

# STOW BEDON & BRECKLES PARISH COUNCIL

Minutes of a Meeting of Stow Bedon & Breckles Parish Council on Monday, 22 November 2010 at 7.30 p.m. in Caston Village Hall.

Present: Councillors Peter Mills (Chairman), Melanie Hannam, Susan Tanner.  
Julian Gibson (Clerk)

## 0 Public Comment Facility.

- 0.1 Norfolk County Councillor Ian Monson said that following the central Government cuts, the County was undertaking a consultation, inviting comment of the reductions it was proposing. These will probably include asking Parish Councils to undertake work like care of rights of way, grass cutting, and gritting footpaths. He did have some good news, confirming that repairs to Mere Road were scheduled for next spring. He also promised to ask Highways to look into the damage to the verge being caused by the builders working in Mere Road.
- 0.2 Breckland District Councillor Philip Cowen said that, although following the recent High Court ruling that the Communities Secretary acted unlawfully in scrapping the Regional Strategies (which set housing targets across councils in England), the planned Local Government and Decentralisation Bill will have this effect. As a result Breckland Council is reviewing the figures, and will set new plans, taking greater account of the adequacy of the infrastructure to support new developments

*At this point the Chairman formally called the meeting to order.*

1 **Apologies for absence.** It was **resolved** to accept apologies from Mr Childs.

2 **Declarations of interest.** None.

3 **Minutes.** The minutes of the meeting held on Monday, 18 October 2010 were **confirmed** and **signed**.

## 4 Matters arising.

- 4.1 [4.1] **Cherry Tree at Pingo Trail.** The Chairman and Clerk met with Paul Groom, the new Highways Engineer for Norfolk County Council, who has confirmed that he has no objection to the proposed location in the Pingo Trail lay-by for the tree and bulbs. The Clerk reported that he had now received the License which he would sign as the Proper Officer of the Council. He will then arrange a date for planting with the Chairman, who has been looking after the tree.
- 4.2 [8.6] **Redundant laptop computer.** As agreed this has now been sold, and will be deleted from the Asset Register.
- 4.3 [8.5] **Barclaysafe Standard.** This envelope has been withdrawn. It contained and contains only a copy of the initial deposit made with CAF Ethical Plus on 25 August 2000, and the stock certificate for the £16,917.84 7¾% Treasury Stock, 2012-2015, in the name of Stow Bedon & Breckles Parish Council which actually belongs to Stow Bedon Village Hall Fund. These will now be kept by the Clerk with the Council's other papers.
- 4.4 [14] **Parish History.** This has now been taken off the Internet. See item 8 below.

## 5 Correspondence. The following correspondence was **received**:

- 5.1 Norfolk County Council: *Year Book - 2010/11.*
- 5.2 Norfolk County Council: *A-Z 2010-11.*

- 5.3 Norfolk County Council: *New pilot interactive digital TV service for Norfolk County Council.*
- 5.4 Norfolk County Council: *Easy info, in the palm of your hand!*
- 5.5 Norfolk County Council: *Letter re. Re-launch of "Norfolk Matters".*
- 5.6 Norfolk County Council: *Change to Public Rights of Way network.*
- 5.7 Mrs R McIntosh: *Letter to the Clerk dated 27 September 2010.*
- 5.8 Information Commissioner's Office: *Tick tock Freedom of Information Act.*
- 5.9 Written Statement to the House of Commons by Eric Pickles, Secretary of State for Communities and Local Government: *Council Tax - confirms that Parish Councils will not be included in the scheme to veto excessive Council Tax rises.*
- 5.10 Norfolk County Council: *Core Strategy and Minerals and Waste Development Management Policies Development Plan Document: Revisions to Pre-Submission Document: Invitation to make Representations.*
- 5.11 Norfolk County Council: *Core Strategy and Minerals and Waste Development Management Policies Development Plan Document 2010-2026. Revised Publication.*
- 5.12 Norfolk County Council: *Core Strategy and Minerals and Waste Development Management Policies Development Plan Document 2010-2026. Revised Proposals Map.*
- 5.13 Norfolk County Council: *Consultations on County Financial Strategy.*
- 5.14 Norfolk Playing Field Association: *The Playing Field - Autumn 2010.*
- 5.15 Land Registry: *Registering your Council's property.* The Council owns no land, but the Clerk will suggest this that the Trustees of the Stow Bedon Fuel Allotment Trust may like to consider registering their property.
- 5.16 Breckland Council: *Prospective Councillor Campaign.*
- 5.17 Barclays Bank Plc: *Community Account Statement - 30 September - 29 October 2010.*
- 5.18 CAF Bank Ltd: *Account No: 00080530.*
- 5.19 CAF Bank Ltd: *Welcome to CAF Bank Online.*
- 5.20 CAF Bank Ltd: *CAF Gold Account Statement - 1 November 2010.*
- 5.21 Norfolk Constabulary: *Letter re SNAP meeting.*
- 5.22 Barclays Bank Plc: *Some important news about your recent letter to us.*
- 5.23 Norfolk County Council: *Proposed changes to Public Rights of Way Service.*

