

MINUTES of the BRETtenham AND KILVERSTONE PARISH COUNCIL
Meeting held at the KILVERSTONE CHURCH CLUB on
Wednesday 18 July 2012 at 1930

1. **Attendance** The Chairman announced the sad resignation of Councillor Lady Kay Fisher, one of the District Council members for the PC's Ward of Harling and Heathlands of Breckland District Council for the. The PC then thanked her [in her absence] for all she had done for the local community. There will be an election on 26 July to elect her successor.

The following were present:

Councillors Poulter, Engwell, John Connolly, Stuart Homes-Smith, Rae Herries, Peter Wright and George Brown.

The following were in attendance:

Councillor Ellen Jolly, Harling and Heathlands Ward, BDC

2. **Any Declared Matters of Urgent Business** There was none
3. **Any Declarations of Interest** There were none
4. **Minutes of Meeting of 16 May 12 (APM/AGM)** These had been circulated previously, were agreed and duly signed by the Chairman.
5. **Matters Arising**
 - a. **Road Repairs - Rushford** The Chairman confirmed that the Highways Authority had resurfaced the bridge over the Little Ouse River. He also noted the junction white lines in Rushford had been renewed, except those at the Church Lane/Barningham Road junction. The Highways Authority Manager for area S2 had agreed the remainder will be undertaken in the next 4 – 6 weeks Rushford Road, junction of the A1066.
 - (1) Trim bush/tree that is obscuring the existing 30mph sign on the approach to the village, re-erect the 30mph sign, and at a later date refresh the existing 30mph roundel on the carriageway, C147 Rushford Road.
 - (2) Tar and chip patching to regulate the low dip in the carriageway outside Glebe House and Plane Tree House, C147 Rushford Road.
 - (3) Replace the missing 30mph repeater sign and post on the approach to Rushford Bridge from the south.
 - (4) Repair the damaged verge with soil and seed, and erect hazard markers to reduce prevent further damage, C147 Rushford Road.
 - (5) Tar and chip patching to the potholes at Church Lane.
 - (6) Patching work, verge repairs and hazard markers at Nursery Lane, junction of Rushford Road, refresh junction markings at a later date.

The PC is free to place a mirror to improve egress safety from the Green but would have to fund it and site it clear of the highway. The PC agreed to fund it and Councillor Connolly agreed to identify product and site it off the highway. Mr Wixey said Shadwell Estate would permit the mirror to be sited on its land.

- b. **Traffic Surveys** The Chairman reported that he had received the 2 traffic survey results and that they showed an overall increase of vehicle speed through Rushford but a slightly lower number of vehicles particularly light vehicles (cars and vans) although this could be seasonal. The one in Brettenham is the first survey to be conducted and thus no comparison is possible. The Chairman agreed to try and source a synopsis suitable for the website.
- c. **16 May – Urgent Business – Jubilee Bench on POS Arlington Way** Councillor Engwell reported that the specification, price and inscription has been agreed for the bench although the exact location remains to be agreed. It is now intended to proceed with the procurement.

6. **Adoption of new Code of Conduct 2012** The Chairman reminded members that the recent Localism Act 2011 Chapter 7 requires the PC to adopt a new Code of Conduct and members, including their partners and/or spouses, to declare their pecuniary interests. He went on to ask if any one had any questions on the draft code, previously circulated, Councillor Jolly (BDC) kindly outlined the 2 parts of the code and their sanctions. Failure to abide by the code as far as the declaration of pecuniary interest for both the member and the partner/spouse was a criminal matter which would be dealt with accordingly. Other breaches in the code would be report to the Independent Person and ultimately the matter would be referred back to the PC for consideration and sanction. The Chairman then asked that the PC adopt the new code (based on the NALC recommendation and attached to these minutes) and this was proposed by Councillor Engwell and seconded by Councillor Holmes-Smith and carried unanimously. The Chairman then said he would forward the adopted code to the Standards Office for BDC.

Resolved: Brettenham and Kilverstone Parish Council adopts the new Code of Conduct under the Localism Act 2011 Chapter 7.

7. **New Register of Members' Interests** These were collected from members. They will be forwarded to the Standards Officer of BDC, who had kindly agreed to copy them and pass them back to him for retention. The register would be placed on the BDC web site with a link to the PC site.

