

# STOW BEDON & BRECKLES PARISH COUNCIL

Minutes of a Meeting of Stow Bedon & Breckles Parish Council on Monday, 18 May 2020 at 5.00 p.m. This was a virtual on-line meeting.

Present: Councillors: Jonathan White (Chairman), Dawn Jessett, Lee Pilkington,  
Hannah Reed.  
Julian Gibson (Clerk)

- 1 **Apologies for absence.** It was resolved to accept the reason for absence offered by Cllr. Howe.
- 2 **Declarations of interest.** None.
- 3 **Dispensations.** None.
- 4 **Public participation session.** None.
- 5 **Minutes.** The minutes of the meeting held on Monday, 20 April 2020 were **confirmed** for retrospective signing by the Chairman of the next face-to-face meeting of the Council.
- 6 **Matters arising.**
  - 6.1 [4.3, Minutes of 16 December 2019] **Turkey sheds at Brookside House, Breckles.** This appears on the Breckland website under ref. ENF/379/19/PAR, saying, "Case in progress." The Clerk will ask for an update.
- 7 **Correspondence.** The following correspondence was **received**:
  - 7.1 Information Commissioner's Office: *Certificate of registration under the Freedom of Information Act 2000* - End date 26 April 2021.
  - 7.2 The Pensions Regulator: *Have you worked out your legal duties?*
  - 7.3 The Pensions Regulator: *Automatic enrolment duties: Acknowledgement of re-declaration of compliance.*
  - 7.4 The Local Government Boundary Commission for England: *Important update on Norfolk electoral review* - Now expect "implementation date for Norfolk's new electoral arrangements will be 2025, not 2021."
  - 7.5 Breckland Council: *Town & Country Planning Act 1990, Grid Ref: 594823, 293336, Hockham, Unauthorised Change of Use* - Acknowledgement of Complaint.
  - 7.6 Breckland Council: *Town & Country Planning Act 1990, Grid Ref: 594823, 293336, Hockham, Unauthorised Change of Use* - Update.
  - 7.7 Breckland Council: *Town & Country Planning Act 1990, Grid Ref: 594823, 293336, Hockham, Untidy Site* - Acknowledgement of Complaint.
  - 7.8 The Pensions Regulator: *Automatic enrolment duties: Acknowledgement of re-declaration of compliance.*
  - 7.9 *Clerks & Councils Direct* - May 2020.
  - 7.10 Barclays Bank Plc: *Your Business accounts - at a glance* - Your balances on 30 April 2020.
  - 7.11 Barclays Bank Plc: *Your Community Account statement* - 1-30 April 2020.
  - 7.12 Barclays Bank Plc: *Your Active Saver Account statement* - 1-30 April 2020.
- 8 **Planning.** None.
- 9 **Covid 19.** The Council considered how the pandemic was impacting on residents in the parish, and concluded that by and large, there were no issues apart from a couple who were receiving food parcels from Breckland Council that were not required. The Clerk was asked to try to get these stopped.
- 10 **Encampment on edge of Frost's Common.** It was **noted** that the Clerk has informed Breckland Council Planning Enforcement that it appears that further development work may be being carried out on the Frosts Common site known to Breckland as Grid ref: 594823, 293336, A1075 Great Hockham. In response, the officer has said that there are two outstanding Planning

Enforcement cases, ENF/47/19/PAR (where an Enforcement Notice was issued in November 2019, requiring, *inter alia*, that the land be cleared and restored to its original state, which has been appealed) and ENF/74/20/PAR (regarding an untidy site, where the landowner has agreed to tidy up, but been allowed a period of 28 days after lockdown for the works to be carried out. If this fails the officer will consider serving a Section 215 notice). The Clerk has raised a separate compliant simply in order to get the Council on the list of complainants so that it is informed of any future progress in these cases made by Breckland. As a result of this, Breckland has sent notice of the appeal made to the Secretary of State against the enforcement notice relating to Unauthorised Change of Use (ENF/47/19/PAR), which was **received**.

- 11 **Declaration with the Pensions Regulator.** It was **noted** that on 23 April 2020 the Clerk re-declared the Council with the Pensions Regulator as required under the Pensions Act 2008.
- 12 **Receipts & Payments Account.** The Receipts and Payments Account for the year 2019-2020 was **approved** and the Clerk will arrange for it to be **signed** by the Chairman.
- 13 **Audit changes.** It was **noted** that the Government has passed *The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020*, which amends the deadline by which the Annual Governance Statement and Statement of Accounts of the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued by the local auditor must be published, from 30 September 2020 to 30 November 2020. Additionally, the previous requirement for all smaller authorities to have a common period for the exercise of public rights, being the first 10 working days of July was changed. Smaller authorities are still required to set a period for this purpose, but the only requirement is that the 30-working day period for the exercise of public rights should start on or before 1 September 2020. However, the External Auditors have set a submission deadline for the receipt of the approved AGAR and supporting documentation or the Certificate of Exemption (in the case of this Council) of Friday 31 July 2020. The Clerk has prepared the pack of documents for the Internal Auditor and sent it to him, and is confident that he will have completed his work and returned it in time for the June meeting
- 14 **Finance.**
  - 14.1 **Subscriptions.** It was **resolved** that cheque number 100810 for £51.21 to the Society of Local Council Clerks be signed, being this Council's share of the Clerk's membership subscription for the year ending 31 May 2021. (*Local Government Act 1972 s.143*)
  - 14.2 **Subscriptions.** It was **resolved** that cheque number 100811 for £29.95 (£24.96 + £4.99 VAT) to the Clerk be signed, in reimbursement for his having paid Spanglefish on 10 April 2019 for hosting the Council's website for the year up to April 2020. It did not come to light that he had forgotten to reclaim this expenditure until preparing for the 2019/20 Internal Audit. (*Local Government Act 1972 s. 111*)
  - 14.3 **Maintenance of the burial grounds.** It was **resolved** that cheque number 100812 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)*)
  - 14.4 **Maintenance of the burial grounds.** It was **resolved** that cheque number 100813 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)*)
  - 14.5 **Monthly Financial Report.** The report for the month ending 30 April 2020 was **received**.
- 15 **Matters for consideration at next meeting.** AGAR.

16 **Next meeting.** The next meeting of the Parish Council will be on **Monday, 15 June 2020**, at **6.00 p.m.** via **video link**.

*Because of the difficulties in signing minutes as required by The Local Government Act 1972, Sch, 12 para 41(1), these minutes were approved by the Council at its meeting on 15 June 2020, and later signed by the Chairman of the meeting held on 19 October 2020.*

~~Jonathan White, Chairman~~  
*Rain Issett, Vice Chairman*

**Scheduled future Meeting dates:**

Monday, 15 June 2020	Monday, 19 October 2020	Monday, 18 January 2021*
Monday, 13 July 2020	Monday, 16 November 2020	Monday, 15 February 2021
Monday, 17 August 2020*	Wednesday, 16 December 2020	Monday, 15 March 2021
Monday, 14 September 2020		

\*If needed