

STOW BEDON & BRECKLES PARISH COUNCIL

Minutes of the Annual Meeting of Stow Bedon & Breckles Parish Council on Monday, 21 May 2018 at 8.00 p.m. in Caston Village Hall.

Present: Councillors: Jonathan White (Vice-Chairman), Phil Childs, Andrew Hayward, Paul Howe, Dawn Jessett, John Morfoot, Julian Gibson (Clerk)

In the absence of the Chairman the Vice-Chairman took the Chair.

1 Election of Chairman. Councillor Pilkington was **elected** Chairman.

The Vice-Chairman remained in the Chair.

2 Chairman's Declaration of Acceptance of Office. It was **agreed** that the Council Chairman's Declaration of Acceptance of Office should be received at the next Council Meeting, currently scheduled for 18 June 2018.

3 Election of Vice Chairman. Councillor White was **elected** Vice Chairman.

4 Apologies for absence. It was **resolved** to accept the reason for absence given by Councillor Pilkington.

5 Declarations of interest. None.

6 Dispensations. None.

7 Public participation session.

7.1 On behalf of the Council and all residents of the Parish, Councillor Jessett thanked Mrs Reed for having the idea and organising the Royal Wedding Celebration Party.

7.2 County Councillor Fabian Eagle advised of the resignation of his Council's Leader as a result of ill health, saying that the process to select a new one was underway. He then He asked the Clerk to advise him about the repair to the road edge needed on the B1111 opposite Breckles Church and the road subsidence outside Spinney Farm. He answered a question about grass-cutting on the verges, saying that they were trying to only cut locations where it was needed (i.e. corners and junctions), and asked to be told of any of these in the parish. The Clerk will remind him about the junction of the A1075 and B1111 opposite White Post Cottage. The state of the land round the Pingo Trail lay-by was raised, and it was agreed that Councillor Morfoot would arrange to meet with Councillor Eagle to look at this together. Councillor Eagle said that NCC was looking to sell part of this land, but the Council had not heard about this so far. He very kindly handed over a donation towards the cost of the portaloo at the royal Wedding Celebration Party, and the Clerk will formally thank him for this, on behalf of the Parish and the Parish Council.

8 Minutes. The minutes of the meeting held on Monday, 17 April 2018 were **confirmed** and **signed**.

9 Matters arising. None.

10 Correspondence. The following correspondence was **received**:

10.1 Society of Local Council Clerks: *Statement from the Information Commissioner's Office* - regarding General Data Protection Regulation implementation.

10.2 HM Revenue & Customs: *Important changes to the way you make your VAT126 Claim.*

10.3 National Association of Local Councils: *PB01-18 / Information Commissioner's Office Statement on the General Data Protection Regulation.*

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- 10.4 Information Commissioner's Office: *Data Protection Registration - confirmation of renewal.*
- 10.5 Barclays Bank Plc: *Your Business accounts - at a glance - as at 30 April 2018.*
- 10.6 Barclays Bank Plc: *Your Community Account - 30 March - 30 April 2018.*
- 10.7 Barclays Bank Plc: *Your Active Saver Account - 30 March - 30 April 2018.*
- 10.8 *Clerks & Councils Direct - May 2018.*
- 10.9 Barclays Bank Plc: *Barclays Swaffham branch is closing.*

11 General Data Protection Regulation. Two emails from Norfolk Association of Local Councils regarding the General Data Protection Regulation were **received**. The first said that, following many questions from Parish Councils about how they should comply with the Regulation's requirement that a Data Protection Officer be appointed, proposed arranging member councils to participate in a county-wide DPO Scheme, which would cost this Council £25.00 p.a. and provide some telephone support through initial paperwork issues, and then (if needed) a referral to negotiate any further professional support (initially free but then at £50.00/hour) from a "support partner" for more significant GDPR issues, e.g. dealing with a data breach. The second confirmed that the Government had tabled an amendment to its own Data Protection Bill to exempt parish and town councils from the requirement to appoint a DPO, although all other measures will apply. This amendment has since been passed, and so should form part of the eventual Act. Appointing a DPO would become discretionary and just regarded as good practice. The Clerk confirmed that he was working on the measures which the Council needed to take to comply with the Regulation, and hoped to bring proposals to a meeting shortly. This was **agreed**.

12 Planning.

- 12.1 **3PL/2018/0385/VAR: Pig Patch House Cartlodge, Mere Road, Stow Bedon.** Application for Variation of condition 2 on pp 3PL/2015/0461/F - 2 storey dwelling & detached cartlodge - temporary use of cartlodge to dwelling during construction works. I have the paperwork. It was **noted** that, after consultation with Councillors, the Clerk has responded using his delegated powers, saying that the Council had no objections on the understanding that on completion of the new dwelling the cartlodge be returned to exactly the plans originally submitted, and be used solely for that purpose.
- 12.2 **3PL/2018/0495/HOU: Breckles House, Cherry Tree Lane, Stow Bedon.** Application for Proposed annexe attached to existing garage. It was **resolved** that the Council had no objections on the understanding that the proposed annex has a condition that it was regarded as just that, and that it was not be possible for it to be hived off as a separate dwelling.

13 Direct Debit payments. The schedule of Direct Debit payments set up on the Council's bank account was **confirmed**.

14 Internal Audit. The report of the Internal Auditor on the business of the Council in the year ended 31 March 2018 was **received**.