8. **Financial Report** Councillor Engwell gave an updated the PC on its financial position on 17 Jul 12:

Treasurer's Account

Balance CF at 15 May (Statement No: 21): £3752.64

Payments In: None

Payments Out:

Cheque 000042: M Engwell (Stamps for Clerk)	£ 15.16
Cheque 000043: NCC, Traffic Survey	200.00
Cheque 000044: Parish Online 'GetMapping'	36.00
Cheque 000045: NALC, Website Training	50.00
Cheque 000046: Mow & Grow, Grass Cutting	<u>74.40</u>
Total	<u>£375.56</u>

Balance at 17 Jul 12 **£3377.08**

Business Instant Access Account

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

Interest payments (May/Jun12 [Estimate]): £1.82

Balance at 17 Jul 12 **£21,516.30**

Balance All Accounts: **£24,893.38***

*£21,500 held in reserves

It was agreed to leave the PC's reserves at £21,500 and draw down on them as necessary, noting that the maintenance for the POS was now a PC responsibility. The PC agreed to fund the mirror for Rushford Green egress onto Barningham Road and the Jubilee Bench at Arlington Way

9. **Annual Accounts - update** The Chairman reported the accounts had been received by the auditors (Mazars) but work had yet to start on them.
10. **Breckland Boundary Review** The Chairman reported there would be a boundary review of Breckland District Council in late 2012/early 2013 and that there would be a briefing session at Elizabeth House on 25 Oct 12 at 1400 and 1530 and Councillors are encouraged to attend. He asked that members contact him so he could make the necessary reservations. This review will establish representation levels of wards rather than change boundaries. The PC agreed that 4 members (one car) should attend the briefing, when it might be possible to meet the electoral services manager, which Councillor Jolly (BDC) kindly agreed to try and facilitate.
11. **Planning** The following planning applications had been approved:
 - a. **3PL/2012/0382/LB** (Rushford College) Extensions and alterations to coach house, omit kitchen window (west elevation) Amendment to PP3PL/2008/1079.
 - b. **3PL/2012/0493/F** (Rushford Manor) Single Storey extension to existing games room.
12. **Moving Thetford Forward (MTF) – Update** The Chairman reported that the Delivery Panel had met on 23 Mar 12, which Councillor Engwell had kindly attended (before the last PC meeting). The next Panel meeting was on 19 Jul 12 which the Chairman and Councillor Herries would attend. The Board had not met since 24 Mar 12 and no date has yet been set for the next one. However, when it does meet there may be money returned from completed projects and this would be the time to bid for funding for the Riverside Walk. He went on to report that the TAAP has been found sound by the Inspector and agreed by the full BDC. He had asked for a hard copy of the final plan when it is issued.
13. **Riverside Walk Update** Councillor Engwell reminded the PC that the Chairman had confirmed with NCC that drop kerbs on both sides of road will be required and that a safety fence needed on river front adjacent to entry point from Arlington Way to prevent inadvertent entry into the river. There is now a need to confirm use of NCC land for access point. Councillor Engwell went on to say he had been in contact with Chris Gregory of BTO to confirm route of the path on BTO land and to ask for possible assistance. He had also clarified the responsibility of Abbey Homes for clearance of fallen trees from surrounding land affecting BTO land, noting the recent fallen trees which Abbey Homes will remove. Councillor Engwell has agreed with BTO the need to use BTO path route (link to Nun's Bridges footpath) to avoid need to acquire land from Abbey Homes and to ask BTO to consider changing

pedestrian gate at access point to path to allow for wheelchair/cycle access. One potential contractor has been identified and another 2 will need to quote and he still has to visit Knettishall to view path construction and ask for advice. Finally he has still to contact BDC for availability of 'match funding' in parallel with seeking MTF funding.

14. **Kilverstone Alms Houses** The Chairman reported he had written to the Managing Director of Coop Homes outlining the PC's aspirations for the Alms Houses. He had also talked to her beforehand and she said she had briefed the Board (the Trustees) informally who had provisionally agreed to transfer the Trusteeship to the PC and the Chairman's letter was the formal request to proceed. Once the Board had agreed the PC would need to start the process of changing the Trustees and amending the scope of the trust to reflect the PC area and broaden its application for local people in need. In parallel, it would be necessary to arrange for BDC to take over the allocation on the PC's behalf and for a management contract for the homes and the site to be established.

14. **Reports by Members**

- a. **Environmental and CPRE** Nothing to report.

- b. **Community Safety** The Chairman attended the last SNAP meeting and will attend the next on 6 Jul 12. At the last meeting the main issues were ant- social behaviour (but not in the PC area) and speeding on rural roads and in villages in particular. This latter issue is mainly anecdotal and where regular speed checks are carried out the speeding can be verified.

The only crime since the last meeting has been one historic sexual crime.

- c. **Rural** Councillor Wright reported he had taken out membership with the Norfolk Rural Community Council at an annual cost of £15.

