Hall.

**Present: Councillors: Phil Childs, Paul Howe, Dawn Jessett, Hannah Reed.  
Julian Gibson (Clerk)**

*There being no urgent business to discuss, the meeting scheduled for 8 April 2019 did not take place.*

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

*Before the start of meeting, the newly elected Councillors signed their Declaration of Acceptance of Office forms, and the Clerk distributed Disclosable Pecuniary Interests & Other Registrable Interests forms for completion and return to him in time for him to take copies and send them to Breckland Council within the 28 days deadline.*

*In the absence of the Chairman and the Vice-Chairman, Councillor Jessett was elected to take the Chair.*

- 1 Election of Chairman.** Councillor Jonathan White was **elected** Chairman in his absence.
- 2 Chairman's Declaration of Acceptance of Office.** It was **agreed** that the Council Chairman's Declaration of Acceptance of Office should be received at the next Council Meeting, currently scheduled for 10 June 2019.
- 3 Appointment of Vice-Chairman.** Councillor Jessett was **appointed** Vice-Chairman.

*Councillor Jessett, as Vice-Chairman, remained in the Chair.*

- 4 Apologies for absence.** It was **resolved** to accept the reason for absence given by Councillors Pilkington and White.
- 5 Declarations of interest.** None.
- 6 Dispensations.** None.
- 7 Vacancy.** It was **agreed** that Mr John Morfoot be co-opted to the Council (in his absence) to fill the vacancy caused by there being an insufficient number of persons validly nominated at the 2 May election to fill the vacancies in respect of which the election was held. (*Representation of the People Act 1985, s. 21(1)(a)*)

### **8 Public participation session.**

- 8.1 A member of the public expressed concern about the trees on Gravelpit Hill which the Council planted to celebrate the Queen's Silver Jubilee. The Chairman asked for this to be put on the next agenda for discussion.
- 8.2 In accordance with Clause 4 of his Contract of Employment, the Clerk advised the Council that he had been appointed Clerk and Responsible Financial Officer to Snetterton Parish Council, bringing his stable of Councils to a total of five.

- 9 Minutes.** The minutes of the meeting held on Monday, 18 March 2018 were **confirmed** and **signed**.

### **10 Matters arising.**

- 10.1 [4.2.3] **Puddledock Camping and Caravan Site.** The Planning Inspector has allowed the appeal and signed a Lawful Development Certificate describing the proposed use which is considered to be lawful. This permits siting of mobile homes for permanent residential occupation.
- 10.2 [6.2] **Litter Pick.** Despite poor weather there was a good turnout and in excess of 20 black sacks were collected, in addition to various bits of car bumpers, etc.