**6 Elizabeth Truss MP.** A letter offering to attend a meeting if required was **received**. It was **agreed** that nothing needed her help at this time.

## **7 Planning.**

- 7.1 **3PL/2010/1130/F: Chapel Farm, Mere Road, Stow Bedon.** Application for Erection of a two storey side & rear extensions, porch, conservatories, new access, gates & fence & rear balcony. It was **resolved** that the Council had no objection.
- 7.2 **3PL/2010/0885/O: Drove Farm, Breckles.** Detached House for agricultural worker. Outline Planning Permission dated 19 October 2010 was **received**.
- 7.3 **3PL/2010/1167/F: Waters Edge, Mere Road, Stow Bedon.** Application for Single storey extension to create utility room and garaging. Environmental Health not concerned. It was **resolved** that the Council had no objection.
- 7.4 **3PL/2010/0945/F: Land adjacent Gay-Dene, Lower Stow Bedon.** Application for Erection of agricultural worker's dwelling. The Clerk reported that the Breckland website says that Planning Permission has been refused, but written confirmation was awaited.

**8 Parish History.** The Council was joined for this item by Sue White, from the Wayland Partnership. She has been working on *Capturing our Wayland Heritage* for the Partnership, and had been given the master file of the 2005 Parish History, which had been loaded onto a free access website. The Council expressed concern that those who had contributed to the

History, either by writings and photographs, or by allowing photographs of themselves and their properties to be published had not been consulted about placing this information on the Internet. She has now taken the document off line. The Council **agreed** that this document should be made available, preferably though the Council's own website, but **resolved** that the contributors should be given the opportunity to lodge an objection if they wished. The Clerk was asked to put a suitable piece into *Waylander*, with an insert to go into copies for this Parish.

