

STOW BEDON & BRECKLES PARISH COUNCIL

Minutes of a Meeting of Stow Bedon & Breckles Parish Council on Monday, 20 June 2011 at 7.30 p.m. in Caston Village Hall.

**Present: Councillors Peter Mills (Chairman), Rachael Garrod, Paul Howe, John Morfoot, Lee Pilkington, Susan Tanner
Julian Gibson (Clerk)**

- 1 **Apologies for absence.** None.
- 2 **Declarations of interest.** Both Mrs Garrod and Mr Howe declared a personal and prejudicial interest in item 13, as each had a close relative who had been asked to quote for the work.
- 3 **Public participation session.** None.
- 4 **Minutes.** The minutes of the meeting held on Monday, 16 May 2011 were **confirmed** and **signed**.
- 5 **Matters arising.**
 - 5.1 [3.1, Meeting on 14 February 2011]. **Mere Road.** As promised, Norfolk County Council has now top dressed the passing place outside Stow Bedon House.
 - 5.2 [8.2, Meeting on 18 April 2011] **Mere House, Mere Road, Stow Bedon.** As requested the Clerk has obtained a plan showing the extent of the verge.
 - 5.3 [10, Meeting on 18 April 2011] **Telephone Kiosk.** The Clerk has looked for the correct paint in two DIY stores, but they seem to be unable to produce the right colours. Mr Morfoot offered to obtain the necessary materials from a specialist supplier.
Action: Mr Morfoot.
 - 5.4 [3.4, Meeting on 21 March 2011] **Damaged verge by village sign.** Mr Pilkington reported that he had spoken to the farmer suspected to be responsible, although he now doubted that. The Clerk added that he had advised Norfolk County Council Highways, and the Rangers would carry out a repair.
- 6 **Correspondence.** The following correspondence was **received**:
 - 6.1 Breckland Council: *Remittance advice - Recycling.*
 - 6.2 Breckland Council: *Notification of submission of Breckland's Site Specific Policies and proposals Development Plan Document and Proposals Maps - Regulation 30(3)(d), Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008.*
 - 6.3 Information Commissioner's Office: *Data Protection Act 1998 - Confirmation of Entry in The Register.*
 - 6.4 Breckland Council: *Parish Glass Recycling Competition.*
 - 6.5 Department for Communities and Local Government: *Section 137 expenditure: Limit for 2011-12.*
 - 6.6 Norse Commercial Services Limited: *Introducing Norse Fencing.*
 - 6.7 Breckland Council: *Transition to Breckland Key Select Choice based Lettings.*
 - 6.8 Barclays Bank Plc: *Opening of Active Saver Account.*
 - 6.9 Barclays Bank Plc: *Opening of Active Saver Account.* Second virtually identical letter.
 - 6.10 Barclays Bank Plc: *Community Account Statement - 29 April - 27 May 2011.*
 - 6.11 Standbrook Guides: *Swaffham & Watton Residents' Handbook.*
 - 6.12 HM Revenue & Customs: *New employer registration and reference numbers.*
 - 6.13 CAF Bank Ltd: *CAF Gold Account Statement.*
 - 6.14 Norfolk County Council: *We're having a party. Why don't you?*

- 6.15 Norfolk Association of Local Councils: *AGM 2011 - Nomination of Officers.*
- 6.16 Norfolk Association of Local Councils: *AGM 2011 - Resolutions for Debate.*
- 6.17 Norfolk Association of Local Councils: *A Summer Picnic and Sustainability Event.*
- 6.18 Norfolk Association of Local Councils: *Norfolk Link - May 2011.*
- 6.19 University of East Anglia: *Green Community Challenge - Saturday 16 July, from 10.00 a.m. to 1.00 p.m.*

7 **Planning.**

- 7.1 **3PL/2011/0431/F: 1 Watton Road, Stow Bedon.** Application for Extension to dwelling forming ground floor bedroom and en-suite for disabled occupant. It was **resolved** that the Council had no objection.
- 7.2 **3PL/2011/0157/F: Mere House, Mere Road.** Erection of fence on East & West boundaries. Refusal of Planning Permission dated 27 May 2011 was **received**.
- 7.3 **3PL/2011/0327/F: Little Pieces. Low Road, Breckles.** Front porch and 1½ storey rear extension to main dwelling and rear single storey extension to annex. Planning Permission dated 23 May 2011 was **received**.