**11 Correspondence.** The following correspondence was **received**:

- 11.1 Norfolk Constabulary Police Parish Newsletter: *All Saints & Wayland* - March 2019
- 11.2 Norfolk Constabulary: *Breckland District Community Speedwatch Monthly Returns* - February 2019.
- 11.3 Merchant Navy Fund Supporting Partners: *Please 'Fly the Red Ensign for Merchant Navy Day' on 3 September.*
- 11.4 Breckland Council: *Breckland Local Plan and Policies Maps - The Town and Country Planning (Local Planning) (England) Regulations 2012. Notification of extension to public consultation on Main Modifications MM18, MM119 and MM148 to the Breckland Local Plan. 3 April - 5 p.m. 15 May 2019.*
- 11.5 Barclays Bank Plc: *Your Business Accounts - at a glance* - Your balances on 29 March 2019.
- 11.6 Barclays Bank Plc: *Your Community Account* - 1-29 March 2019.
- 11.7 Breckland Council: *Email expressing congratulations for carrying out recent Litter Pick.*
- 11.8 Norfolk Association of Local Councils: *List of services provided.*
- 11.9 Norfolk Association of Local Councils: *Nominations for our new Norfolk ALC Executive (following May elections).*
- 11.10 Norfolk Constabulary: *All Saints & Wayland Newsletter* - April 2019.
- 11.11 Norfolk Constabulary: *Breckland District Community Speedwatch Monthly Returns* - March 2019.
- 11.12 Clerks & Councils Direct: *List of Services offered.*
- 11.13 Breckland Council: *Members Briefing note - Local Plan Main Modifications consultation - rural housing policies Hou4 ad HOU5.*
- 11.14 Barclays Bank Plc: *Your Business Accounts - at a glance* - Your balances on 30 April 2019.
- 11.15 Barclays Bank Plc: *Your Community Account* - 30 March - 30 April 2019.
- 11.16 Breckland Council: *Recycling Payment 2018-19.*
- 11.17 Caston Village Hall: *The Hendeson Quiz 2019.*
- 11.18 Information Commissioner's Office: *Certificate.*
- 11.19 Clerks & Councils Direct - May 2019.
- 11.20 Norfolk Constabulary: *All Saints & Wayland* - May 2019.
- 11.21 Norfolk Constabulary: *How to contact us - Attleborough Safer Neighbourhood Team.*
- 11.22 Norfolk Constabulary: *Our Priorities - Attleborough Safer Neighbourhood Team.*

**12 Planning.**

- 12.1 **3PL/2019/0456/VAR: Pig Patch House, Mere Road, Stow Bedon.** Variation of Condition No2 on 3PL/2015/0461/F - Omission of semi-basement resulting in reduction of height of building, erection of entrance porch, small first floor addition & change to fenestration (west 1st floor), changes to siting of building (westerly direction). It was **resolved** that the Council had no objections.
- 12.2 **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 this application has been referred to Planning Committee on 28 May 2019 was **received**. The Clerk reported that District Councillor Phil Cowen was intending to speak against the application.

- 13 **SAM2.** A report from the SAM2 coordinator showing details collected during the months of March and April 2019 was **noted**. The Clerk said he had not heard from the Police following his email after the March Meeting, and would chase them. The Chairman asked the Clerk to put the possibility of setting up a Community Speedwatch Group on the agenda for the next Meeting.

