

# STOW BEDON & BRECKLES PARISH COUNCIL

11 February 2019

**Members of the public are invited** to attend a Meeting of Stow Bedon & Breckles Parish Council to be held in Caston Village Hall, The Street, Caston, NR17 1DD, on Monday, 18 February 2019 at 7.30 p.m. for the purpose of transacting the following business.



Julian Gibson

Clerk to the Council

The Jays, Watton Road, Wretham, Thetford, NORFOLK IP24 1QS (01953 499980)

1. **To consider accepting** the reasons for any apologies for absence.
2. **Declarations of interest** in items on the agenda. Members are no longer required to declare personal or prejudicial interests but are to declare any new Disclosable Pecuniary Interests or Other Interests that are not currently included in the Register of Interests. Members are reminded that under the Code of Conduct they are not to participate in the whole of an agenda item in which they have an Interest. In the interests of transparency, Members may also wish to declare any other interests they have in relation to an agenda item, in support of the seven Nolan Principles, namely Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.
3. **To consider** any applications made by Members for a dispensation to allow them to participate in and vote on an agenda item in spite of a Disclosable Pecuniary Interest.
4. **Public participation session.** The Council's Standing Orders allow members of the public to make representations, answer questions, and give evidence in respect of any item of business included in the agenda. This session should not exceed 20 minutes, and members of the public are requested to keep their comments brief. Please note that the Council is unable to make a decision binding in law at this meeting unless the item is already included on the published agenda. It can, though, place the matter on the agenda for discussion at a future meeting.
5. **To confirm** and **sign** the minutes of the Meeting held on Monday, 10 December 2018.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
7. **To receive** Correspondence (pre-circulated).
  - 7.1. Society of Local Council Clerks: *Section 137 spending limit for 2019/20.*
  - 7.2. *Clerks & Councils Direct* - January 2019.
  - 7.3. Barclays Bank Plc: *Your Business accounts - at a glance* - as at 31 December 2018.
  - 7.4. Barclays Bank Plc: *Your Community Account* - 1 November 2018 - 31 December 2018.
  - 7.5. Barclays Bank Plc: *Your Active Saver Account* - 1 November 2018 - 31 December 2018.
  - 7.6. Sue Baxter, Chairman of National Association of Local Councils: *Open letter to Councillors.*
  - 7.7. Breckland Council: *District and Parish Elections 2019 - Election Timetable.*
  - 7.8. Came & Company: *Stow Bedon & Breckles Parish Council - Hiscox - Insurance Renewal.*
  - 7.9. Hiscox: *Schedule.*
  - 7.10. Came & Company: *Important Information - Please Read.*
  - 7.11. Hiscox: *Certificate of Employers' Liability Insurance.*
  - 7.12. Hiscox: *Local Councils and not-for-profit insurance Policy summary.*

- 7.13. Came & Company: *Terms of Business*.
- 7.14. Came & Company: *Personal data*.
- 7.15. Norfolk County Council: *Temporary Traffic Order*.
8. **To receive** an Employment Briefing from the National Association of Local Councils entitled *2018-2019 National Salary Award*, and **to note** that this allocates a new Spinal Column Point scale. W.e.f. 1 April 2019, the Clerk will move from old SCP 23 to new SCP 14, and a salary of £11.67 per hour, making an annual salary of £3,711.06.
9. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
- 9.1. **3PL/2018/1330/HOU: Old Farm, Mere Road, Stow Bedon**. New garage. Planning Permission dated 18 December 2018.
- 9.2. **3PL/2018/1370/HOU: Sandwade, Mere Road, Stow Bedon**. Extension to provide large kitchen and living space. **To note** that this application was referred to Breckland Planning Committee on 14 January 2019, and **to receive** Planning Permission dated 14 January 2019.
- 9.3. **3PL/2018/1543/VAR: Mere House, Mere Road, Stow Bedon**. Application for Variation of Condition No2 on 3PL/2016/0787/F. Proposed single storey detached dwelling and detached garage - revised design. (Extension of response deadline until 21 February 2019 agreed by Breckland.)
- 9.4. **3PL/2019/0095/LB: Stow Bedon Hall, Rockland Road, Stow Bedon**. Application for Listed Building Consent for amendment to 3PL/2018/0973/LB - update to the windows within the roof & one elevation.
10. **To receive** a Pre-Renewal Message from Came & Company and to note the accompanying Renewal Risk Presentation, Terms of Agreement, and ELTO Guide for Employers.
11. **To note** a report from the SAM2 coordinator, which shows that during January, when the device was located opposite Stow Bedon Hall facing east, an average of 266 vehicles a day passed by (in one direction), the 85<sup>th</sup> percentile speed was 39.4 mph (in a 30 mph limit area) with the maximum speed being 65 mph, and **to consider** any action necessary.
12. **To consider** an action the Council could take regarding broadband provision in the parish.
13. **To review** the Council's Financial Regulations.
14. **To review** the contents of the Asset Register, and **to agree** the valuations for insurance purposes.
15. **To review** the Risk Assessment.
16. **To carry out** the Annual Review of the system of internal control.
17. **Finance**.
- 17.1. **To approve** payment to the Clerk and HM Revenue & Customs totalling £970.11 (salary for 1 January 2019 to 31 March 2019: £896.36; payment for use of home as office: £13.50; Mileage Allowance Payment for 2 December 2018 - 10 January 2019: £42.25; Telephone Allowance Payment: £18.00).
- 17.2. **To approve** payment of £15.11 (Postage & Telephones: £13.11; Hall heating £2.00) to the Clerk as reimbursement for items paid on behalf of the Council for 6 September 2018 - 10 February 2019.
- 17.3. **To approve** payment of £280.00 to Came & Company, being the premium for the Council's insurance policy with Hiscox for the year 1 March 2019 to 29 February 2020.
- 17.4. **To approve** payment of £170.00 (£149.17 + 29.83 VAT) to the Clerk in reimbursement for his having paid the invoice reference 243561 from Currys PC World for the purchase of a laptop for use downloading data from the SAM2 device.

17.5. **To receive** the Monthly Financial Report.

18. **To decide** on any matters for consideration at next meeting.

19. **To confirm** the date of the next meeting as Monday 18 March 2019 at 7.30 p.m., in Caston Village Hall.

**Scheduled future Meeting dates:**

Monday, 18 March 2019	Monday, 12 August 2019*	Monday, 16 December 2019
Monday, 8 April 2019	Monday, 16 September 2019	Monday, 13 January 2020*
Monday, 13 May 2019†	Monday, 14 October 2019	Monday, 17 February 2020
Monday, 17 June 2019	Monday, 18 November 2019	Monday, 16 March 2020
Monday, 15 July 2019		

\* If needed

† Annual Parish Meeting & Annual Meeting of the Parish Council