

STOW BEDON & BRECKLES PARISH COUNCIL

Minutes of a Meeting of Stow Bedon & Breckles Parish Council on Monday, 15 June 2020 at 5.00 p.m. This was a virtual on-line meeting.

**Present: Councillors: Dawn Jessett (Vice-Chairman), Phil Childs, Paul Howe, Lee Pilkington, Hannah Reed.
Julian Gibson (Clerk)**

In the absence of the Council Chairman the Vice-Chairman took the Chair.

- 1 **Apologies for absence.** It was **resolved** to accept the reason for absence offered by Cllr. White.
- 2 **Declarations of interest.** None.
- 3 **Dispensations.** None.
- 4 **Public participation session.** The Clerk said he had just spoken with District Councillor Phil Cowen, who had sent his apologies. He also said that he wanted to thank the residents for the way they had rallied round and helped each other during this difficult time, and especially the members of the Residents Association for their work in distributing leaflets round the parish. In response to questions the Clerk said he would enquire about emptying the dog waste bin in Mere Road and also provision of one in the Pingo Trail Car Park.
- 5 **Minutes.** The minutes of the meeting held on Monday, 18 May 2020 were **confirmed** for retrospective signing by the Chairman of the next face-to-face meeting of the Council.
- 6 **Matters arising.**
 - 6.1 [6.1] **Turkey sheds at Brookside House, Breckles.** Breckland Enforcement reports that the developer had been asked to regularise the breach of planning control, but has not yet responded. In the light of current restrictions this may well be delayed, but an update is promised when something happens.
- 7 **Correspondence.** The following correspondence was **received**:
 - 7.1 Barclays Bank Plc: *The interest rate on your savings account is changing,*
 - 7.2 Breckland Council: *Recycling Payment 2019/20 - £183.63.*
 - 7.3 Barclays Bank Plc: *Your Business accounts - at a glance - Your balances on 29 May 2020.*
 - 7.4 Barclays Bank Plc: *Your Community Account statement - 1-29 May 2020.*
 - 7.5 Barclays Bank Plc: *Your Active Saver Account statement - 1-29 May 2020.*
- 8 **Planning.**
 - 8.1 **3PL/2020/0453/F: Breckles Gate, Wretham Road, Breckles.** The erection of a self-contained one bedroom annexe. It was **noted** that, after consultation with four Councillors the Clerk has responded using delegated powers, saying that although the Council has no objection to the construction of a detached annex in principle, providing it was a condition that it is tied to the host dwelling and not sold or let separately, it objects to the design of the proposed dwelling, which is inappropriate to be positioned next door to the listed building. The Council also questioned the compliance with Policy GEN 02 which requires all development to respect and be “sensitive to the character of the surrounding area”. This also requires development to be “sustainably designed”, but the application contains very little evidence that this would be the case.
 - 8.2 **3PL/2020/0454/LB: Breckles Gate, Wretham Road, Breckles.** The erection of a self-contained one bedroom annexe. (Listed building consent). As item 8.1.