DRAFT MINUTES SUBJECT TO CONFIRMATION AT NEXT COUNCIL MEETING

- 14 Telephone kiosk.** Councillor Childs said that he had received an offer from a resident to repaint the telephone kiosk if the Council would fund the paint and necessary materials. It was **agreed** that this work was necessary, and the Clerk was asked to let the resident have details of the correct paint and authorise him to go ahead.
- 15 Direct Debit payments.** The schedule of Direct Debit payments set up on the Council's bank account was **confirmed**.
- 16 Internal Audit.** The clean report of the Internal Auditor on the Annual Internal Audit Report from the Annual Governance and Accountability Return (AGAR) 2018/19 was **received**.
- 17 Receipts & Payments Account.** The Receipts and Payments Account for the year 2018-2019 was **approved** and **signed** by the Chairman.
- 18 Certificate of Exemption.** The Council **confirmed** that it is a Smaller authority where the higher of gross annual income or gross annual expenditure does not exceed £25,000, met the qualifying criteria, and is therefore exempt from sending the completed AGAR to the external auditor for a limited assurance review. The Certificate of Exemption on Page 3 of the AGAR 2018/19 Part 2 was **signed** by the Responsible Financial Officer (the Clerk) and the Chairman.
- 19 Annual Governance Statement.** The AGAR 2018/19 Part 2 Section 1 - Annual Governance Statement 2018/19 was **approved** by the Council and **signed** by the Chairman and the Clerk.
- 20 Accounting Statements.** The AGAR 2018/19 Part 2 Section 2 - Accounting Statements 2018/19 which the Responsible Financial Officer (the Clerk) had, as required, signed previously, were presented, and were **approved** by the Council and **signed** by the Chairman.
- 21 Explanation of variances and Bank reconciliation.** The Explanation of variances and Bank reconciliation for the year ended 31 March 2019 were **approved**.
- 22 Internal Auditor.** It was **resolved** that Mr Peter Cotes be reappointed as Internal Auditor for the year 2019-2020.
- 23 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 Monday 17 June 2019 and end on Friday 26 July 2019.
- 24 Finance.**
- 24.1 **Subscriptions.** It was **resolved** that cheque number 100780 for £108.61 to the Norfolk Association of Local Councils be signed, in settlement of their invoice no. 2892 for the annual subscription for 2019/2020. (*Local Government Act 1972 s.143*)
- 24.2 **Subscriptions.** It was **resolved** that cheque number 100781 for £43.00 to the Society of Local Council Clerks be signed, being this Council's share of the Clerk's membership subscription for 2019/2020. (*Local Government Act 1972 s.143*)
- 24.3 **Stationery.** It was **resolved** that cheque no. 100782 for £169.06 (£140.88 + £28.18 VAT) to Viking be signed, in settlement of their invoices nos. 739272 and 756169 for stationery supplied. (*Local Government Act 1972 s. 111*)
- 24.4 **Postage & Internal Audit.** It was **resolved** that cheque no. 100783 for £33.00 to Peter Cotes (Internal Auditor) be signed, in reimbursement of the cost of mailing the Audit File back to the Clerk having completed his work (£3.00) and as an honorarium for undertaking the Internal Audit for 2018/19. (*Local Government Act 1972 s. 111*)
- 24.5 **Maintenance of the burial grounds.** It was **resolved** that cheque number 100784 for £150.00 to Stow Bedon Parochial Church Council be signed as a grant towards the cost of maintaining the burial ground in the parish at St Botolph's Church. (*Local Government Act 1972 s. 214(6)*)

DRAFT MINUTES SUBJECT TO CONFIRMATION AT NEXT COUNCIL MEETING

24.6 **Maintenance of the burial grounds.** It was **resolved** that cheque number 100785 for £150.00 to Breckles Parochial Church Council be signed as a grant towards the cost of maintaining the burial ground in the parish at St Margaret's Church. (*Local Government Act 1972 s. 214(6)*)

24.7 **Subscriptions.** It was **noted** that on 26 April 2019 the Information Commissioner's Office collected £35.00 from the Council's account by direct debit, being the new data protection fee due under the *Data Protection (Charges and Information) Regulations 2018*. Under the new Regulations organisations which are required to register must pay an annual fee, depending upon size or turnover, of £40.00, £60.00 or £2,900.00. Public authorities all fall within Tier 1, so must pay £40.00, but receive a £5.00 reduction if they pay by direct debit; hence only £35.00 is due. This fee replaces the annual registration fee of £35.00 which was required under the *Data Protection Act 1998*.

24.8 **Credits.** Receipt of the following credit was **noted**:

24.8.1 Breckland Council: £2,425.00 - Precept.

24.8.2 Breckland Council: £175.13 -Glass recycling

24.9 **Monthly Financial Report.** The report for the month ending 30 April 2019 was **received**.

**25 Matters for consideration at next meeting.**

25.1 Trees on Gravelpit Hill;

25.2 Community Speedwatch Group.

25.3 Possible grant to provide portaloos for Outdoor Theatre event in July

**26 Next meeting.** The next meeting of the Parish Council will be on **Monday, 10 June 2019, at 7.30 p.m. in Caston Village Hall.**

**Confirmed:**

.....

**Jonathan White, Chairman**

10 June 2019

**Scheduled future Meeting dates:**

Monday, 10 June 2019                      Monday, 21 October 2019                      Monday, 13 January 2020\*

Monday, 15 July 2019                      Monday, 18 November 2019                      Monday, 17 February 2020

Monday, 19 August 2019\*                      Monday, 16 December 2019                      Monday, 16 March 2020

Monday, 16 September 2019

\* If needed