

STOW BEDON & BRECKLES PARISH COUNCIL

11 May 2019

Members of the public are invited to attend the Annual Meeting of Stow Bedon & Breckles Parish Council to be held in Caston Village Hall, The Street, Caston, NR17 1DD, on Monday, 20 May 2019 at 7.45 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 elect** a Chairman of the Council.
2. **To receive** the Chairman's declaration of acceptance of office, or if not then received, to decide when it shall be received.
3. **To appoint** a Vice-Chairman of the Council.
4. **To consider accepting** the reasons for any apologies for absence.
5. **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.
6. **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.
7. **To consider** the following motion: That Mr John Morfoot be co-opted to the Council to fill the vacancy caused by there being an insufficient number of persons validly nominated at the 2 May election to fill the vacancies in respect of which the election was held. Proposer: Councillor Childs; Seconder: Councillor Howe (*Representation of the People Act 1985, s. 21(1)(a)*)
8. **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.
9. **To confirm** and **sign** the minutes of the Meeting held on Monday, 18 March 2019.
10. **To report** matters arising from the minutes not on the agenda: **for information only.**

- 10.1. [4.2.3] **Puddledock Camping and Caravan Site.** The Planning Inspector has allowed the appeal and signed a Lawful Development Certificate describing the proposed use which is considered to be lawful. This permits siting of mobile homes for permanent residential occupation.
11. **To receive** Correspondence (pre-circulated).
 - 11.1. Norfolk Constabulary Police Parish Newsletter: *All Saints & Wayland* - March 2019
 - 11.2. Norfolk Constabulary: *Breckland District Community Speedwatch Monthly Returns* - February 2019.
 - 11.3. Merchant Navy Fund Supporting Partners: *Please 'Fly the Red Ensign for Merchant Navy Day' on 3 September.*
 - 11.4. Breckland Council: *Breckland Local Plan and Policies Maps - The Town and Country Planning (Local Planning) (England) Regulations 2012. Notification of extension to public consultation on Main Modifications MM18, MM119 and MM148 to the Breckland Local Plan. 3 April - 5 p.m. 15 May 2019.*
 - 11.5. Barclays Bank Plc: *Your Business Accounts - at a glance* - Your balances on 29 March 2019.
 - 11.6. Barclays Bank Plc: *Your Community Account* - 1-29 March 2019.
 - 11.7. Breckland Council: *Email expressing congratulations for carrying out recent Litter Pick.*
 - 11.8. Norfolk Association of Local Councils: *List of services provided.*
 - 11.9. Norfolk Association of Local Councils: *Nominations for our new Norfolk ALC Executive (following May elections).*
 - 11.10. Norfolk Constabulary: *All Saints & Wayland Newsletter* - April 2019.
 - 11.11. Norfolk Constabulary: *Breckland District Community Speedwatch Monthly Returns* - March 2019.
 - 11.12. Clerks & Councils Direct: *List of Services offered.*
 - 11.13. Breckland Council: *Members Briefing note - Local Plan Main Modifications consultation - rural housing policies Hou4 ad HOU5.*
 - 11.14. Barclays Bank Plc: *Your Business Accounts - at a glance* - Your balances on 30 April 2019.
 - 11.15. Barclays Bank Plc: *Your Community Account* - 30 March - 30 April 2019.
 - 11.16. Breckland Council: *Recycling Payment 2018-19.*
 - 11.17. Caston Village Hall: *The Hendeson Quiz 2019.*
 - 11.18. Information Commissioner's Office: *Certificate.*
 - 11.19. *Clerks & Councils Direct* - May 2019.
12. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
 - 12.1. 3PL/2019/0456/VAR: Pig Patch House, Mere Road, Stow Bedon. Variation of Condition No2 on 3PL/2015/0461/F - Omission of semi-basement resulting in reduction of height of building, erection of entrance porch, small first floor addition & change to fenestration (west 1st floor), changes to siting of building (westerly direction).
13. **To note** a report from the SAM2 coordinator providing details collected during the months of March and April 2019.
14. **To consider** repainting the telephone kiosk.
15. **To confirm** the list of Direct Debit payments set up on the Council's account.
16. **To receive** the report of the Internal Auditor on the Annual Internal Audit Report from the Annual Governance and Accountability Return (AGAR) 2018/19.
17. **To approve** and **sign** the Receipts and Payments Account for the year 2018-2019.
18. **To approve** and **sign** the Certificate of Exemption on Page 3 of the AGAR 2018/19 Part 2, to confirm that the Council is a Smaller authority where the higher of gross annual income or

gross annual expenditure does not exceed £25,000 and meets the qualifying criteria, and is therefore exempt from sending the completed AGAR to the external auditor for a limited assurance review. The Clerk will then send this certificate to the external auditor.

19. **To approve** and **sign** the AGAR 2018/19 Part 2 Section 1 - Annual Governance Statement 2018/19.
20. **To approve** and **sign** the AGAR 2018/19 Part 2 Section 2 - Accounting Statements 2018/19.
21. **To approve** the Explanation of variances and Bank reconciliation.
22. **To appoint** the Internal Auditor for 2019-2020.
23. **To confirm** that the 30 working day period during which elector's rights to inspect the accounts may be exercised will commence on Monday, 17 June 2019 and end on Friday, 26 July 2019.
24. **Finance.**
 - 24.1. **To approve** payment of £108.61 to Norfolk Association of Local Councils, in settlement of their invoice no 2809, being the Annual Subscription for 2019-20.
 - 24.2. **To approve** payment of £43.00 to the Society of Local Council Clerks, being this Council's share of the Clerk's membership subscription for the year ending 31 May 2020.
 - 24.3. **To approve** payment of £169.06 (£140.88 +£28.18 VAT) to Viking in settlement of their invoice no. 739272, for stationery supplied.
 - 24.4. **To approve** payment of £33.00 (honorarium £30.00, postage refunded £3.00) to Peter Cotes (Internal Auditor) for carrying out the Internal Audit.
 - 24.5. **To approve** payment of £150.00 to Stow Bedon Parochial Church Council as a grant towards the cost of maintaining the burial ground in the parish.
 - 24.6. **To approve** payment of £150.00 to Breckles Parochial Church Council as a grant towards the cost of maintaining the burial ground in the parish.
 - 24.7. **To note** that on or around 26 April 2019 the Information Commissioner's Office will collect £35.00 from the Council's account by direct debit, being the new data protection fee due under the *Data Protection (Charges and Information) Regulations 2018*. Under the new Regulations organisations which are required to register must pay an annual fee, depending upon size or turnover, of £40.00, £60.00 or £2,900.00. Public authorities all fall within Tier 1, so must pay £40.00, but receive a £5.00 reduction if they pay by direct debit; hence only £35.00 is due. This fee replaces the annual registration fee of £35.00 which was required under the *Data Protection Act 1998*.
 - 24.8. **To note** receipt of the following credits:
 - 24.8.1. Breckland Council £2,425.00 Precept.
 - 24.9. **To receive** the Monthly Financial Report.
25. **To decide** on any matters for consideration at next meeting.
26. **To confirm** the date of the next meeting as Monday 10 June 2019 at 7.30 p.m., in Caston Village Hall.

Scheduled future Meeting dates:

Monday, 10 June 2019	Monday, 21 October 2019	Monday, 13 January 2020*
Monday, 15 July 2019	Monday, 18 November 2019	Monday, 17 February 2020
Monday, 19 August 2019*	Monday, 16 December 2019	Monday, 16 March 2020
Monday, 16 September 2019		

* If needed