- 8.3 **3PL/2020/0439/VAR: Land North of Mere House, Mere Road, Stow Bedon.** Variation of Condition No 2 on 3PL/2019/1363/F (Erection of two dwellings) - Revised Site, Elevations and Tree Protection Plan. It was **noted** that, after consultation with four Councillors the Clerk has responded using delegated powers, saying the Council has no comment to make.
- 8.4 **3PL/2020/0490/HOU: Harvesters, Mere Road, Stow Bedon.** Single storey rear extension and new front boundary wall to replace existing hedge. It was **resolved** that the Council objected to the application, not with regard to the proposed extension, but because of the inclusion of plans to replace the front hedge with a long wall. The Council accepted that a neighbouring house has a wall, but this is much more the exception than the rule, the bulk of the Mere Road street scheme being open fronted or hedging. This property has a very wide frontage, and a wall of this length and height would adversely dominate the street. If the proposal to replace the hedge with the wall were to be removed, the Council's objection could be removed.
- 8.5 **3PL/2019/0726/F: White Horse Farmhouse, Mere Road Stow Bedon.** Application for Erection of 3 bed dwelling. Notice dated 12 May 2020 saying that the appeal against the decision of Breckland District Council to refuse planning permission has been dismissed by the inspector was **received**.
- 9 **Internal Audit.** The completed Annual Internal Audit Report from the Annual Governance and Accountability Return (AGAR) 2019/20 was **received** and **noted**.
- 10 **Annual Governance Statement.** The AGAR 2019/20 Part 2 Section 1 - Annual Governance Statement 2019/20 was **approved** by the Council.
- 11 **Accounting Statements.** The AGAR 2019/20 Part 2 Section 2 - Accounting Statements 2019/20, already signed off by the Clerk as Responsible Financial Officer (RFO), were **approved** by the Council.
- 12 **Certificate of Exemption.** The Certificate of Exemption on Page 3 of the AGAR 2019/20 Part 2, confirming that the Council is a Smaller authority where the higher of gross annual income or gross annual expenditure does not exceed £25,000 and meets the qualifying criteria, and is therefore exempt from a limited assurance review, was **approved** by the Council.
- 13 **Signing of Annual Governance Statement and Accounting Statements.** The Chairman and the Clerk were **authorised** to sign the Annual Governance Statement, and the Chairman was **authorised** to sign the Accounting Statements.
- 14 **Electors' rights.** It was **noted** that the Clerk, as Responsible Financial Officer (RFO) has set the commencement date for the exercise of public rights as 1 September 2020.
- 15 **Signing of Certificate of Exemption.** The RFO and the Chairman were **authorised** to sign the Certificate of Exemption. The Clerk will then send this to the External Auditor, and publish all the required documents on the website and notice boards.
- 16 **Explanation of variances and Bank reconciliation.** The Explanation of variances and Bank reconciliation for the year ended 31 March 2020 were **approved**.
- 17 **Internal Auditor.** It was **resolved** that Mr. Peter Cotes be reappointed as Internal Auditor for the year 2020-2021.
- 18 **Finance.**
- 18.1 **Clerk's salary.** It was **resolved** that cheques numbered 100814 & 100815 totalling £1,024.02 (salary for 1 April 2020 to 30 June 2020: £965.93; payment for use of home as office: £13.50; Mileage Allowance Payment for 11 February 2020 - 6 June 2020: £44.59) to the Clerk and HM Revenue & Customs be signed. (*Local Government Act 1972 s. 112(2)*)

DRAFT MINUTES SUBJECT TO CONFIRMATION AT NEXT COUNCIL MEETING

- 18.2 **Clerk's reimbursement.** It was **resolved** that cheque number 100816 for £19.58 (Postage & Telephones: £17.07; Stationery: £1.69; VAT £0.82) to the Clerk be signed, as reimbursement for items paid on behalf of the Council for 9 March 2020 - 6 June 2020. (*Local Government Act 1972 s.111*)
- 18.3 **Audit.** It was **resolved** that cheque number 100817 for £50.00 to Mr Peter Cotes be signed, as a honorarium for carrying out the Internal Audit for the financial year ended 31 March 2020. (*Local Government Act 1972 s. 111*)
- 18.4 **Credit.** Receipt of the following credits was **noted**:
- 18.4.1 HM Revenue & Customs - VAT Reclaim: £111.03 - 12 May 2020.
- 18.4.2 Breckland Council - Glass recycling: £183.63 - 2 June 2020.
- 18.5 **Budgets.** It was **agreed** to vire the sum of £54.00 from the Staff Costs budget (formerly Clerk's salary) to Other Staff Related Costs (formerly Clerk's Mileage Allowance) in order to accommodate the changes made to the way of reporting the costs of Homeworking Allowances in the 2020/21 AGAR.
- 18.6 **Monthly Financial Report.** The report for the month ending 31 May 2020 was **received**.
- 19 **Matters for consideration at next meeting.** Progress of Covid epidemic measures and impact on format of future meetings.
- 20 **Next meeting.** The next meeting of the Parish Council will be on **Monday, 13 July 2020**, at **6.30 p.m.** via **video link**.

Confirmed:

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Jonathan White, Chairman

13 July 2020

Scheduled future Meeting dates:

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

*If needed