

STOW BEDON & BRECKLES PARISH COUNCIL

Minutes of a Meeting of Stow Bedon & Breckles Parish Council on Monday, 19 September 2011 at 7.30 p.m. in Caston Village Hall.

Present: Councillors Peter Mills (Chairman), Phil Childs, Paul Howe, Susan Tanner
Julian Gibson (Clerk)

- 1 **Apologies for absence.** It was **resolved** to accept apologies from Mrs Garrod, Mr Morfoot and Mr Pilkington.
- 2 **Declarations of interest.** None.
- 3 **Public participation session.**
 - 3.1 **Delegation of Services from County to Parish Councils.** Paul Groom, Highway Engineer, Norfolk County Council made a presentation about the various services which County is offering to those parish councils who are interested in taking on the service. The County retains the responsibility for the highway, but enters into a one year agreement with the parish council who provide the service, either paying somebody to do it or by using volunteers. The County will then pay the Parish Council what it had allocated in its budget for that service in that parish. The Clerk was asked to place this on the agenda for the next meeting so that a decision whether to participate could be taken.
 - 3.2 District Councillor Phil Cowen mentioned a number of issues, in particular the plans for celebrating the Diamond Jubilee in 2012. Breckland Council have issued a Street Party Toolkit, which explains all that needs to be done, and is also running some workshops for interested organisers. The Clerk offered to get a request put in *The Waylander* inviting anybody interested in helping to arrange a street party to come to the next Council Meeting. Councillor Cowen also mentioned the proposed upgrades to the broadband service, and details of how to bid for early inclusion will be on www.norfolk.gov.uk/view/ncc093481 soon. Finally he said the Thetford Area Action Plan had been issued for consultation, and that Breckland would be commenting on the Government's National Planning Framework Policy consultation document.
- 4 **Minutes.** The minutes of the meeting held on Monday, 18 July 2011 were **confirmed** and **signed**.
- 5 **Matters arising.**
 - 5.1 [10] **County Wildlife Sites.** The clerk has now obtained details from Norfolk Wildlife Trust of the twelve County Wildlife Sites which reach into the parish. It should be noted that some of these sites will have no public access and most will be in private ownership. CWS status does not confer a right of access to NWT or anyone else.
 - 5.2 [12] **Maintenance of Notice Boards.** Four tins of tung oil have been found and are now held by Mr Childs, who also has the liquid to treat the benches in the Parish.
 - 5.3 [5.1] **Grit bin.** The Clerk reported that base has now been constructed, and the bin was now in situ in The Close. He will advise Norfolk County Council who will fill it in October.
 - 5.4 [7 Meeting on 21 March 2011] **Speed limit in Lower Stow Bedon.** Norfolk County Council have advised that it is proposed to convert the existing 60mph speed limit on part of Rockland Road, Gravel Pit Hill and Sandy Lane in Lower Stow Bedon is converted to 30mph. This was the response to a request made by the Parish Council following its March meeting.

- 6 Correspondence.** The following correspondence was **received**:
- 6.1 Breckland Council: *Planning and Building Control News* - Spring/Summer 2011.
 - 6.2 Norfolk Rural Community Council: *Signpost* - July 2011.
 - 6.3 Norfolk Constabulary: *Parish/Ward Crime Statistics* - June 2011.
 - 6.4 Cory/Wheelabrator Consortium: *Willows Power & Recycling Centre*.
 - 6.5 Breckland Council: *Turn your dream project into a reality*.
 - 6.6 Breckland Council: *Sustainable Communities Training Events 2011-2012*.
 - 6.7 Breckland Council: Older People's Forum - 5 October 2011.
 - 6.8 Breckland Council: *Summer Holiday Arts Programme*.
 - 6.9 Dereham, Watton & Holt Citizens Advice Bureau: *Annual Report & Invitation to Annual General Meeting - 14 September 2011*.
 - 6.10 Royal Horticultural Society: Invitation to participate in *RHS Britain in Bloom campaign*.
 - 6.11 Breckland Council: *Dog Training Classes - Village Hall, Manns Lane, Swanton Morley*.
 - 6.12 Norfolk Plating Fields Association: *The Playing Field* - Summer 2011.
 - 6.13 Countryside Services: *Letter asking for footpath cutting contract*.
 - 6.14 CAF Bank: *CAF Gold Account Statement* - 1 August 2011.
 - 6.15 Barclays Bank Plc: *Community Account Statement* - 30 June - 29 July 2011.
 - 6.16 Barclays Bank Plc: *Active Saver Account Statement* - 26 May - 29 July 2011.
 - 6.17 Yare Valley & District Citizens Advice Bureau: *Annual General Meeting*.
 - 6.18 Norfolk Lowland Search and Rescue: *Appeal letter*.
 - 6.19 CAF Bank: *A reminder about the Financial Services Compensation Scheme*.
 - 6.20 Breckland Council: *Training on the Code of Conduct*. The Chairman reported that he had attended one of these training sessions, and found it very beneficial.
 - 6.21 Breckland Council: *Breckland Local Development Framework - Thetford Area Action Plan Development Plan Document and proposals Maps - Planning and Compulsory Purchase Act 2004 - Regulation 27 of the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008*.
 - 6.22 Norfolk County Council: *We're happy to help - Hazardous Waste Amnesty Days 2011*.
 - 6.23 Norfolk Association of Local Councils: *Norfolk Link* - August 2011.
 - 6.24 Norfolk Association of Local Councils: *Annual General Meeting Agenda*.
 - 6.25 Norfolk Association of Local Councils: *Annual Report 2010/11*.
 - 6.26 Norfolk Association of Local Councils: *Why Quality Status?*
 - 6.27 Vitalise: *Please help Vitalise*.
 - 6.28 Breckland Council: *Enforcement Brochure*.
 - 6.29 *Clerks & Councils Direct*.
 - 6.30 CAF Bank: *CAF Gold Account Statement* - 31 August 2011.
 - 6.31 Norse Commercial Services Ltd: *Landscape Development*.
 - 6.32 Breckland Council: Breckland Town and Parish Council Forum.
- 7 Citizens Advice Bureau appeal.** It was **agreed** that this should be passed to the Stow Bedon Village Hall Fund Trustee for consideration at its next meeting.
- 8 Planning. 3PL/2011/0140/F: Land adjacent to Gay-Dene, Lower Stow Bedon.** Erection of agricultural workers dwelling. Refusal of Planning Permission dated 25 July 2011 was **received**.
- 9 Street Furniture Licences.** The conditions of the licence for the village sign, bench, notice boards, bus shelter, and litter bin were **agreed**, and the Clerk was **authorised** to sign them on behalf of the Council.
- 10 Wayland Partnership Trust.** Mrs Tanner explained that she wished to stand down as Representative to the Trust. As some councillors were absent, it was **agreed** to consider

