

# STOW BEDON & BRECKLES PARISH COUNCIL

Minutes of a Meeting of Stow Bedon & Breckles Parish Council on Monday, 20 February 2012 at 7.30 p.m. in Caston Village Hall.

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

- 1 **Apologies for absence.** None
- 2 **Declarations of interest.** Mr Pilkington declared an interest in item 7.6, but the Clerk pointed out that the Council was just receiving notification, and that no discussion or decision was involved.
- 3 **Public participation session.** District Councillor Phil Cowen briefed the Council on the Breckland budget setting meeting, saying that he believed that it would still meet all the statutory duties and deliver the bulk of services without much noticeable impact. He highlighted the benefit of his council's commercial property portfolio, which makes a profit equivalent to approximately £40 per Band D property in the District, and so is a major factor in reducing Council Tax bills. Finally, he expressed hope that the joint working between Breckland and South Holland councils would soon be expanded to include Great Yarmouth, which would deliver more cost savings. County Councillor Ian Monson provided a similar update on the Norfolk budget meeting, where £60m cost savings have been achieved this year. By freezing their element of the Council Tax NCC has obtained additional central government funding of £8.6m, which will go towards increasing care for "looked after" children, apprentice schemes and job fairs to encourage employment opportunities. Finally, he said that the budget funding to maintain public rights of way, which was going to be cut, had been reinstated.
- 4 **Minutes.** The minutes of the meeting held on Monday, 19 December 2011 were **confirmed** and **signed**.
- 5 **Matters arising.** None.
- 6 **Correspondence.** The following correspondence was **received**:
  - 6.1 Norfolk County Council: *Norfolk Gritting Routes Leaflet.*
  - 6.2 CAF Bank: *Customer Eligibility - Financial Services Compensation Scheme.* Letter saying we fall outside the scheme.
  - 6.3 CAF Bank: *Customer Eligibility - Financial Services Compensation Scheme.* Letter correcting this, confirming we are covered.
  - 6.4 Breckland Council: *Asset Review of Car Parks.*
  - 6.5 Norfolk Constabulary: *Safer Neighbourhood Action Panel meeting.*
  - 6.6 Campaign to Protect Rural England: *Planning explained.*
  - 6.7 Norfolk Police Authority: *An invitation to an Open meeting to discuss the Police Budget for 2012/2013.*
  - 6.8 Norfolk Constabulary: *Parish/Ward Crime Statistics.*
  - 6.9 Norfolk Rural Community Council: *Signpost - December 2011.*
  - 6.10 Norfolk Association of Local Councils: *Norfolk Link Extra - Christmas 2011.*
  - 6.11 Came & Co: *Insurance renewal confirmation documents.*
  - 6.12 Barclays Bank Plc: *Community Account Statement - 1 November - 30 December 2011.*
  - 6.13 Barclays Bank Plc: *Active Saver Account Statement - 1 November - 30 December 2011.*