8 **Standing Orders and Financial Regulations.** The Council's Standing Orders and Financial Regulations were formally **reviewed**. It was **agreed** that no changes were necessary.

9 **Asset Register.** The contents of the Asset Register were **reviewed**, and the insurance valuations **confirmed**.

10 **Report of the Internal Auditor.** The report of the Internal Auditor on the year ended 31 March 2011 was **received**.

11 **Draft Minutes of Annual Parish Meeting.** The Draft Minutes of the Annual Parish Meeting held on Monday 16 May 2011 were agreed, to be confirmed and signed at the next Parish Meeting. There were no actions arising.

12 **Recreation Contributions.** It was **agreed** to take no action on this matter.

In view of the declared interests in the next item, Mrs Garrod and Mr Howe left the room.

13 **Grit bin.** The Clerk reported that still only one of the two contractors who had been asked to quote for the construction of a concrete base beneath the grit bin had responded. It was **agreed** to award the contract to Ed's Gardening Services, and to proceed with purchasing and installing the bin.

Mrs Garrod and Mr Howe rejoined the Meeting.

14 **Speeding at junction of A1075 and B1111.** Following a discussion about this problem it was **agreed** that that:

14.1 Mrs Garrod would try to get parishioners to sign up on a "List of concerned residents."

Action: Mrs Garrod

14.2 The Clerk would write to the Police asking about the possibility of designing speed out of this section of the road more effectively, and of enforcement of the speed limit.

15 **Grass cutting verges.** Norfolk County Council is considering making arrangements for some services to be passed down to Parish & Town Councils, including grass cutting. There are a number of issues, notably funding, but it was **agreed** to invite the Norfolk County Council Highways Engineer to come to provide more information on this so the Council can consider it properly.

16 Barclays Bank Active Saver account. The forms to give the Clerk on-line access to this account were **signed**, together with a letter giving him authority of make transfers between the accounts so as to manage the Council's funds more effectively.

17 Election Expenses. The Clerk reminded the Councillors that under the Representation of the People Act 1983 s.81, within 35 days of the election the candidate must send a declaration of his expenses supported by all the bills and receipts to the proper officer of Breckland Council. A candidate may be fined £100 for every day on which he sits or votes as a member of the Council without having made this declaration (RPA 1983 s. 85). This was **received**.

18 Finance.

18.1 **Clerk's Training.** It was **resolved** that cheque number 100553 for £5.00 to Norfolk Association of Local Councils be signed, being a share of the cost of the Clerk attending the Norfolk ALC/SLCC Joint Summer Conference on 28 June 2011. (Roudham & Larling Parish Council, Stow Bedon & Breckles Parish Council and Whinburgh & Westfield Parish Council will contribute £5.00 each, Wretham Parish Council £25.00, because it will receive a £20 grant.) (*Local Government Act 1972 s 111.*)

18.2 **Clerk's subscription.** It was **resolved** that cheque number 100554 for £27.50 to the Society of Local Council Clerks be signed, being 25% of the Clerk's subscription for 2011. (*Local Government Act 1972 s 143(1).*)

18.3 **Councillor Training.** It was **resolved** that cheque number 100556 for £35.00 to Norfolk Parish Training Partnership be signed in payment for Mrs Kingsland attending the Initial Training for Clerks and Councillors course. The course Mr Pilkington was hoping to attend was oversubscribed, but he hopes a further one will be arranged which he will be able to attend. (*Local Government Act 1972 s 175.*)

18.4 **Monthly Financial Report.** The report for the month ending 31 May 2011 was **received**.

19 Matters for consideration at next meeting.

19.1 Clerk's Pay & Expenses.

20 Next meeting. The next meeting of the Council was **confirmed** as **Monday, 18 July 2011**, at **7.30 p.m.** in **Caston Village Hall**.

Confirmed:

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Peter Mills, Chairman

18 July 2011

Scheduled future Meeting dates:

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

* If needed