

STOW BEDON & BRECKLES PARISH COUNCIL

Minutes of a Meeting of Stow Bedon & Breckles Parish Council on Monday, 18 April 2011 at 7.30 p.m. in Caston Village Hall.

Present: Councillors Peter Mills (Chairman), Phil Childs, Melanie Hannam.
Julian Gibson (Clerk)

- 1 **Apologies for absence.** It was **resolved** to accept apologies from Mrs Tanner.
- 2 **Declarations of interest.** The Chairman declared a personal interest in item 8.1, as the applicant is an immediate neighbour.
- 3 **Public Comment Facility.**
 - 3.1 Mrs Machorton spoke to the Council about a requested grant towards the cost of maintain the burial grounds at St Botolph's Church, Stow Bedon. The Chairman explained that the Council would be considering this in its role as Trustee to Stow Bedon Village Hall Fund at the meeting immediately after the Council meeting.
 - 3.2 District Councillor Phil Cowen gave a brief summary of recent developments at Breckland Council, where he admitted most activity recently related to the coming election.
- 4 **Minutes.** The minutes of the meeting held on Monday, 21 March 2011 were **confirmed** and **signed**.
- 5 **Matters arising.** [13] **Changing Bottle Bank.** After the Council agreed to leave matters as they are, the Clerk has received a reply from Norfolk County Council (who own the Pingo Trail lay-by) saying that if we had opted to go for a different style of bank they would make annual property charges of £150-£200. It was agreed it was just as well the Council had decided not to make any change at this time.
- 6 **Correspondence.** The following correspondence was **received**:
 - 6.1 East Anglia's Children's Hospices: *Appeal letter*.
 - 6.2 Norfolk Constabulary: *Parish/Ward Crime Statistics* - 1-28 February 2011.
 - 6.3 Griston Parish Council: *Invitation for Chairman to attend official opening of Recreation Ground play area*.
 - 6.4 Norfolk Association of Local Councils: *The Localism Bill - What's in it for local councils and their communities?*
 - 6.5 MacMillan Cancer Support: *Making a difference in Norfolk*.
 - 6.6 Breckland Council: *Town and Parish Council Forum Newsletter*.
 - 6.7 Breckland Council: *Vote for Asset Management*.
 - 6.8 Barclays Bank Plc: *Community Account Statement* - 26 February - 29 March 2011.
 - 6.9 Barclays Bank Plc: *Community Account Statement* - 30 March - 4 April 2011.
 - 6.10 CAF Bank: *CAF Gold Account statement* - 31 March 2011.
 - 6.11 Breckland Council: *Notice of Uncontested Election*. The Clerk explained that as there were seven candidates for seven places, all had been declared elected, without the need for a poll on 5 May (although there will be a poll for the District Councillor and the Alternative Vote referendum. The new Councillors would assume their roles on 9 May, when the old Council stands down. The current Chairman continues in post until the election of a new Chairman, which will be the first business of the Annual Meeting of the Parish Council on 16 May. Mr Mills will, therefore, chair the Annual Parish Meeting, which takes place earlier that evening.
The Chairman offered his thanks and those of the Council to Councillor Melanie Hannam, who had not stood for re-election
 - 6.12 Breckland Council: *Remittance Advice* - Precept.

- 6.13 Norfolk Association of Local Councils: *Norfolk Link* - March 2011.
- 6.14 Norfolk Association of Local Councils: *Future of audit*.
- 6.15 NRCC: *Signpost* - March 2011.

7 Recreation Contributions. A letter from Breckland Council concerning *Recreation Contributions* was **received**. The Clerk explained that this was funding available to the parishes in the Hockham grouping as a result of Section 106 Agreements. If it wished to apply, the Council needed to consider making plans to provide facilities for Outdoor Sports or Children's Play. The Chairman asked for this to be put on the agenda for the meeting in June, and asked the Councillors to give the matter some thought in preparation. The Clerk was asked to make some additional enquiries and bring this matter forward again at the June meeting.