15 Certificate of Exemption. The Certificate of Exemption on Page 3 of the Annual Governance and Accountability Return 2017/18 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 Annual Governance and Accountability Return to the external auditor for a limited assurance review was **approved** and **signed** by the Responsible Financial Officer (the Clerk) and the Chairman.

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- 16 Annual Governance Statement.** The Annual Governance and Accountability Return 2017/18 Part 2 Section 1 - Annual Governance Statement 2017/18 was **approved** and **signed** by the Chairman and the Clerk.
- 17 Accounting Statements.** The Annual Governance and Accountability Return 2017/18 Part 2 Section 2- Accounting Statements 2017/18 were **approved** and **signed** by the Responsible Financial Officer (the Clerk) and the Chairman.
- 18 Explanation of variances and Bank reconciliation.** The Explanation of variances and Bank reconciliation for the year ended 31 March 2018 were **approved**.
- 19 Internal Auditor.** It was **resolved** that Mr Peter Cotes be reappointed as Internal Auditor for the year 2018-2019. The Clerk will obtain and send the usual small gift in thanks for his work.
- 20 National Salary Award.** The 2018-2019 National Salary Award from the National Association of Local Councils was **received**. This gives the Clerk, on Spinal Column Point 22, a 2% increase and a pay rate of £10.953/hour (£2,628.72 p.a.) from 1 April 2018.
- 21 Finance.**
- 21.1 **Maintenance of the burial grounds.** It was **resolved** that cheque number 100748 for £150.00 to Stow Bedon Parochial Church Council be signed as a grant towards the cost of maintaining the burial ground in the parish at St Botolph's Church. (*Local Government Act 1972 s. 214(6)*)
- 21.2 **Maintenance of the burial grounds.** It was **resolved** that cheque number 100749 for £150.00 to Breckles Parochial Church Council be signed as a grant towards the cost of maintaining the burial ground in the parish at St Margaret's Church. (*Local Government Act 1972 s. 214(6)*)
- 21.3 **Subscriptions.** It was **resolved** that cheque number 100750 for £44.25 to the Society of Local Council Clerks be signed, being this Council's share of the Clerk's membership subscription for 2018/2019. (*Local Government Act 1972 s.143*)
- 21.4 **Stationery.** It was **resolved** that cheque no. 100751 for £170.12 (£141.77 + £28.35 VAT) to Viking be signed, in settlement of their invoice no. 251650 for stationery supplied. (*Local Government Act 1972 s. 111*)
- 21.5 **Postage.** It was **resolved** that cheque no. 100751 for £2.95 to Peter Cotes (Internal Auditor) be signed, in reimbursement of the cost of mailing the Audit File back to the Clerk having completed his work. (*Local Government Act 1972 s. 111*)
- 21.6 **Training.** It was **resolved** that cheque number 100753 for £18.75 to SLCC Enterprises be signed, being this Council's share of the cost of the Clerk attending the East of England Regional Training Seminar on 11 July 2018. (*Local Government Act 1972 s. 111*)
- 21.7 **Training.** It was **resolved** that cheque number 100754 for £12.38 to Norfolk SLCC be signed, being this Council's share of the cost of the Clerk attending the Norfolk Local Council's Conference on 15 June 2018. (*Local Government Act 1972 s. 111*)
- 21.8 **Training.** It was **resolved** that cheque number 100755 for £10.36 to Enterprises be signed, in settlement of their invoice no. 125587, being this Council's share of the cost of the Clerk attending the Regional Training Seminar on 6 September 2017. (*Local Government Act 1972 s. 111*)
- 21.9 **Other.** It was **resolved** that cheque number 100756 for £4,186.80 to Westcotec Limited be signed, in settlement of their invoice no. 8774, for the purchase of a SAM2 unit, plus accessories. (This is £75.00 + VAT less than anticipated because one

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securing bracket is included in the basic SAM2 package.) (*Road Traffic Regulation Act 1984 s. 72*)

21.10 **Other.** It was **resolved** that cheque number 100757 for £70.00 to Mrs Hannah Reed be signed, as a grant to the Stow Bedon Royal Wedding Committee, in reimbursement for her having paid Broadland Toilet Hire for provision of a portaloos for the Celebration Party. (The cost of this is covered by the reduction mentioned above.) (*Public Health Act 1936 s. 87*)

21.11 **Credits.** Receipt of the following credit was **noted**:

21.11.1 £39.40 - VAT recovered from HM Revenue & Customs.

21.11.2 £139.04 - glass recycling credit from Breckland Council. The Chairman reminded the Meeting that while recycling bottles via the black bins produces a recycling Credit to which helps reduce the Council Tax bills of all Breckland residents, placing them in the bottle bank in the Pingo Trail lay-by ensures that it contributes only to those of the parish residents.

21.12 **Monthly Financial Report.** The report for the month ending 30 April 2018 was **received**.

22 Matters for consideration at next meeting. To consider arranging for the Telephone Kiosk in Mere Road to be repainted.

23 Next meeting. The next meeting of the Parish Council will be on **Monday, 18 June 2018**, at **7.30 p.m.** in **Caston Village Hall**.

Confirmed:

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Lee Pilkington, Chairman

18 June 2018

Scheduled future Meeting dates:

Monday, 18 June 2018	Monday, 15 October 2018	Monday, 14 January 2019*
Monday, 16 July 2018	Monday, 12 November 2018	Monday, 18 February 2019
Monday, 13 August 2018*	Monday, 10 December 2018	Monday, 18 March 2019
Monday, 17 September 2018		

*If needed