

**MINUTES of the
BRETtenham AND KILVERSTONE PARISH COUNCIL MEETING
held at the BEATERS HUT, SHADWELL ESTATE
Wednesday 18 January 2012 at 1930**

1. **Opening Remarks** The Chairman opened the meeting by welcoming everyone.

2. **Attendance** Apologies had been received from Councillor John Connolly.

The following were present:
Councillors Tony Poulter, Martin Engwell, Stuart Holmes-Smith, Peter Wright, Rae Herries and George Brown.

The following were in attendance:
Councillors Ellen Jolly and Lady Kay Fisher (Harling and Heathlands Ward) (BDC) and Neil Mellor (Internal Auditor)

2. **Any Declared Matters of Urgent Business** There were none

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

4. **Minutes of Meeting of 16 Nov 11** These had been circulated previously and were agreed and duly signed by the Chairman.

5. **Matters Arising**
 - a. **Red telephone box** Councillor Wright reported Shadwell Estate were prepared to take over the custody and care of it. The PC agreed with this suggestion.

 - b. **SE/10/0989 (Knettishall Airfield) – complaint** The Chairman reported he had written to the local MP about the apparent inability of PCs to influence local decisions and she had replied saying she has passed the letter to DCLG and we await a response.

 - c. **Arlington Way POS – move of village notice board** Councillor Engwell reported the sign had now been re-sited and in so doing the posts had been discovered to rotten. The sign had been relocated and the posts replaced at a cost of £127.20.

 - d. **Future of Alms Houses** The Chairman sought confirmation that the PC still wished to proceed with the Kilverstone Alms Houses project to bring the trusteeship back to the PCCC, manage them locally, broaden the Trust Deed and then develop the site for more and larger homes. He noted the budget will include £1000 for fees to start the transfer of the trust and update the deed. The next step would be to meet with BDC lawyers and housing staff. This was agreed and Councillor Holmes-reiterated his kind offer to assist.

 - e. **Role of the MTF Board** The Chairman reminded the PC that the Board had been replaced by a new oversight arrangement of a biannual MTF Board but with new terms of reference and a quarterly MTF Programme Delivery Panel, the latter has now

met. The date of the next meeting of the Board has been changed to Friday 24 Feb 12 and Councillor Engwell kindly agreed to represent the PC. It was noted that the transfer of land to facilitate the new bus station had still not been completed and that the Riverside walk was thus under threat. This would be an item to watch at the forthcoming MTF meeting.

The Chairman reminded the PC that once the MTF development starts in earnest that half of it will be in the Attleborough SNT (Brettenham and Kilverstone) and the remainder in Thetford (Croxtan and Thetford) and there was merit in Brettenham and Kilverstone moving under Thetford and he suggested he writes to the Norfolk Police Authority and Constabulary recommending it; this was agreed.

The Chairman reported the PC had been asked to put its points about the TAAP to the Inspector at the Examination in Public on 15 and 16 Mar 12.

7. Financial Report Councillor Engwell reported the state of the PC's finances as follows:

Treasurer's Account

Balance at 14 Nov 11 (Statement No: 15):	<u>£4096.28</u>
Payments In:	Nil
Payments Out: (Cheque 000030/31):	£590.98
Balance at 15 Dec 11 (Statement No: 16):	£3505.30

Cheques not yet presented:	
000032 (Chairman/Stationery)	£22.75
000033 (Graham's Builders/Notice board)	£127.20
000034 (Chairman/Stamps)	£19.68
000035 (Clerk Mileage))	<u>£41.60</u>
Total	£211.23

Balance at 12 Jan 12 **£3294.07**

Business Instant Access Account

Balance at 9 Aug 11 (Statement No: 5)	<u>£21,507.29</u>
Interest payments (Sep/Oct/Nov):	£2.70
Balance at 12 Jan 12	<u>£21,509.99</u>

Balance All Accounts: **£24,804.06**

8. Riverside Walk Project The Chairman reported the issue was not discussed at the last MTF Programme Delivery Panel and suggested the PC might wish to proceed by utilising its own funds to initiate the project. He had put £4000 in the draft budget which if agreed would enable a start to be made without increasing the precept. Some doubt was expressed about spending so much capital on the project, especially as it was more than the annual precept but it was agreed the project should be initiated and the sum main in the budget. It was agreed Councillor Engwell would approach Abbey Homes and the BTO to start the negotiations and that the Chairman would make informal inquires about the cost of a cinder track and making safe of the trees in the wooded area.

9. **Knettishall Heath** The Chairman suggested the PC consider donating a £1000 grant to Suffolk Wildlife Trust under Section 137 of the Local Government Act 1972 to preserve the Country Park facility previously funded by Suffolk County Council and now being purchased by the Suffolk Wild Life Trust for the benefit of local communities and wildlife conservation. This was agreed subject to the Suffolk Wild Life Trust continuing to need the money to meet their £100,000 target to purchase the land and the Chairman agreed to investigate this further before making the S137 grant.