appointing a new Representative at the next meeting, although it was also thought that it may not be necessary to have a specific person appointed.

- 11 Maintenance work to Telephone Kiosk.** It was reported that Mr. Morfoot had not been able to obtain the necessary paint, so it was not possible to arrange a date to carry out this work. Mr Childs said he would try to do so.
Action: Mr Childs.
- 12 Maintenance work to Notice Boards.** The Clerk had obtained a quotation to clean and refurbish the four notice boards, and to re-letter or even engrave the Council names on them. The Chairman had also contacted Jon Tomson, a craftsman who had offered to do the engraving solely at cost, if the Council could manage to arrange for the cleaning of the boards, and oiling them afterwards. It was **agreed** that the Clerk should ask to see some evidence of Mr. Tomson's work, and if satisfactory, ask him to undertake the work.
- 13 Crows Lane.** The Clerk reported that he had only received responses from two of the people he had contacted about the possibility of modifying the Definitive Map and Statement of Public Rights of Way maintained by Norfolk County Council to include Crows Lane from the A1075 to where it emerges on Peddars Way, which was disappointing. However, it was suggested that some more responses were going to arrive, so it was **agreed** to bring this matter forward again at the next meeting.
- 14 Speeding at junctions on A1075.** The Clerk reported that he had written to the owner for the field at the Low Road asking for the hedge to be cut back, but nothing had happened. At Low Road he had contacted the owner, but nothing had been done, so he will report this to Norfolk County Council. AT the B1111, Mrs Garrod had said she would speak to the owners of the first plot, but as the owner of the second plot lives outside the parish he would again ask NCC to contact him. The report was **received**.
- 15 External Audit.** The "clean" report from the External Auditor for the year ended 31 March 2011 was **received**. The Clerk will display this together with the *Notice of conclusion of the audit* as required.
- 16 Finance.**
- 16.1 **Society of Local Council Clerks.** It was **resolved** that cheque number 100562 for £9.76 (£8.13 + £1.63 VAT) to SLCC Enterprises Limited be signed, being a share of the cost of the Clerk attending the Society of Local Council Clerks East of England Regional Conference on 14 November 2011. (Roudham & Larling Parish Council, Stow Bedon & Breckles Parish Council and Wretham Parish Council will contribute £8.13 + VAT each, Whinburgh & Westfield Parish Council £40.61 + VAT, because it has applied for a £32.50 grant.). (*Local Government Act 1972 s 111.*)
- 16.2 **Audit fee.** It was **resolved** that cheque number 100563 for £60.00 (£50.00 + £10.00 VAT) to Mazars LLP be signed in settlement of Fee Note 711284-11404 for the external audit for the year ended 31 March 2011. (*Local Government Act 1972 s 111.*)
- 16.3 **Clerk's salary.** It was **resolved** that cheques numbered 100564 & 100565 totalling £353.46 to the Clerk and HM Revenue & Customs be signed (salary for 1 July 2011 to 30 September 2011: £312.90; Mileage Allowance Payment for 28 June 2011 to 20 August 2011: £40.56 of which £1.30 is the VAT element]). (*Local Government Act 1972 s 112(2).*)
- 16.4 **Clerk's reimbursement.** It was **resolved** that cheque number 100566 £19.67 (postage & telephones £0.76, share of new printer £18.75, VAT £0.16) to the Clerk be signed as reimbursement for items paid on behalf of the Council for 20 June 2011 to 20 August 2011. (*Local Government Act 1972 s 111.*)

16.5 **Monthly Financial Report.** The reports for the months ending 31 July 2011 and 31 August were **received**.

17 Matters for consideration at next meeting.

- 17.1 Delegation of services.
- 17.2 Crows Lane.
- 17.3 Clerk's appraisal.
- 17.4 Clerk's hours of employment.
- 17.5 Budget 2012-13.
- 17.6 Precept 2012-13.
- 17.7 Meetings schedule.

18 Next meeting. The next meeting of the Council was **confirmed** as **Monday, 17 October 2011, at 7.30 p.m. in Caston Village Hall.**

Confirmed:

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Peter Mills, Chairman

17 October 2011

Scheduled future Meeting dates:

Monday, 14 November 2011

Monday, 19 December 2011

Monday, 16 January 2012*

Monday, 20 February 2012

Monday, 19 March 2012

* If needed