

# STOW BEDON & BRECKLES PARISH COUNCIL

11 May 2020

**Members of the public are invited to attend** a Meeting of Stow Bedon & Breckles Parish Council to be held **via video link**, on Monday, 18 May 2020 at **5.00 p.m.** for the purpose of transacting the following business. It is possible to attend this virtual meeting by computer, notepad, smart phone or similar device, and even (in audio only) using a landline. Please contact the Clerk, preferably by email at [sbandb.pc,clerk@gmail.com](mailto:sbandb.pc,clerk@gmail.com) (or failing that on 01953 499980). You will then be sent instructions and password to join the meeting.



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. In view of the additional complexity of holding this meeting "virtually", the Chairman will be particularly strict in keeping this section of business as short as possible.
5. **To confirm** the minutes of the Meeting held on Monday, 20 April 2020, for retrospective signing by the Chairman of the next face-to-face meeting of the Council.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
7. **To receive** Correspondence.
  - 7.1. Information Commissioner's Office: *Certificate of registration under the Freedom of Information Act 2000* - End date 26 April 2021.
  - 7.2. The Pensions Regulator: *Have you worked out your legal duties?*
  - 7.3. The Pensions Regulator: *Automatic enrolment duties: Acknowledgement of re-declaration of compliance.*
  - 7.4. The Local Government Boundary Commission for England: *Important update on Norfolk electoral review* - Now expect "implementation date for Norfolk's new electoral arrangements will be 2025, not 2021."
  - 7.5. Breckland Council: *Town & Country Planning Act 1990, Grid Ref: 594823, 293336, Hockham, Unauthorised Change of Use* - Acknowledgement of Complaint.

- 7.6. Breckland Council: *Town & Country Planning Act 1990, Grid Ref: 594823, 293336, Hockham, Unauthorised Change of Use - Update.*
- 7.7. Breckland Council: *Town & Country Planning Act 1990, Grid Ref: 594823, 293336, Hockham, Untidy Site - Acknowledgement of Complaint.*
- 7.8. The Pensions Regulator: *Automatic enrolment duties: Acknowledgement of re-declaration of compliance.*
- 7.9. *Clerks & Councils Direct - May 2020.*
- 7.10. Barclays Bank Plc: *Your Business accounts - at a glance - Your balances on 30 April 2020.*
- 7.11. Barclays Bank Plc: *Your Community Account statement - 1-30 April 2020.*
- 7.12. Barclays Bank Plc: *Your Active Saver Account statement - 1-30 April 2020.*
8. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
9. **To consider** the situation with regard to Covid-19 in the parish, and **to determine** any further action which the Council should take.
10. **To note** that the Clerk has informed Breckland Council Planning Enforcement that it appears that further development work may be being carried out on the Frosts Common site known to Breckland as Grid ref: 594823, 293336, A1075 Great Hockham. In response, the officer has said that there are two outstanding Planning Enforcement cases, ENF/47/19/PAR (where an Enforcement Notice was issued in November 2019, requiring, *inter alia*, that the land be cleared and restored to its original state, which has been appealed) and ENF/74/20/PAR (regarding an untidy site, where the landowner has agreed to tidy up, but been allowed a period of 28 days after lockdown for the works to be carried out. If this fails the officer will consider serving a Section 215 notice). The Clerk has raised a separate complaint to get the Council on the list of complainants so that it is informed of any future progress in these cases made by Breckland. Also, **to receive** notice that an appeal has been made to the Secretary of State against the enforcement notice relating to Unauthorised Change of Use (ENF/47/19/PAR), and **to consider** making comments to the Planning Inspectorate.
11. **To note** that on 23 April 2020 the Clerk re-declared the Council with the Pensions Regulator as required under the Pensions Act 2008.
12. **To approve** and **to authorise** the chairman to sign the Receipts and Payments Account for the year 2019-2020.
13. **To note** that the Government has passed *The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020*, which amends the deadline by which the Annual Governance Statement and Statement of Accounts of the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued by the local auditor must be published, from 30 September 2020 to 30 November 2020. Previously there was a requirement for all smaller authorities to have a common period for the exercise of public rights, being the first 10 working days of July. Under the new regulations there is no requirement for a common period for the exercise of public rights. Smaller authorities are still required to set a period for this purpose, but the only requirement is that the 30-working day period for the exercise of public rights should start on or before 1 September 2020. However, the External Auditors have set a submission deadline for the receipt of the approved AGAR and supporting documentation or the Certificate of Exemption (in the case of this Council) of Friday 31 July 2020. The Clerk has prepared the pack of documents for the Internal Auditor and sent it to him, and is confident that he will have completed his work and returned it in time for the June meeting.
14. **Finance.**
- 14.1. **To approve** payment of £51.21 to the Society of Local Council Clerks, being this Council's share of the Clerk's membership subscription for the year ending 31 May 2021.

14.2. **To approve** payment of £29.95 (£24.96 + £4.99 VAT) to the Clerk in reimbursement for his having paid Spanglefish for hosting the Council's website on 10 April 2019 for the year up to April 2020. It did not come to light that he had forgotten to reclaim this expenditure until preparing for the 2019/20 Internal Audit.

14.3. **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.

14.4. **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.

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

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

16. **To confirm** the date of the next meeting as Monday, 15 June 2020 at 5.00 p.m., via [video link](#).

**Scheduled future Meeting dates:**

Monday, 15 June 2020	Monday, 19 October 2020	Monday, 18 January 2021*
Monday, 13 July 2020	Monday, 16 November 2020	Monday, 15 February 2021
Monday, 17 August 2020*	Wednesday, 16 December 2020	Monday, 15 March 2021
Monday, 14 September 2020		

\*If needed