

# STOW BEDON & BRECKLES PARISH COUNCIL

**Minutes of a Meeting of Stow Bedon & Breckles Parish Council on Monday, 13 June 2022 at 7.30 p.m. in Caston Village Hall.**

**Present:** Councillors: Jonathan White (Chairman), Phil Childs, Dawn Jessett, Hannah Reed.  
Julian Gibson (Clerk).

**Absent:** Councillors: John Morfoot, Lee Pilkington.

- 1 **Chairman's Declaration of Acceptance of Office.** Cllr. White signed his declaration, which was **received**.
- 2 **Apologies for absence.** It was **resolved** to accept the reason for absence offered by Cllr. Pilkington.
- 3 **Declarations of interest.** None.
- 4 **Dispensations.** None.
- 5 **Public participation session.**
  - 5.1 **Stow Bedon FP1.** A number of members of the public raised concerns about the poor maintenance, obstruction, and more recent diversion of Stow Bedon FP1, which has been an issue for many years, and the lack of action from Norfolk County Council, which has a duty to ensure that the landowner fulfils his responsibility to ensure that the Public Right of Way is accessible. The Clerk said he would once again write to the NCC Countryside Officer, asking what there is any doubt over where the right of way lies, as it is clearly shown on the County's own Definitive Map. County Cllr. Fabian Eagle asked to be copied in with all communications on this issue, and undertook to take the matter higher if satisfactory responses were not forthcoming swiftly.
  - 5.2 **Cherry Tree Farm.**
- 6 **Minutes.** The minutes of the meeting held on Monday, 16 May 2022 were **confirmed**, and **signed** by the meeting Chairman.
- 7 **Matters arising.**
  - 7.1 [7] **Footpath Stow Bedon FP1.** In response to the complaint made by the Council after the last meeting, the NCC Countryside Access Officer has said that she has now met with the owners of the land onto which the path has been diverted, and that she is in the process of establishing the definitive line of the right of way, and waiting on documentation from the landowner.
  - 7.2 **Frost's common:** In response to the Clerk questioning, Breckland Planning Enforcement has said, "In respect of the enforcement case, I can also assure you that appropriate action will be taken should the notice not be complied with. Non-compliance would be subject of further report setting out the options available to the District Council. The options include extension of time, prosecution, direct action, or injunction, none of which provide instant resolution. The case officer will update you accordingly in due course."
  - 7.3 **Platinum Jubilee celebrations.** Cllr. Jessett reported that, despite the forecast poor weather, over 50 people attended the street party on Sunday 5 June, joining in the bring and share lunch, decorated hat and crown, Jubilee cake and best dressed house competitions, egg & spoon and 3-legged races, and Loyal Toast. Commemorative mugs were presented to all under-18s, and the evening concluded with a barbecue and karaoke. On behalf of the Council, the Chairman thanked Cllr. Jessett and her team of helpers for organising such a successful event to celebrate this unique Jubilee.

