

**ANNUAL GENERAL and ANNUAL PARISHIONERS MEETINGS of
BRETTENHAM AND KILVERSTONE PARISH COUNCIL
held at the KILVERSTONE CHURCH CLUB
Wednesday 16 May 2012 at 1930**

1. **Election of Chairman** The Chairman opened the meeting by welcoming those attending. He then asked for nominations to take the chair of the Parish Council. Councillor Peter Wright proposed and Councillor Rae Herries seconded a motion that the Chairman be re-elected and this was carried unanimously.

Resolved: Councillor A M Poulter OBE be re-elected Chairman for the year ensuing.
2. **Questions from Electors** The Chairman then explained this meeting doubled as the Council's Annual General Meeting and Annual Parishioners Meeting. He then asked the 3 non council members if they had any questions and Mr Cruse made a statement that he wished for more engagement with the PC in general and open forums in general, particularly at PC meetings. He stated he thought the PC meetings were not well publicised¹. He went on to reiterate his concerns about traffic calming proposals in Rushford although he accepted he had walked round the village with another parishioner and Councillor Engwell and the Chairman. Councillor Jolly from Harling and Heathlands Ward of Breckland District Council responded by stating local government meetings were not public meetings although they were open to the public. The Chairman could allow points from parishioners to be heard but the council was the body to make decisions.
3. **Attendance** Apologies had been received from Councillor Kay Fisher (Harling and Heathlands Ward, Breckland District Council).
The following were present:
Councillors Poulter, Engwell, John Connolly, Stuart Homes-Smith, Rae Herries, Peter Wright and George Brown.

The following were in attendance:
Parishioners Mr and Mrs Cruse, Mr Martin Wixey and Mr Neil Mellor (Internal Auditor)
4. **Any Declared Matters of Urgent Business** Councillor Engwell asked if he could raise the possibility of Jubilee benches later in the meeting and this was agreed.
5. **Any Declarations of Interest** There were none
6. **Minutes of Meeting of 21 Mar 12** These had been circulated previously and were agreed and duly signed by the Chairman.
7. **Matters Arising**
 - a. **Road Safety** The Chairman reminded the Council that it had agreed to seek 2 traffic surveys, one on C147 Barningham Road, Rushford, and C148 Kilverstone Road, Brettenham and pay for one of the surveys up to £500. These were currently in

¹ Notice of PC meetings is on the 4 PC notice boards and on the PC web site with the agendas and minutes

progress and although an invoice had yet to be received, he understood the cost was likely to be £200 + VAT. He went on to remind the Council that he had been arranging to meet the Highways Authority Area Manager which he had had now done but he had yet to receive the report.

8. **Members Register of Interests** The Chairman asked that Councillors check and then affirm their Notices of Details of Financial and other Interests by Members” are correct. This was duly done.

9. **Financial Report** Councillor Engwell gave an updated the PC on its financial position on 9 May 12:

Treasurer’s Account

Balance BF at 12 April (Statement No: 19):	£2185.48
Payments In: Precept: (13 April):	<u>£1800.00</u>
New Balance:	£3985.48

Payments Out:

Cheque 000036: Suffolk Wildlife Trust	£1000.00
Cheque 000037: NALC Subscription	£ 108.59
Cheque 000038: Printer Inks (Clerk)	£ 61.90
Cheque 000039: Printer Inks (Clerk)	£ 116.99
Cheque 000040: Printer Paper (Clerk)	£ 35.95
Cheque 000041: OS ‘Getamap’ Subscription	£ 18.00
Cheque 000042: M Engwell (Stamps for Clerk)	<u>£ 15.16</u>
	£1356.59

Balance at 9 May 12 **£2628.89**

Business Instant Access Account

Balance at 9 Feb 12 (Statement No: 7)	£21,512.69
Interest payments (Mar/Apr 12):	<u>£ 1.79</u>
	£21,514.48

Balance at 10 Apr 12 (Statement No: 8) **£21,514.48**

Balance All Accounts: **£24,143.37**

The Chairman suggested that the PC earmarked reserves as follows:

POS Maintenance	£13,500
Alms House development/fees	£ 1,000
Riverside Walk project	£ 3,000

The Chairman then explained that in order to make use of the free Ordinance Survey data under PSMA, the PC needed a GMIS system. As this would be very expensive he recommended the PC enrol with Parish Online which gave access to the OS data and online GIS and would cost some £36 annually.