- 9 **Payment made to previous Clerk.** It was **confirmed** that cheque no. 100525 for £235.17 (£209.93 pay and £25.24 expenses) made to Philip Freeman (the then Clerk) at the meeting on Monday 19 April 2010, was incorrectly recorded in the Minutes of that meeting as £130.20.
- 10 **Adoption of Red Telephone Kiosks.** The Clerk reported that although his predecessor had told Breckland Council that the Parish Council was intending to adopt the two boxes in Stow Bedon and Lower Stow Bedon he had not actually informed BT of this. The boxes (which are George VI models) were in a very poor state of repair, having broken or cracked panes, faded signs, and flaking paintwork. He had managed to get Norfolk County Council to agree to re-shape the verge round the Stow Bedon box so that the door will open fully, and BT to agree to replace the broken glass, but apart from that the boxes would have to be adopted as seen, so any refurbishment would fall on the Parish Council. The Council **agreed** that in view of this new information the decision to adopt the boxes should be revisited. Councillors will seek the opinions of parishioners.
- 11 **Casual vacancies.** Notice that the Council may now proceed to fill the vacancy caused by the resignation of Mr Greenwood was **received**. The Clerk reported that Breckland Council have confirmed that the Council is free to co-opt up to three new councillors. It was **agreed** that he should write a piece for *Waylander* inviting applicants and put up notices.
- 12 **Asset Register.** The draft Asset Register prepared by the Clerk was **agreed** and the book and insurance valuations were **confirmed**.
- 13 **Standing Orders.** The Clerk presented for consideration a set of Standing Orders based on the model set published by the National Association of Local Councils. After discussion a resolution that these be adopted was proposed and seconded. In accordance with paragraph 42 of the existing Standing Orders this now stands adjourned until the next meeting.
- 14 **Financial Regulations.** The Clerk presented for consideration a set of Financial Regulations based on the model set published by the National Association of Local Councils. These were **adopted**.
- 15 **Insurance Policy.** The Clerk reported that it appears that cancellation of the existing policy with Aon would only attract a penalty of £5.00. The main concern with the policy offered by Came & Co (Aviva) is the size of the excess, so it was **agreed** to ask the Clerk to enquire what premium they would require if the excess were to be £125 rather than £250.
- 16 **External Audit 2008 and 2009.** The reports of the External Auditor on the Annual Return for the years ended 31 March 2008 and 2009 were **received**, and the comments on items giving cause for concern and other matters which the Auditor would draw to the attention of the Council **noted**. The Clerk will now display the *Notices of conclusion of the audit and right to inspect the Annual Return* on the parish notice boards.
- 17 **External Audit 2010.** The report of the External Auditor on the Annual Return for the year ended 31 March 2010 was **received**, and the matters which the Auditor would draw to the attention of the Council **noted**. The Clerk will now display the *Notice of conclusion of the audit and right to inspect the Annual Return* on the parish notice boards.

- 18 Freedom of Information Act Publication Scheme.** It was **resolved** to adopt the model Publication Scheme without modification as required by the Freedom of Information Act 2000 s. 19(1)(a), and the draft Guide to Information presented by the Clerk was **agreed**. This will now be published on the Council website.
- 19 Parish website.** It was **agreed** to convert the Parish Council website with Spanglefish.com to the full version.
- 20 Internal Auditor.** It was **resolved** to reappoint Mr. David Gee as Internal Auditor.
- 21 Norfolk Heritage Explorer.** The Clerk reported for information that this website ([www.heritage.norfolk.gov.uk](http://www.heritage.norfolk.gov.uk)) details 57 archaeological features and finds within the parish. The report was **received**.
- 22 Barclays Bank.** An authority to Barclays Bank Plc to allow the Clerk to obtain information from the bank and to make transfers between any Barclays accounts in the Council's name was **approved** and **signed**.
- 23 Finance.**
- 23.1 **Annual External Audit.** It was **resolved** that cheque number 100535 for £58.75 (£50.00 plus £8.75 VAT) to Mazars be signed in settlement of their fee note no. 655330-7672 for the external audit for the year ended 31 March 2010. (Local Government Act 1972, s. 111.)
- 23.2 **Stationery.** It was **resolved** that cheque number 100536 for £23.49 (£29.28 plus £5.12 VAT) to Viking Direct be signed in payment of invoice no. 322330.
- 23.3 **Monthly Financial Report.** The report for the month ending 31 October 2010 was **received**.
- 24 Matters for consideration at next meeting.**
- 24.1 Adoption of red telephone kiosks.
- 24.2 Adoption of Standing Orders.
- 24.3 Insurance policy.
- 25 Next meeting.** The next meeting of the Council will be on **Monday, 13 December 2010**, at **7.30 p.m.** in **Caston Village Hall**.

**Confirmed:**

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**Peter Mills, Chairman**

13 December 2010

**Scheduled future Meeting dates:**

Monday, 21 February 2011	Monday, 18 April 2011	Monday, 20 June 2011
Monday, 21 March 2011	Monday, 16 May 2011*	Monday, 18 July 2011

\*Annual Parish Meeting & Annual Meeting of the Parish Council