

**MINUTES of the MEETING of
BRETtenham AND KILVERSTONE PARISH COUNCIL
held at the KILVERSTONE CHURCH CLUB
on Wednesday 14 November 2012 at 1930**

1. **Attendance** Apologies had been received from Councillors John Connolly and Peter Wright and Councillor Marion Chapman-Allen, Harling and Heathlands Ward, BDC

The following were present:

Councillors Tony Poulter, Martin Engwell, Rae Herries, George Brown and Stuart Holmes-Smith.

The following were in attendance:

Councillor Ellen Jolly, Harling and Heathlands Ward, BDC
Councillor William Nunn, Guiltcross Division, Norfolk County Council

2. **Appointment of a Vice Chairman** Councillor Engwell was proposed by Councillor Holmes-Smith and seconded by Councillor Herries to be elected Vice Chairman. This was carried unanimously.

Resolved: Councillor Engwell be appointed as Vice Chairman of Brettenham and Kilverstone Parish Council

3. **Any Declared Matters of Urgent Business** There was none

4. **Any Declarations of Interest** There were none

5. **Minutes of Meeting of 19 Sep 12** These had been circulated previously, were agreed and duly signed by the Chairman.

6. **Matters Arising**

- a. **Jubilee Bench at Arlington Way** Councillor Engwell reported the bench has been delivered and is sitting in Councillor Rae's back garden awaiting concrete pad to be laid. Three quotes for the concrete pad have been obtained. The least expensive was for £600 (including VAT) and this has been accepted. Start date for construction has still to be determined
- b. **Rushford Green Exit Mirror** The Chairman reported he had written to Shadwell Estate to ask for approval to site the mirror on the verge opposite the Green in Rushford but off the highway. Assuming this is granted, Councillor Connolly will progress the procurement and siting of the mirror.
- c. **Rushford Road Repairs - Update** The Chairman reported the Highways Authority Area Manager for the PC area had informed the road repairs for Rushford had been completed and that the white lining was also virtually finished.

The Chairman also reported that he had been asked to approach the Highways Authority to ask if Crabapple [Nursery] Lane might have a Traffic Regulation Order to impose a weight limit on it. The Traffic Management Department had considered this

and concluded that there was no justification for such an order and that in any event it wouldn't cover agricultural vehicles and those which needed access anyway.

7. **DPI – Dispensation for budget & precept issues** The Chairman reported that he had been alerted to the possibility of the need for members to Declare a Pecuniary Interest when budgetary or precept matters were to be discussed as property ownership in the PC area could be deemed a DPI under the Localism Act. He had been advised the PC should grant dispensations and that each Councillor had applied for one and these had been granted. It was agreed that these granted dispensations could be kept until the next local government elections in May 2016 unless an individual member's circumstances changed in the meantime.

8. **Financial Report** Councillor Engwell gave the Financial Report for 14 Nov 12:

Treasurer's Account

Balance CF at 14 Sep (Statement No: 24):	£2,666.68
Payments Out:	
Cheque 000050: Printer Paper (Poulter)	£37.17
Cheque 000051: Mazars Audit Fees	£84.00
Cheque 000052: 'Mow & Grow' Grass cutting	£37.20
Cheque 000053: Aon Ltd Insurance	<u>£546.68</u>
Payments Out Total	£705.05

Payments In: Precept Payment	£1,800.00
Balance at 14 Nov 12	£3,761.63

Business Instant Access Account

Balance at 19 Oct 12* (Statement No: 10)	£21,519.83
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Balance All Accounts:	£25,281.46
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* Includes interest until 9 Oct 12

9. **Budget FY 13/14** Councillor Engwell introduced the draft budget for FY 13/14 and explained the earmarked reserves for the maintenance of Arlington Way Public Open Space, under the Section 106 arrangement, and the money for the 2 PC projects, Kilverstone Alms Houses and the Riverside Walk. He went on to suggest that although the revenue side was in excess of the present precept he recommended that some larger items were one off (fees and contingency) and that the PC ought to be able to remain within £3,600. This was agreed.

10. **Precept FY 13/14** The budget showed a precept need of £3,600 for FY 13/14 and, although an extension had been granted by BDC for the submission of the PC requirement until the end of January 2013 in case the new Local Council Tax Support Scheme impacted on the levels of precept required, the PC agreed to set the precept but delay submitting it until 11 Jan 13 to cover this eventuality. If this were needed the PC would need to revisit the level of precept in Jan 13. Councillor Engwell proposed and Councillor Herries seconded motion that the PC set a precept of £3,600 for FY 13/14. This was carried unanimously.

Resolved: To set a precept for Brettenham and Kilverstone parish Council for financial year 2013/2014 of £3,600.

11. **Planning**

- a. **3PL/2012/1003 – Tesco canopy in car park** This application has been approved.
- b. **3PL/2012/0875/F – Snarehill Stud - Erection of staff facility** This application has been approved.
- c. **Adoption of Site Specific Policies & Proposals** The Site Specific Policies and Proposals Document 2001 – 2016 for BDC has been adopted. There are none in the Brettenham and Kilverstone PC area.