10. **Budget for FY 2012/13 and precept** The Chairman opened the item by tabling the draft budget for FY 2012/13 (attached to these minutes) which would see the precept retained at its present level. The budget was agreed and Councillor Wright proposed and Councillor Herries seconded the motion that the PC sets a precept at the level of previous years. This was agreed unanimously.

Resolved: To set a precept for FY 12/13 of £3,600.

11. **Possible Introduction of Parking Charges** The Chief Executive has written the PCs outlining the intention to conduct a feasibility study of the implications of car parking on BDC car parks with a view to maximising BDC assets to keep the precept down.

12. **Planning**

a. **3AG/2012/0001/AG – Construction of reservoir of the Kilverstone Road** The PC considered the application and decided to make no comment on it.

b. **BDC Planning Services** The PC was asked by Councillor Lady Kay Fisher for our opinion on the service provided. After some discussion it was agreed that the service was satisfactory although some of the decisions were not always understood by the PC.

13. **Reports by Members**

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

b. **Community Safety** The Chairman reported that the Safer Neighbourhood Action Panel (SNAP) met earlier today in a new format of non-public meeting to which councillors and interested officials are invited. The Panel made tackling ASSB in Queens Square and at Eccles Church the 2 priorities for the next 2 months. The next SNAP meeting is on 28 Mar 12

The issue of speeding through Rushford was raised at the last SNAP meeting and has been a priority for the Safer Neighbourhood Team this period. Speed checks were carried out 31 Dec 11, when 25 vehicles passed through the village between 1620 and 1650 and the top recorded speed was 35mph and 13 Jan between 1500 and 1520 when many cars passed through the village, many of them not locally registered and 3 were speeding at 45mph.

The Chairman reminded the PC that the approaches for funding for a speed awareness fund from the Highways Authority had failed and suggested that the PC proceed with its previous plan to erect a traffic awareness sign in Rushford. After some debate it was agreed to ask the Highways Authority to undertake traffic surveys of Rushford and Kilverstone/Brettenham Road before proceeding further with traffic calming measures.

There have been 6 reported crimes/incidents between 1 Oct 11 and 14 Jan 12:

- 2 domestics incidents at Arlington Way
- 1 car damaged at Snarehill and 1 incident of nails being placed under car wheels at Arlington Way
- 1 drain cover stolen at Brettenham and 1 generator stolen at Shadwell.

c. **Rural** Nothing to report.

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

- a. BDC Festival of Breckland and Breckland Torch Relay – application for a grant for local activity – deadline 17 Feb 12.
- b. Jubilee Street Party Grants the deadline for applications is 31 Jan 12
- c. BDC Planning and Building Control News
- d. NCC Bus Route consultation
- e. NCC Rights of Way Service – do we want to participate as a PC?
- f. BDC Code of Conduct Training in Sep 12
- g. Say yes to Better Broadband campaign (www.norfolk.gov.uk/sayyesnorfolk). It was agreed the PC members would register an interest to support the campaign.
- h. Ordnance Survey Public Sector Mapping Agreement
- i. Jubilee Woods Project
- j. Recreation Contributions arising from under DC11 for Brettenham and Kilverstone of £21,700 (www.breckland.gov.uk/sites/default/files/Uploads/appform-recontributions.pdf). It was agreed the PC might consider applying for this money to initiate a project for a community hall at Kilverstone.
- k. National consultation on flags etc
- l. Highways and Community Rangers – bids for local highways items
- m. NCC Adult Education Services – personal learning and development

15. **Date of Next Meeting**

Wednesday 14 Feb 12 at 1930 in the Beaters' Hut (Provisional for urgent matters only)
Wednesday 21 Mar 12 1930 in the Beaters' Hut (Full meeting)

Minutes agreed:

A M Poulter OBE
Chairman

Date:

**Attachment to
Brettenham and Kilverstone Partish Council
Minutes dated 18 Jan 12**

BF 1 April 2011		9,355.00	
Balance 18 Jan 12		24,808.00	
Remaining requirement 11/12		1,000.00	
Forecast EOY FY 11/12		23,808.00	
FY 12/13 Requirement			
		Revenue	Capital
Clerk pay		1,900.00	
Clerk set up costs			1,500.00
Clerk NI			
Stationery		500.00	
Members expenses		250.00	
Insurance		700.00	
Memberships		250.00	
Minor repairs		500.00	
Legal fees		1,000.00	
Audit fees		100.00	
Alms Houses Fees		1,000.00	
Rushford speed sign			7,000.00
Grounds maintenance		500.00	
Knettishall Heath Grant			1,000.00
Riverside Walk			4,000.00
Total		6,700.00	13,500.00
Total spend forecast		20,200.00	
Forecast EOY FY 11/12		23,808.00	
Balance		3,608.00	
Precept		3,600.00	
Forecast EOY FY12/13		7,208.00	