## DRAFT MINUTES SUBJECT TO CONFIRMATION AT NEXT COUNCIL MEETING

- 8 Correspondence.** The following correspondence was **received**:
- 8.1 Stow Bedon Churchwarden: *Letter of thanks for grant.*
  - 8.2 St Botolph's Church, Stow Bedon: *Annual Reports.*
  - 8.3 Barclays Bank Plc: *Your Business accounts - at a glance - Your balances on 31 May 2022.*
  - 8.4 Barclays Bank Plc: *Your Community Account - 30 April - 31 May 2022.*
  - 8.5 SAM 2 Co-ordinator: *Statistics May 2022.*
- 9 Cherry Tree Farm.** The Clerk read an update he has **received** from Simon Wood, Breckland Director of Planning and Building Control, which largely lays all responsibility with regard to the Farm's failure to properly manage noise and odour matters at the door of the Environment Agency. It was **agreed** that, as the ammonia releases from this business had been going on for over a year now, with no sign of any action to protect the amenity and health of residents from either Breckland Council or the Environment Agency, the Clerk should write to senior people in each asking them to investigate, and, failing responses, write to Liz Truss, MP, to enlist her assistance.
- 10 Swift tower.** An email from Cllr. Fabian Eagle advising of his intention to purchase two Swift Towers and inviting parishes to say if they were interested in having one, was **received**. Members were very interested and suggested that the rear of the Breckles Church car park would be a suitable location, where it was in a space with public access, where the birds were currently present. The Chairman said he would seek permission from the Church PCC, and would be able from his home opposite to monitor usage, and if this is agreeable, the Clerk will put in a formal request to Cllr Eagle to be included.
- 11 Planning.**
- 11.1 **3PL/2022/0584/F: Small Paddock Adjacent to Gay Deane.** Technical Details application following grant of Permission in Principle under Breckland Planning Reference 3PL/2020/0779/PIP. Application for 2 No detached single-story residential properties with associated garages, access and landscaping. It was **resolved** that the Council objected on the grounds that this application bore little resemblance to the points used to gain the PIP permission, and impact of up to an additional 8 vehicles on Rockland Road. Traffic. It was **agreed** that District Cllr Phil Cowen should be asked to try to get this application called in for determination by Planning Committee if the offers were minded to approve.
  - 11.2 **3PL/2022/0452/F: Avonmere, Mere Road, Stow Bedon.** Proposed Menage and 1.2m post and rail timber fence Planning Permission dated 6 June 2022 was **received**.
- 12 Internal Audit.** The report to Council of the Internal Auditor via the completed Annual Internal Audit Report from the Annual Governance and Accountability Return (AGAR) 2021/22 were **received** and **noted**.
- 13 Annual Governance Statement.** The AGAR 2021/22 Form 2 Section 1 - Annual Governance Statement 2021/22 was **approved** by the Council.
- 14 Accounting Statements.** The AGAR 2020/21 Form 2 Section 2 - Accounting Statements 2021/22, already signed off by the Clerk as Responsible Financial Officer (RFO), were **approved** by the Council.
- 15 Certificate of Exemption.** The Certificate of Exemption on Page 3 of the AGAR 2021/22 Form 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.
- 16 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.
- 17 Electors' rights.** It was **noted** that the Clerk, as RFO has set the commencement date for the exercise of public rights as 20 June 2022.
- 18 Signing of Certificate of Exemption.** The RFO and the Chairman were **authorised** to sign the Certificate of Exemption.

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- 19 Explanation of variances and Bank reconciliation.** The Explanation of variances and Bank reconciliation for the year ended 31 March 2022 were **approved**.
- 20 Internal Auditor.** It was **resolved** that Mr. Peter Cotes be reappointed as Internal Auditor for the year 2022-2023.
- 21 External Audit.** It was **noted** that the Clerk will then send the Certificate of Exemption to the External Auditor, and publish all the required documents on the website and notice boards.
- 22 Finance.**
- 22.1 **Clerk's salary.** It was **resolved** that cheques numbered 100875 & 100876 totalling £1,163.30 (salary for 1 April 2022 to 30 June 2022: £1,050.20; Homeworking Allowance: £19.50; Mileage Allowance for 6 March 2022 - 2 June 2022: £93.60) to the Clerk and HM Revenue & Customs be signed. (*Local Government Act 1972 s.112(2)*)
- 22.2 **Clerk's reimbursement.** It was **resolved** that cheque number 100877 for £14.48 (Postage & Telephones) to the Clerk be signed, as reimbursement for items paid on behalf of the Council for 6 February 2022- 5 June 2022. (*Local Government Act 1972 s.111*)
- 22.3 **Audit.** It was **resolved** that cheque number 100878 for £50.00 to Mr Peter Cotes be signed, as an honorarium for the completion of the Internal Audit for the year ended 31 March 2022. (*Local Government Act 1972 s.111*)
- 22.4 **Other.** It was **resolved** that cheque numbered 100879 for £22.00 to Sue Tanner be signed, in reimbursement of her having paid Norfolk County Council the fee for Road Closure of Mere Road for the Queen's Platinum Jubilee Street Party. (*Local Government Act 1972 s.145*)
- 22.5 **Other.** It was **resolved** that cheque number 100880 for £580.00 to Clare Rowling be signed, in reimbursement of her having paid Invoice dated 30 March 2022 from Ladybug Handmade Crafts for Jubilee Mugs as part of the celebrations for the Queen's Platinum Jubilee. (*Local Government Act 1972 s. 145*)
- 22.6 **Credits.** Receipt of the following credit was **noted**: HM Revenue & Customs - VAT Refund - £155.09 - 13 May 2022.
- 22.7 **Monthly Financial Report.** The report for the month ending 31 May 2022 was **received**.
- 23 Matters for consideration at next meeting.** Fuel Allotment charity
- 24 Next meeting.** The next meeting of the Parish Council will be on Monday, 18 July 2022, at 7.30 p.m. in Caston Village Hall.

**Confirmed:**

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**Jonathan White, Chairman**

18 July 2022

**Scheduled future Meeting dates:**

Monday, 18 July 2022	Monday, 17 October 2022	*Monday, 16 January 2023
*Monday, 15 August 2022	Monday, 14 November 2022	Monday, 13 February 2023
Monday, 12 September 2022	Monday, 12 December 2022	Monday, 13 March 2023

\*If needed