8 Planning.

8.1 **3PL/2011/0327/F: Little Pieces, Low Road, Breckles.** Application for Front porch and 1½ storey rear extension to main dwelling and rear single storey extension to annexe. In view of his declared personal interest in this item, the Chairman said he would make no comment, and abstain from voting on this issue. It was **resolved** that the Council had no objection.

8.2 **3PL/2011/0157/F: Mere House, Mere Road, Stow Bedon.** Erection of fence on East and West boundaries. Notice that this application will be referred to Development Control Committee Meeting on 18 April 2011 **was received**. The Chairman explained that the Committee had refused to grant permission, contrary to the Officer's recommendation. District Councillor Phil Cowen was invited to pass on the content of his discussion with the applicant. The Clerk was asked to try to ascertain exactly where the boundary between the highway and the property lies.

Post Meeting note: The Clerk was unable to find any record of Tree Preservation Orders in the site.

9 Data Protection Act. The Clerk explained that the Council is required to notify the Information Commissioner's Office as required by the Data Protection Act 1998. This was **agreed**.

10 Telephone Kiosk. The Clerk presented a report on the work required on the adopted telephone kiosk in Mere Road and the Chairman confirmed his opinions. It was **agreed** that the Council would try to get a working party together. The Clerk will obtain the necessary supplies.

11 2011 Norfolk Village Games. This has been advertised on the Council website, and it was **agreed** to wait and see if anybody expressed an interest in organising this.

12 Grit Bin in The Close, Stow Bedon. The Clerk reported on his meeting with the Norfolk County Council Highways engineer, and said that a precise location had been agreed. However, the County requires it to be placed on a concrete base. The Clerk was asked to try to obtain two quotations for this work.

13 Receipts and Payments Account. The Receipts and Payments Account for the year 1 April 2010 - 31 March 2011 was **approved** and **signed**.

14 Annual Return. The Accounting statements and Annual governance statement in the Annual Return for the year ended 31 March 2011, was **approved** and **signed** and the Bank Reconciliation and Explanation of variances was **agreed**.

15 Finance.

- 15.1 **Training.** It was **resolved** that cheque number 100548 for £6.67 to Norfolk Parish Training Partnership be signed for a one third share of the cost of the Clerk's training on PAYE. (Local Government Act 1972, s. 111(1).)
- 15.2 **Norfolk Association of Local Councils.** It was **resolved** that cheque number 100549 for £93.40 to Norfolk Association of Local Councils be signed, being the subscription for 2011/12. (Local Government Act 1972, s. 143.)
- 15.3 **Data Protection Act.** It was **resolved** that cheque number 100550 for £35.00 to the Information Commissioner's Office be signed for the initial notification under the Data Protection Act 1988. (Local Government Act 1972, s. 111(1).)
- 15.4 **Monthly Financial Report.** The report for the month ending 31 March 2011 was **received**.

16 Matters for consideration at next meeting.

- 16.1 Recreation Contributions (for June meeting).
- 16.2 Concrete base for grit bin.
- 16.3 Grass cutting in the parish (for June Meeting)

17 Next meeting. The next meeting of the Council was **confirmed** as **Monday, 16 May 2011, at 8.00 p.m. in Caston Village Hall** (after the Annual Parish Meeting at 7.30 p.m.).

As required by section 4 of his contract, the Clerk informed the Council that he had been appointed as Clerk and Responsible Financial Officer to Roudham & Larling Parish Council, and would be taking up the appointment in May, after the present incumbent had send off the Annual Return and handled the Annual Parish Meeting and Annual Meeting of the Parish Council.

Confirmed:

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Peter Mills, Chairman

16 May 2011

Scheduled future Meeting dates:

Monday, 20 June 2011	Monday, 17 October 2011	Monday, 16 January 2012
Monday, 18 July 2011	Monday, 21 November 2011	Monday, 20 February 2012
Monday, 15 August 2011	Monday, 12 December 2011	Monday, 19 March 2012
Monday, 19 September 2011		