This was agreed.

10. **Agree Annual Accounts** The Chairman reported he had circulated his draft Annual Report and that this included the annual accounts which had been reviewed by the Internal Auditor. He concluded that the PC had a closing balance of £23,699 at the end of the last financial year (31 March 2012) and assets worth £7208 at replacement value. He added the dates for submitting the Annual Return to Mazaars (External Auditors) is 4 Jul 12, having been approved by the PC by 30 Jun 12; the PC accounts will then be available for public view for 21 working days by 24 Jul 12.

The PC agreed the annual accounts. The Chairman then asked that the Annual Return be completed on the basis of the accounts presented, signed by the Internal Auditor, Councillor Engwell and the Chairman as RFO, and then submitted to Mazaars the External Auditors. This was also agreed.

11. **Chairman's draft Annual Report** Following on from the previous item, the Chairman went through the key points of his report. He concluded by saying the complete Annual Report would be attached to these minutes and published on the web site. Its link is: <http://brettenham-and-kilverstonepc.norfolkparishes.gov.uk/>.

The PC agreed the Annual Report

12. **Planning** The Chairman reported that there was one additional application to report which had been received since the agenda was published.

- a. **National Planning Policy Framework** This has now been published and is available on the DCLG web site.
- b. **3PL/2012/00382/LB (Rushford College extensions and alterations to coach house, omit kitchen window (west elevation) Amendment to PP 3PL/2008/107Rushford College)** The Chairman reported he had consulted local councillors and then asked the Planning Authority for assurance this application did not alter the current access via Church Lane and the College Gates but otherwise had no "no comment".
- c. **Proposed re-signalling at level crossings** This notification by NCC concerned signalling works at Croxton and Harling Road level crossings on 25 Jun 12. The PC had not submitted any comment.
- d. **3PL/2012/0493/F (Rushford Manor single storey extension to existing games room).** The PC considered the application and agreed the PC should make no comment to the LPA.

13. **Moving Thetford Forward (MTF)/Thetford Area Action Plan (TAAP) Update** The Chairman reported that since he had attended the Examination in Public (EIP) of the TAAP the inspector had written to BDC asking that attendees be given another opportunity to comment on the TAAP in light of the recently published National Planning Policy Framework. He went on to say he thought the new policy allowed further comment to strengthen present plans to ensure the vitality and accessibility of towns and the promotion of sustainable transport by emphasising the need for a coherent transport plan namely better train services, station car parking and a linked inner city and local bus network with a station preferably collocated with the rail station. The present plan for the bus station might then be better used for housing if the rail and intercity bus stations were in juxtaposition. In addition the new policy states that plans must be deliverable over its period which arguably the TAAP is not. He agreed to submit these themes to BDC

14. **Riverside Walk Update** Councillor Engwell reported he met with Councillors Herries and Brown to discuss the way ahead. They had agreed the following action list:

- a. Contact NCC for agreement on drop kerb and land use. The Chairman said he had mentioned this to our Highways Manager who saw no difficulty with cutting an access for the walk and one on the other side of Arlington Way to link the existing pavement to the walk entrance. He also suggested the PC would need to erect a wooden barrier to stop down hill wheel chairs running away into the river.
- b. Meet with Chris Gregory of BTO to confirm route and possible assistance.
- c. Contact any other interested parties (Thetford River Corridor Volunteers?)
- d. Consider and agree route (link to Nun's Bridges footpath).
- e. Contact BDC for availability of 'match funding'.
- f. Visit Knettishall to view path construction-ask for advice.
- g. Consider additional tree planting on flood plain at top of Arlington Way?
- h. Contact potential contractors.

This course of action was agreed. Councillor Engwell then proposed a bench be procured for the POS at Arlington Way to mark the Jubilee. After some discussion about whether there should also be one at Rushford, Kilverstone and Brettenham, it was agreed to proceed with one for Arlington Way POS only.