16. **Correspondence** The following correspondence had been received:

- a. A letter from Mr Cruse outlining his ongoing concerns about the roads through Rushford. Mr Cruse had spoken to Councillor Engwell as he was unable to attend the meeting and explained the work he had undertaken on the verges of the east side of Barningham road towards the bridge and his concerns over speeding and the need to avoid more street furniture. The Council had considered this letter and would respond in due course.
- b. A letter had been received from Mr Wixey asking about the ways to become a Parish Councillor, which the Chairman had answered. Mr Wixey said he was content with the response.
- c. An email had been received for the Chief Executive of BDC reporting the company supplying CCTV had gone into liquidation, with a result the community safety cameras will cease operating on 31 Jul 12. BDC is reviewing options with Norfolk Constabulary for options thereafter. The Chairman agreed to try and obtain further information at the forthcoming SNAP meeting.
- d. Shadwell Estate reported the endurance event on 15 Jul had been cancelled.
- e. Suffolk Wildlife Trust had invited the PC to a walk on 3 Jul 12 but the letter arrived late. It does however offer the opportunity to respond and point out the overgrown nature of the marked walks and paths and to highlight the lack of dog litter bins. It was agreed the Chairman should respond along these lines.

- f. Norfolk County Council had sent a briefing note about Public Rights of Way and how they are managed. The PC lies in Highways Area South 2.

17. Date of Next Meetings:

- a. Wednesday 15 Aug 12 at 1930 in the Kilverstone Church Club (for urgent matters only)
- b. Wednesday 19 Sep 12 at 1930 in the Kilverstone Church Club (Full meeting)

Minutes agreed:

A M Poulter OBE
Chairman

Date:

Attachment: Brettenham & Kilverstone Parish Council Code of Conduct July 2012

BRETtenham and KILVERSTONE PARISH COUNCIL

CODE of CONDUCT 2012

Introduction

Pursuant to section 27 of the Localism Act 2011, Brettenham and Kilverstone Parish Council ('the Council') has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council including the business of the office to which they were elected or appointed or when they claim to act or give the impression of acting as a representative of the Council.

This Code of Conduct is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Definitions

For the purposes of this Code, a 'co-opted member' is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint sub-committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

For the purposes of this Code, a 'meeting' is a meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees.

For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Council includes a co-opted member of the Council.

Member obligations

When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, he/she has the following obligations.

1. He/she shall behave in such a way that a reasonable person would regard as respectful.
2. He/she shall not act in a way which a reasonable person would regard as bullying or intimidatory.
3. He/she shall not seek to improperly confer an advantage or disadvantage on any person.
4. He/she shall use the resources of the Council in accordance with its requirements.
5. He/she shall not disclose information which is confidential or where disclosure is prohibited by law.

Registration of interests

**BRETENHAM and KILVERSTONE PARISH COUNCIL
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6. Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), he/she shall register with the Monitoring Officer the interests which fall within the categories set out in Appendices A and B.
7. Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register with the Monitoring Officer any interests in Appendices A and B.
8. A member shall register with the Monitoring Officer any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.
9. A member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.

Declaration of interests at meetings

10. Where a matter arises at a meeting which relates to an interest in Appendix A the member shall not participate in a discussion or vote on the matter. He/she only has to declare what his/her interest is if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
11. Where a matter arises at a meeting which relates to an interest in Appendix A which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.
12. Where a matter arises at a meeting which relates to an interest in Appendix B, the member shall not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting.
13. A member only has to declare his/her interest in Appendix B if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter. If he/she holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.
14. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest in Appendix A), the member shall disclose the nature of the interest and not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

Dispensations

15. On a written request made to the Council's proper officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in Appendices A and B if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation.

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Appendix A

Interests defined by regulations made under section 30(3) of the Localism Act 2011 and described in the table below.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12 month period ending on the latest date referred to in paragraph 6 above for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses.
	This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the member or between his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a body in which such a person is a partner in a firm, a director of an incorporated body or holds the beneficial interest in securities*) and the Council -
	(a) under which goods or services are to be provided or works are to be executed; and
	(b) which has not been fully discharged
Land	Any beneficial interest in land which is within the area of the Council.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to the member's knowledge) -
	(a) the landlord is the Council; and
	(b) the tenant is a body in which the member, or his/her spouse or civil partner/the person with whom the member is living as if they were spouses/civil partners has a beneficial interest.
Securities	Any beneficial interest in securities of a body where -
	(a) that body (to the member's knowledge) has a place of business or land in the area of the Council; and
	(b) either -
	(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or
	(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

*'Securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

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Appendix B

An interest which relates to or is likely to affect:

- (i) Any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;
- (ii) any body
 - (a) exercising functions of a public nature;
 - (b) directed to charitable purposes; or
 - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)of which the member of the Council is a member or in a position of general control or management;
- (iii) any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.