12. **Standing Orders**

- a. **Code of Conduct Amendment** The PC Standing Orders have been updated to include the new code of Conduct. He suggested that they would need re-writing in due course to take into account, inter alia, any new rules surrounding on line banking. This was agreed and the revised Standing Orders were adopted by the PC.
- b. **Publication Scheme** The Chairman reported that he had become aware of the need for a specific PC Publication Scheme rather than rely on the generic Freedom of Information scheme, which was written to cover all organisations large and small. A bespoke scheme of the PC was in the process of being drafted.

13. **MTF Update** The MTF has not met since the last meeting and is due to meet on 14 Dec 12. The Programme Delivery Panel met in Oct 12 and is due to meet on 31 Jan 13.

14. **Riverside Walk Update** Councillor Engwell reported the PC has submitted an 'Expression of Interest' for 'match' funding support from MTF funds, a copy of which is attached to these minutes. The cost is based on a per meter estimate of £35 per metre but could be as high as £90 per metre. A decision is expected by the MTF Board on 14 Dec. Meanwhile further work will be required to determine the detailed route, which is some 600 metres in length but some of this is in the Thetford Town Council area. It is hoped that, if accepted, the MTF Programme will manage the project and in the meantime approaches will be made to potential contractors in order to determine a more accurate overall cost.

15. **Kilverstone Alms Houses Update** The Chairman reported he had written to CoopHomes and had received written confirmation that the Board is willing to support the transfer of trusteeship to the PC and for eligibility to be broadened to allow a wider spectrum of applicants and for the area to exclude Croxton, which has formally confirmed it has no interest in the Kilverstone Alms Houses, but include Brettenham.

16. **Reports by Members**

- a. **Environmental and CPRE** Nothing to report
- b. **Community Safety** The Chairman reported he had attended the last SNAP meeting at Attleborough Town Hall on 24 Oct 12. At the meeting, he was told speed checks in Rushford on 13 occasions over the last couple of months and that 6 endorsable fixed penalty notices, 3 speed awareness courses, 10 verbal warnings and 6 letters for future guidance had been issued. The Panel discussed the possibility of 40mph buffer zones either side of 30mph restricted areas to slow the traffic down but the Highways Authority reported this would cost around £2,500 - £3,000 and Old

Buckenham was more cautious suggesting buffer zones could be counter-productive and actually allow traffic to speed up.

A general discussion then ensued about the widespread problem of speeding through rural villages across the County, which once again had been highlighted at the SNAP meeting. It was suggested that the problem in Rushford was exacerbated by the clear sight lines when moving south from the A1066, particularly as it was down hill. It was therefore unclear why the “white gates” proposal (either side of the road by the 30mph restriction signs) had been rejected by the Highways Authority. Further, it was also suggested wooden posts to mark the verges would have been more appropriate in a village and have a “traffic calming” effect. The 2 dips on C147 between the Church Lane turning and the bridge could have been better filled than they have been (ie like the other patching that had been completed recently). Finally, it was unclear why the informal lay-by which was used as a passing place north of the bridge had been banked up and was once again becoming eroded by heavy traffic riding up over it. A slightly more formal lay by might slow the traffic as it allowed a good place to wait for oncoming traffic and help avoid further subsidence and the slipping of the road on the east side of the road north of the bridge. Councillor Nunn kindly agreed to take these points away.

The Chairman then reported that crime remained very low with one theft of a heater in Kilverstone and one theft of a solar panel in Brettenham.

- c. **Rural** Nothing to report

17. **Correspondence**

- a. PC to CoopHomes letters dated 25 Oct 12 and 8 Nov 12 (Item 14)
- b. PC letter to Shadwell Estate dated 6 Nov 12 (Item 5b)
- c. Press release from NCC about Community Construction Fund
- d. NCC letter – Highways Enquiry Tracker: www.norfolk.gov.uk/highwaysenquirytracker
- e. NCC comprehensive review of council functions and managerial arrangements
- f. Precept Setting – Code of Conduct - Monitoring Officer BDC 12 Nov 12 (Item 6)
- g. Mr Cruse letter and PC response. PC response to be sent 15 Nov 12.
- h. Town and Parish Council Forum report 3 Oct 12 (Council Tax Support Scheme Changes; Temporary Event Notices and introduction of Parish Liaison Officer (Jane Scarrott (NALC)
- i. Local Government Boundary Commission Review of BDC (size of Council, numbers and names of wards, and boundaries of wards)

18. **Date of Next Meeting**

- a. Wednesday 19 Dec 12 at 1930 in the Kilverstone Church Club (for urgent matters only)
- b. Wednesday 23 Jan 13 at 1930 in the Kilverstone Church Club (Full meeting)

Minutes agreed:

AM Poulter OBE
Chairman

Date:

Attachments:

1. Brettenham and Kilverstone Parish Council Budget 2013/2014
2. Riverside Walk - Expression of Interest to MTF

**BRETYTENHAM and KILVERSTONE PARISH COUNCIL BUDGET
FY 2013 - 2014**

BF 1 April 2012	£22,692.00
Balance 14 Nov 12	£24,100.00
Remaining requirement 12/13	£1,000.00
Forecast EOY FY 12/13	£23,100.00

FY 13/14 Requirement	Revenue	Capital	Earmarked Reserves			Total Earmarked Reserves
			S106 POS	Riverside Path	Alms Houses	
Earmarked Reserves			£13,000.00	£5,000.00	£2,000.00	£20,000.00
S106 POS maintenance	£500.00					
Stationery	£500.00					
Members expenses	£250.00					
Insurance	£700.00					
Memberships	£250.00					
Minor repairs	£500.00					
Legal fees	£1,000.00					
Audit fees	£200.00					
Alms Houses Fees	£1,000.00					
Contingency	£1,000.00					
Total	£5,900.00	£0.00	£13,000.00	£5,000.00	£2,000.00	£20,000.00
Total spend forecast	£5,900.00					
Forecast EOY FY 13/14						
Balance	£17,200.00					
Precept	£3,600.00					
Forecast EOY FY13/14	£20,800.00					
Earmarked Reserves	£20,000.00					
Surplus	£800.00					



Riverside Walk – Expression of Interest

Project Title	Riverside Path (from Arlington Way to Nun's Bridges)
Project Description <ul style="list-style-type: none"> - What is the need for the project? - Who does the project benefit? - Has this project been attempted before? - Have other funding streams been investigated? - Have other partners been approached? 	<ol style="list-style-type: none"> 1. Encourage exercise & contribute to a 'Healthy Thetford'. 2. Contribute to Thetford's 'Green Infrastructure Strategy'. 3. Provide pedestrian/wheelchair access to/from Thetford town centre from the East. Reduce vehicle use. 4. There is an existing BTO 'permissive pathway' but this is not wheelchair friendly and not adequately maintained. 5. The BTO are content for a new or improved path but are not in a position to assist with funding. 6. The final section of the proposed path is within Thetford town's boundary, but they have not been approached to contribute. 7. Other partners have not yet been approached. 8. The path will be circa 600m in length (60m in Thetford's area)
Lead Organisation & Partners	Brettenham & Kilverstone Parish Council with the BTO (and Thetford Town Council?). Other sponsor partners TBC?
Expected Outputs & Outcomes <ul style="list-style-type: none"> - Quantify outputs where possible. - Are outputs realistic and deliverable? - Are resources in place to deliver outputs? (These resources could be staff, expertise, equipment, premises etc) - How is success measured? 	<ol style="list-style-type: none"> 1. Provision of new multi-user path (non-vehicular or motor) to link with Spring Walk and provide a route from the East into the town centre. 2. Path will be circa 600m in length on land owned by the BTO. 3. The Highways Authority have indicated that dropkerbs will be required at Arlington Way and likely to be approved. 4. Contractors will be required for the construction but the required techniques and practices are well known. 5. Establish continuous route from Arlington Way to town centre
Any key risks/dependencies <ul style="list-style-type: none"> - Is project dependant on retention of specialised staff or expertise? - Are key project dates and decisions identified? - Is the timetable realistic? - Are there any external risks to project? (eg partnerships, suppliers, etc). - Are all required permissions in place? 	<ol style="list-style-type: none"> 1. No specialist staff required but specialist contractors will be employed. 2. Project dates have yet to be determined but could be early in 2013 if funding is assured. Construction time of a few months. 3. No external risks have been identified. 4. The BTO are the principal landowners and they are content for project to proceed. The Highways Authority are content. 5. Thetford Town Council have not yet been approached.
Sustainability <ul style="list-style-type: none"> - Is this a one-off cost? Will project require ongoing support? If so how will this happen? - Is there any legacy from the project? 	<ol style="list-style-type: none"> 1. There will be a one-off cost for construction and then a regular maintenance cost. Brettenham & Kilverstone Parish Council (and Thetford Town Council?) will fund ongoing maintenance. 2. Long term contribution to Thetford's 'Green Infrastructure'
Total project cost	Total cost estimated at £18-21K (based on £30-35 per metre)
MTF funding requested <ul style="list-style-type: none"> - Please contact us if you are unsure if you require capital or revenue funding. 	<ol style="list-style-type: none"> 1. Capital MTF funding of up to 75% required. 2. Revenue funding for ongoing maintenance may be requested (?) 3. Could this be adopted, formally, as an MTF project?
How will the remaining funding be delivered? <ul style="list-style-type: none"> - Who is providing the match to MTF's funding? 	<ol style="list-style-type: none"> 1. Brettenham & Kilverstone PC have earmarked £5K in its 2013/14 budget which could provide circa 25% of total cost. 2. Thetford Town Council may provide a pro rata amount. 3. Other sponsors possible but have not yet been approached.

Project Start date	2013
Project end date	2013