15. **Kilverstone Alms Houses** The Chairman reiterated the present situation with the 2 alms houses at Kilverstone which are in a very poor condition and one is occupied and likely to be so for some time to come. The houses are established under a trust deed held by Coop Homes, who also manage them. Coop Homes are therefore intending to renovate the unoccupied one and then get it occupied. The deed is in favour of the elderly in Croxton and Kilverstone. The Managing Director of Coop Homes has indicated willingness to transfer the deed to a PC or a partnership of PCs or other trustees but this would separate the management of the houses. Coop Homes would support a long term aim of changing the trust deed to reflect a broader age group of those in need of housing in Croxton, Brettenham and Kilverstone by demolishing the 2 present homes and re-providing say 6. The Chairman went on to report he had contacted BDC lawyer who saw no real difficulty in asking the Charity Commission to change the Trusteeship, management and scope of the Scheme and Conveyance (deed). The next step is to obtain written agreement to these proposals from Coop Homes and arrange with BDC for local allocation of homes and arrange for local management.

16. **Reports by Members**

- a. **Environmental and CPRE** Nothing to report.
- b. **Community Safety** The next SNAP meeting is on 17 May which the Chairman would attend.

- c. **Rural** Councillor Wright reported he had not yet taken out membership with the Norfolk Rural Community Council at an annual cost of £15 but agreed to do so and report at the next meeting.

18. **Correspondence and other Matters** The following correspondence had been received:

- a. NCC Mineral Site Allocations Development Plan Document (DPD) and Waste Specific Allocations Plan Document (DPD): Pre Submission Documents: Invitation to make Representations. Submissions date is 29 Jun 12.
- b. Although not yet received, it is understood BDC is arranging Town and Parish Council Forums at Thetford on 8 Jun 12 and at Dereham on 21 Jun 12. The Chairman agreed to notify the PC when these were confirmed and urged Councillors to attend if possible.
- c. Councillor Jolly (BDC) informed the PC that the Electoral Commission would be conducting an electoral review of wards and divisions in Norfolk in 2013 with a view to roughly equating levels of representation at County and District level. This may therefore alter present ward and division boundaries and/or the level of representation. There will be a consultation exercise in the autumn and the review itself will have no impact on Town or Parish Councils. However, BDC will be conducting a boundary review which could impact on Town and Parish Councils within the district but this is some way off.
- d. Councillor Jolly (BDC) reminded the PC that the Standards Board is being abolished and with it the code of conduct which will be replaced with a different system and code. BDC is looking for an independent person to take on the scrutiny role.
- e. Mr Wixey informed the PC that Shadwell Estate will be holding a children's sport day on Sunday 21 May 12 on the playing fields next to Arlington way. He also agreed to furnish the Chairman for the minutes with the Endurance Event dates for Rushford. These are:
- | | |
|----------|--------------------------------------|
| Sunday | 27 May |
| Sunday | 3 June |
| Sunday | 24 June |
| Sunday | 15 July (tbc) |
| Saturday | 25 August for the World Championship |

19. **Date of Next Meetings:**

- a. Wednesday 13 Jun 11 at 1930 in the Kilverstone Church Club (if required to approve the Annual return and for urgent matters only)
- b. Wednesday 18 Jul 11 at 1930 in the Kilverstone Church Club (Full meeting)

Minutes agreed:

A M Poulter OBE
Chairman

Date:

Attachment:
Chairman's Annual Report FY 11/12

BRETtenham and KILVERSTONE PARISH COUNCIL ANNUAL REPORT

2011 - 2012

CHAIRMAN'S REPORT

Over the past year, the Parish Council has continued to be closely involved with Moving Thetford Forward, the programme aimed at delivering the regeneration of the town of Thetford and the provision of an additional 5000 new homes. Thus far developers have made an outline planning application for these new homes on the Sustainable Urban Extension. Projects are also underway in Thetford to help regenerate the town centre. The Parish Council is represented on both the Delivery Panel and Board for the programme.

