

STOW BEDON & BRECKLES PARISH COUNCIL

Minutes of the Annual Meeting of Stow Bedon & Breckles Parish Council on Friday, 11 May 2012 at 7.45 p.m. in Caston Village Hall.

Present: Councillors Peter Mills (Chairman), Phil Childs, Rachael Garrod, John Morfoot, Susan Tanner
Julian Gibson (Clerk)

As the Annual Parish Meeting overran, the start of this meeting was delayed.

- 1 **Election of Chairman.** Mr Mills was **elected** Chairman.
- 2 **Chairman's declaration of acceptance of office.** Mr Mills signed the declaration, which was **received**.
- 3 **Election of Vice Chairman.** Mr Childs was **elected** Vice Chairman.
- 4 **Apologies for absence.** It was **resolved** to accept apologies from Mr Howe and Mr Pilkington.
- 5 **Declarations of interest.** None.
- 6 **Public participation session.** A written report from Breckland District Councillor Phil Cowen, who was unable to attend the meeting, was received.
- 7 **Register of Interests.** The Clerk distributed the *Notice of details of financial and other interests by Members (Local Government Act 2000, s 81)* forms, and asked members to review and revise as necessary. He said he would ask those absent to review their details when the opportunity next arose.
- 8 **Minutes.** The minutes of the meeting held on Monday, 23 April 2012 were **confirmed** and **signed**.
- 9 **Matters arising.** None.
- 10 **Correspondence.** The following correspondence was **received**:
 - 10.1 Breckland Council: *Appointment of Independent Person.*
 - 10.2 Norfolk Constabulary: *Parish/Ward Crime Statistics - 1-31 March 2012.*
 - 10.3 Age UK: *Quality Standards for Printed Information for Older People.*
 - 10.4 Norfolk Association of Local Councils: *Norfolk Link - April 2012.* The Clerk pointed out that this issue contained confirmation that the level at which no fee would be charged for the external audit has been raised from £1,000 to £10,000.
 - 10.5 Norfolk Parish Training Partnership: *Initial Training for Clerks and Councillors.*
 - 10.6 Norfolk Association of Local Councils: *Summer Event - the Broads, Rivers and Seascapes.*
 - 10.7 Came & Co: *The Queen's Diamond Jubilee.*
 - 10.8 Norfolk Association of Local Councils: *Joint Summer Conference.*
 - 10.9 Norfolk County Council: *Mineral Site Specific Allocations Development Plan Document (DPD) and Waste Site Specific Allocations Development Plan Document (DPD): Pre-Submission Documents: Invitation to make Representations.*
 - 10.10 *Clerks & Councils Direct - May 2012.*
 - 10.11 Stow Bedon PCC: *Letter agreeing to hold Wayland Heritage books in church.*
 - 10.12 Norfolk Playing Field Association: *The Playing Field - Spring 2012.*
 - 10.13 Barclays Bank Plc: *Community Account Statement - 31 March - 30 April 2012.*
 - 10.14 Barclays Bank Plc: *Active Saver Account Statement - 31 March - 30 April 2012*
 - 10.15 CAF Bank: *CAF Gold Account Statement - 30 April 2012.*
 - 10.16 Norfolk County Council: *Stow Bedon - Highway and community Ranger Visit.*

- 11 Planning. 3PL/2012/0459/F: Cottage Farm Bungalow, Lower Stow Bedon.** Application for Replacement dwelling with attached garage. It was **resolved** that the Council had no objection.
- 12 Clerk's telephone allowance.** It was **agreed** that the Clerk should be paid an annual allowance of £18.00 to cover his telephone costs.
- 13 Report of the Internal Auditor.** The report of the Internal Auditor on the year ended 31 March 2012 was **received**.
- 14 Annual Return.** The Accounting statements and Annual governance statement in the Annual Return for the year ended 31 March 2012 were **approved** and **signed** by the Clerk and the Chairman on behalf of the Council. The Bank Reconciliation and Explanation of variances was **agreed**. The Clerk confirmed that the *Notice of appointment of date for the exercise of electors' rights* would now be posted.
- 15 Appointment of Internal Auditor.** The Clerk reported that, for personal reasons, David Gee had said he would not be willing to continue as Internal Auditor. The Clerk was asked to write to express the Council's sincere thanks for his work over the past years. A name of a potential candidate was suggested, and the Clerk will contact him.
- 16 Finance.**
- 16.1 **Subscriptions.** It was **resolved** that cheque number 100585 for £27.50 to the Society of Local Council Clerks be signed, being this Council's share of the Clerk's annual subscription for 2012. (*Local Government Act 1972, s. 143(1)*)
- 16.2 **Monthly Financial Report.** The report for the month ending 30 April 2012 was **received**.
- 17 Matters for consideration at next meeting.** Report on Diamond Jubilee Street Party.
- 18 Next meeting.** The next meeting of the Council was **confirmed** as **Monday, 18 June 2012**, at **7.30 p.m.** in **Caston Village Hall**.

Confirmed:

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Peter Mills, Chairman

18 June 2012

Scheduled future Meeting dates:

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

* If needed