- 6.14 Norfolk County Council: *The Norfolk County Council (Stow Bedon & Breckles, Rockland Road, Gravel Pit Hill and Sandy Lane)(30 m.p.h. Speed Limit) Order 2012.*
- 6.15 CAF Bank: *CAF Gold Account Statement.*
- 6.16 *Clerks & Councils Direct.*
- 6.17 Clerks & Councils Direct: *Councils Suppliers Guide & Yearbook.*
- 6.18 Running IMP: *Diamond Jubilee mementoes and Party Products.*
- 6.19 Norfolk County Council: *Letter re two courses.*
- 6.20 Norfolk County Council: *Working for Your Future.*
- 6.21 Norfolk County Council: *Talents for Independent Living.*
- 6.22 Breckland Council: *Recreation Contributions.*
- 6.23 Norfolk County Council: *Highway and Community Ranger Visit.* The Clerk asked members to let him know of anything that needs doing.
- 6.24 Campaign to Protect Rural England & Norfolk Association of Local Councils: *Neighbourhood Planning - How can we make it work.* Mr Pilkington asked about this, but unfortunately nobody was available to attend the meeting being advertised. Councillor Cowen offered to try to arrange for a Breckland Officer to attend the April Council meeting to explain the issue fully.
- 6.25 Norfolk Constabulary: *Email concerning SNAP meetings.*
- 6.26 Norfolk Constabulary: *Attleborough Safer Neighbourhood Team.*
- 6.27 Norfolk Constabulary: *Safer Neighbourhood Action Panel Meeting minutes.*
- 6.28 Councillor Philip Cowen: *Email re domestic fuel oil thefts.*
- 6.29 National Association of Local Councils: *Remittance Advice.*
- 6.30 Norfolk Constabulary: *Parish/Ward Crime Statistics.*
- 6.31 Campaign to Protect Rural England: *How to shape where you live: a guide to neighbourhood planning.*
- 6.32 Cory Wheelabrator Consortium: *Willows Power & Recycling Centre.*
- 6.33 HM Revenue & Customs: *Free HMRC Employer and Business advice.*
- 6.34 Norfolk Parish Training Partnership: *Initial Training for Clerks and Councillors.*
- 6.35 Norfolk Association of Local Councils: *Affordable Housing.*
- 6.36 Norfolk Association of Local Councils: *Norfolk Link - January 2012.*
- 6.37 Barclays Bank Plc: *Community Account Statement - 31 December 2011 - 31 January 2012.*
- 6.38 Norfolk County Council Highways: *Report on work done by Highway Rangers team.*
- 6.39 CAF Bank: *CAF Gold Account Statement - 31 January 2012.*

## 7 **Planning.**

- 7.1 **3PL/2011/1118/F: Stow Bedon Hall, Lower Stow Bedon.** Conversion of a redundant single storey brick stable building to provide 2 No. one-bedroom holiday lets. Planning Permission dated 22 December 2011 was **received**.
- 7.2 **3PL/2011/1119/LB: Stow Bedon Hall, Lower Stow Bedon.** Conversion of a redundant single storey brick stable building to provide 2 No. one-bedroom holiday lets. Listed Building Consent dated 22 December 2011 was **received**.
- 7.3 **3PL/2011/1120/F: Stow Bedon Hall, Lower Stow Bedon.** Conversion of redundant agricultural building to residential accommodation. Planning Permission dated 22 December 2011 was **received**.
- 7.4 **3PL/2011/1169/LB: Stow Bedon Hall, Lower Stow Bedon.** Remove 3 first floor windows to South & 2 to East Elevation & replace with purpose made sliding sash windows. Listed Building Consent dated 19 December 2011 was **received**.
- 7.5 **3PL/2011/1342/F: Stow Bedon Hall, Lower Stow Bedon.** Removal of temporary block wall, construct outdoor swimming pool (12x6m) with associated pool plant

room & ground source bores & reinstatement of boundary wall. It was **resolved** that the Council had no objection.

7.6 **3PL/2011/1344/LB: Stow Bedon Hall, Lower Stow Bedon.** Application for Listed Building consent for Removal of temporary block wall, construct outdoor swimming pool (12x6m) with associated pool plant room & ground source bores & reinstatement of boundary wall. It was **resolved** that the Council had no objection.

7.7 **3PL/2011/1294/F: Breckles Grange, Breckles.** Erection of 50 sq. m. of PV solar panels on roof of farm building. Planning Permission dated 19 January 2012 was **received**.

7.8 **3PL/2011/1328/F: The Willows, Mere Road, Stow Bedon.** Proposed 2-storey extension to rear of existing dwelling. Planning Permission dated 23 January 2012 was **received**.