The Parish Council has continued to monitor activity in the Parish Council's area to support the interests of electors, particularly for planning applications. It is however becoming clear that the increasing volume of traffic on the small rural roads is an problem, that may well be exacerbated by the advent of 2200 new homes in Kilverstone under the MTF Programme, which the Parish Council is liaising with the Highways Authority to try and alleviate.

The Parish Council has also continued to support the Safer Neighbourhood Action Panel as part of the Attleborough Safer Neighbourhood area in which the Parish Council sits. Recorded crime has remained at an extremely low level and the reduction of anti social behaviour has been the focus of work. The communities in the Parish Council area, in common with almost all other parishes supported by the Attleborough SNT, continue to suffer from speeding motorists.

Preliminary work has continued to try and make the 2 alms houses at Kilverstone more available to those living in the PC area. This work aims to bring the trusteeship and management of the homes back to the local community and eventually develop the site with more and better accommodation.

The PC is working towards the development of a riverside walk between Arlington Way and the river Thet from the roundabout at the east end of the A1066 to Nuns' Bridges.

The Parish Council has maintained its current level of precept, its share of the Council Tax, which has seen a reduction in real terms. The Parish Council will continue to strive to try and reduce the financial burden on electors in this way.

MONEY MATTERS

Balance Sheet as at 31 March 2012

2011 £		2012 £
Bank		
1189	Treasurer's Account	2294
<u>21502</u>	Business Instant Access Account	<u>21513</u>
22691		<u>23807</u>
Funds		
1189	General Fund	6307
<u>21502</u>	Reserves	<u>17500</u>
22691		<u>23807</u>

The above statement represents fairly the financial position of the PC at 31 March 2012 and reflects its receipts and payments during the year.

FY 2011/2012 Accounts

	£		£
Opening Balance	22691		
Receipts		Payments	
Precept	3600	PC Expenses	41
VAT Refund	443	Subscriptions	234
Interest	<u>11</u>	Insurance	550
		Audit Fees	162
		Grounds Maintenance	504
		Asset Repair	127
		Stationery	291
		Training	120
		Suffolk Wild Life Trust (S137)	1000
		Ancillaries	<u>17</u>
Total Receipts	<u>4054</u>	Total Payments	3046
Total Cash	23699		
Carried Forward	23699		
<i>PC Assets</i>	<i>7208</i>		

Notes to the Accounts

1. Assets

Notice boards, Village signs and donated Public Open Space at Arlington Way
(Basis for valuation is replacement of signs and notice boards using inflation of 5%)

2. **Borrowings** The PC has no borrowings
3. **Earmarked Reserves** The PC has earmarked reserves of :
£13,500 for POS Maintenance
£1,000 for Fees (for Alms House development)
£3,000 as Capital for Riverside Walk project
4. **Tenancies** The PC has no tenancies
5. **Section 137 Payments** Section 137 of the Local Government Act 1972 enables parish councils to spend up to the product of £6.44 per head of electorate for the benefit of people in the area on projects not specifically authorised by other powers

The PC made one S137 payment of £1,000 to Suffolk Wild Life Trust to assist with the Heath's reinstatement as a public facility
6. **Agency Work** The PC undertook no agency work
7. **Contingent Liabilities** A contingent loss will be accrued in the financial statements where it is probable that a future event will confirm a material loss which can be estimated with reasonable accuracy at a date when the financial statements are approved.

Where a material contingent loss is not accrued, perhaps because it cannot be accurately estimated or because the event is not considered sufficiently certain, it is disclosed in a note to the accounts. The PC's accounts for the year end 31 March 2012 do not include a provision for any such contingency.
8. **Advertising and Publicity** No costs were incurred for advertising and publicity during the year
9. **Trust Funds** The PC is neither a custodian trustee nor a sole managing trustee.
10. **Commitments** The PC has obtained public open space under a Unilateral Agreement (similar to a Section 106 agreement) at Arlington Way. The PC is still trying to recruit a suitable person to be its Clerk.

PARISH CONTACT DETAILS

Chairman, Clerk and Responsible Finance Officer
 Captain A M Poulter OBE Royal Navy
 01842 753634 mail@ampglebe.co.uk

Parish Council Website:
<http://brettenham-and-kilverstonepc.norfolkparishes.gov.uk/>