

STOW BEDON & BRECKLES PARISH COUNCIL

28 April 2021

Members of the public are invited to attend the Annual Meeting of Stow Bedon & Breckles Parish Council to be held **via video link** on Monday, 5 May 2021 at 7.30 p.m. for the purpose of transacting the following business. Join the meeting using computer, iPad, mobile phone or the like, via this link: <https://us02web.zoom.us/j/84365422155>, or using a land-line telephone, dial 0203 695 0088 and follow the instructions, entering meeting number 843 6542 2155.



Julian Gibson
Clerk to the Council

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

Agenda

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. **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.
8. **To confirm** and **sign** the minutes of the Meeting held on Monday, 12 April 2021.
9. **To report** matters arising from the minutes not on the agenda: **for information only.**
 - 9.1. **SAM2.** Westcotec has examined the sign and said that the damage has been caused by an impact, possibly by somebody mowing the verge (which did appear to have occurred recently). The Clerk had written to neighbouring properties when it was thought to be the result of criminal activity, but this has brought no positive response. He has now submitted a claim on the Council's insurance, and asked Westcotec to go ahead with the repair.
10. **To acknowledge receipt** of the following correspondence.
 - 10.1. Information Commissioner's Office: *ICO Registration Certificate* - End date 26 April 2022.

11. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
12. **To receive** an update on the situation regarding the Pingo Trail Car Park.
13. **To consider** a note from the Clerk relating to the legal situation with regard to providing funds for affairs of the church.
14. **To approve** and **sign** the Receipts and Payments Account for the year 2020/21.
15. **To receive** and **note** the report to Council of the Internal Auditor and the Annual Internal Audit Report from the Annual Governance and Accountability Return (AGAR) 2020/21.
16. **To approve** the AGAR 2020/21 Part 2 Section 1 - Annual Governance Statement 2020/21.
17. **To approve** the AGAR 2020/21 Part 2 Section 2 - Accounting Statements 2020/21.
18. **To approve** the Certificate of Exemption on Page 3 of the AGAR 2020/21 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.
19. **To authorise** the Chairman and Clerk of the meeting to sign the Annual Governance Statement, and the Chairman to sign the Accounting Statements.
20. **To note** that the Clerk, as Responsible Financial Officer (RFO), has set the commencement date for the exercise of public rights as 14 June 2021.
21. **To authorise** the RFO and the Chairman to sign the Certificate of Exemption.
22. **To approve** the Explanation of variances and Bank reconciliation.
23. **To appoint** the Internal Auditor for 2021-2022.
24. **To note** that Clerk will then send the Certificate of Exemption to the External Auditor, and publish all the required documents on the website and notice boards.
25. **Finance.**
 - 25.1. **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.
 - 25.2. **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.
 - 25.3. **To approve** payment of £11.25 to SLCC Enterprises Limited, being this parish's share of invoice no. BK201819 for the Clerk to attend the Virtual Regional Training Seminar - East on 21 April 2021.
 - 25.4. **To approve** payment of £585.60 (£488.00 + £97.60 VAT) to Westcotec Limited, being payment for the repair of the SAM2.
 - 25.5. **To approve** payment of £45.90 to the Society of Local Council Clerks, being this Council's share of invoice no. MEM23490 for the Clerk's membership subscription for the year ending 31 May 2022.
- 25.6. **To receive** the Monthly Financial Report.
26. **To decide** on any matters for consideration at next meeting.
27. **To confirm** the date of the next meeting as Monday, 14 June 2021 at 7.30 p.m., via [Zoom video link](#).

Scheduled future Meeting dates:

Monday, 5 May 2021	Monday, 13 September 2021	Monday, 17 January 2022
Monday, 14 June 2021	Monday, 18 October 2021	Monday, 14 February 2022
Monday, 12 July 2021	Monday, 15 November 2021	Monday, 14 March 2022
Monday, 16 August 2021	Monday, 13 December 2021	