*Mrs Garrod declared an interest in the following item as the applicant is a relative by marriage and Mr Pilkington declared an interest as the applicant is his tenant. However Clerk pointed out that the Council was just receiving notification of an appeal, and that no decision was involved.*

7.9 **3PL/2011/0140/F: Land adjacent to Gay-Dene, Lower Stow Bedon.** Erection of agricultural workers dwelling. Notice that an appeal has been made to the Secretary of State was **received**.

**8 Diamond Jubilee Street Party.** Mrs Tanner gave an update on the Street Party, saying that a decision on the date would be taken at the next organising group meeting. She has applied for a £100 grant from Breckland Council, and would also be applying for a grant from Norfolk County Council. She explained that she would arrange Public Liability Insurance, but that the policy would include a £250 excess if a claim was made. It was **agreed** that the Council would underwrite this eventuality.

**9 Telephone Kiosk.** The Clerk explained that the geraniums which had appeared in the kiosk had only been put there for one night, and the owner concluded that it was unsuitable for this use. Other possible uses were suggested including a library and a display area for children's artwork, but there were concerns about damp spoiling both these. The Clerk was asked to make enquiries about the Cycle Trail which had been proposed some time ago, to see if that had been started, with a view to joining.

**10 Risk Assessment.** The Council formally **reviewed** and **agreed** the Risk Assessment 2011/2012 prepared by the Clerk.

**11 System of Internal Control.** The Council formally **reviewed** its system of internal control.

**12 March meeting.** It was **agreed** that during the Clerk's absence the Chairman should be appointed temporary Clerk, and be given delegated authority to respond to any planning applications that should require comment, after consulting with a minimum of two other Councillors. It was also **agreed** that the Council would therefore not need to meet in March.

**13 Wayland Heritage Histories.** It was **agreed** that these documents should be made as easily available to parishioners as possible. It was suggested that if the price was reasonable and the churches agree, the Council should obtain another complete set of all the parishes and place one in each church. The Clerk was asked to seek permission from the church PCCs. Eventually the availability of these will be published on the Council website and in the Waylander magazine.

**14 May meetings.** The Clerk apologised that other commitments meant that he was not available for the scheduled date for the Annual Parish Meeting and the Annual Meeting of

the Parish Council in May. It was **agreed** that the Annual Parish Meeting and the Annual Meeting of the Parish Council should be moved to Friday, 11 May 2012.

**15 Finance.**

15.1 **Clerk's salary.** It was **resolved** that cheques numbered 100577 & 100578 totalling £479.47 (salary for 1 January 2012 to 31 March 2012: £461.43; Mileage Allowance Payment for 10 December 2011 to 2 February 2012: £18.04 of which £0.58 is the VAT element) to the Clerk and HM Revenue & Customs be signed. (*Local Government Act 1972 s 112(2).*)

15.2 **Clerk's reimbursement.** It was **resolved** that cheque number 100579 for £9.15 (postage & telephones £9.07, VAT £0.08) to the Clerk be signed as reimbursement for items paid on behalf of the Council for 10 December 2011 to 1 January 2012. (*Local Government Act 1972 s 111.*)

15.3 **Funds transfer.** It was **agreed** that £500.00 be transferred from the Council's CAF Gold Account to the account with Barclays Bank Plc.

15.4 **Monthly Financial Report.** The report for the month ending 1 January 2012 was **received**.

**16 Matters for consideration at next meeting.** Neighbourhood Planning.

**17 Next meeting.** The next meeting of the Council was **confirmed** as **Monday, 23 April 2012, at 7.30 p.m. in Caston Village Hall.**

**Confirmed:**

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**Peter Mills, Chairman**

23 April 2012

**Scheduled future Meeting dates:**

Friday, 11 May 2012**	Monday, 17 September 2012	Monday, 21 January 2013*
Monday, 18 June 2012	Monday, 15 October 2012	Monday, 18 February 2013
Monday, 16 July 2012	Monday, 19 November 2012	Monday, 18 March 2013
Monday, 20 August 2012*	Monday, 17 December 2012	

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

\* If needed