

**MINUTES of the  
BRETENHAM AND KILVERSTONE PARISH COUNCIL MEETING  
held at the KILVERSTONE CHURCH CLUB  
on Wednesday 19 September 2012 at 1930**

1. **Attendance** The following were present:  
Councillors Poulter, Engwell, John Connolly, Rae Herries and Peter Wright  
  
The following were in attendance:  
Councillor Ellen Jolly, Harling and Heathlands Ward, BDC  
Marion Chapman-Allen, Harling and Heathlands Ward, BDC  
Lynne Dobson PCSO, Norfolk Constabulary  
Neil Mellor, Internal Auditor
2. **Any Declared Matters of Urgent Business** There was none
3. **Any Declarations of Interest** There were none
4. **Minutes of Meeting of 18 Jul 12** These had been circulated previously, were agreed and duly signed by the Chairman.
5. **Matters Arising**
  - a. **Jubilee Bench at Arlington Way** Councillor Engwell reported they had bought the bench but he was waiting to ask for it to be delivered so the hard standing could be prepared. He had had one quote for this but it was so expensive he agreed to obtain others.
  - b. **Rushford Green Exit Mirror** Councillor Connolly reported he had obtained a quote for a suitable mirror, post and fixings at a cost of £143 (including VAT). Following the Estate Manger's provisional agreement, The PC would now write to Shadwell Estate to seek formal agreement to it being placed on estate land so it would not be on the highway.
  - c. **Rushford Road Repairs - Update** Following discussions by our BDC Councillors with the Highways Authority over local concerns voiced about the roads through Rushford, the agreed repairs outlined at the last meeting have been postponed. The PC agreed that it could now recommend the repairs are undertaken.
6. **Financial Report** Councillor Engwell reported the financial position at 12 Sep 12

|   |                  |
|---|------------------|
| <b>Treasurer's Account</b>                |                  |
| Balance CF at 13 Jul (Statement No: 22):  | £3377.08         |
| Payments In: None                         |                  |
| Payments Out:                             |                  |
| Cheque 000047: 'Jakk' Jubilee Bench       | £636.00          |
| Cheque 000048: 'Mow & Grow' Grass cutting | £ 74.40          |
| Cheque 000049: Stamps for Clerk           | <u>£ 11.70</u>   |
|   | £722.10          |
| <b>Balance at 12 Sep 12</b>               | <b>£2,654.98</b> |

**Business Instant Access Account****Balance at 9 Jul 12\*** (Statement No: 9) **£21,517.13\*****Balance All Accounts:** **£24,172.11<sup>#</sup>**

\* Includes interest until 9 Jul 12

<sup>#</sup> Includes £13,500 provided by Abbey Homes for the long term maintenance of the Arlington Way Public Open Space.

7. **Annual Accounts - Update** The Chairman reported the Annual Return had been submitted on time and the audit work undertaken although the paperwork had to be returned for correction for which there will be a small additional fee. The audit is now complete and is being reviewed by a Mazars Partner and it will be returned to the PC in the next few weeks. Presently there are no concerns raised by the auditors.
8. **Planning**
- a. **3PL/2012/0875 - Erection of staff facility at Snarehill Stud** The PC reviewed the application and agreed to make “no comment”
- b. **New arrangements for local consultation** Home improvements and advertisement applications will no longer requires site notices.
9. **MTF Update** The Chairman updated the PC and said the TAAP adopted by BDC on 5 Jul 12 still has not been received in hard copy although it is available on the BDC web site. The outline planning consent for the Urban Extension remains outstanding and it is not yet clear if there is any progress over the legal challenge to the TAAP. The MTF Programme Delivery Panel meeting has been moved to Thursday 4 Oct 12 at 1000 in the Innovations Centre. The Chairman said neither he nor Councillor Herries could attend and asked for someone to represent the PC. Councillor Connolly kindly agreed to represent the PC. Councillor Jolly (BDC) then updated the meeting on the legal challenge to the TAAP and the impact it was having in terms of delaying the granting of outline planning permission for the Urban Extension.
10. **Riverside Walk Update** Councillor Engwell reported there had been little progress but he anticipated preparations would now move forward and he agreed to report back at the next meeting. He did indicate that he thought the capital cost might be high because of the length of the path and the need to ensure the “hard core” surface, suitable for wheel chairs, would be contained, especially on the river side. The Chairman said he thought the MTF programme had acknowledged the PC’s request for financial support and he agreed to raise this at the next Board meeting. Councillor Connolly reminded the PC that the MTF did have “Green Infrastructure” funding and this might still be a source. He also suggested the “Riverside Walk” might be better described as a “Riverside Path” to make clear it was for cyclists as well as walkers.
11. **Kilverstone Alms Houses Update** The Chairman reported he had spoken with the Chief Executive of CoopHomes who had submitted our proposals to the CoopHomes Board. The Board has agreed with our proposal to take over the trusteeship subject to safeguards for the 2 present tenants, which have been given informally. He went on to say that he would be speaking to the lead in CoopHomes about the transfer and change of scope of the geographic area and the widening of eligibility in the next 2 weeks and it is hoped to have the transfer complete and the Charity Commission agreement by Apr 13.

## 12. Reports by Members

- a. **Environmental and CPRE** Nothing to report
- b. **Community Safety** The Chairman reported he had attended the SNAP meeting on 26 Jul 12 at which the following priorities were agreed:
- Address speeding in South Lopham, along the A1066
  - Tackle speeding in Bridgham
  - Target youth related anti-social behaviour and reported bullying in East Harling
- He will attend the next on 24 Oct 12 at 1400.

Lynne Dobson then updated the PC on the results of the speed checks, acknowledging the request that they be conducted during the “rush hour” to match the times of greatest speeding revealed by the traffic survey. Five fixed penalty notices had been issued, 3 speed awareness courses taken up in lieu and 7 letters of warning sent. The Chairman thanked the Safer Neighbourhood Team for the efforts in containing speeding through the village especially as it acts as a deterrent and road user will begin to understand the need to drive more carefully.

Lynne Dobson then updated the PC on crime in the PC area which had included:  
2 neighbourhood disputes in Arlington Way and  
1 domestic incident at Kilverstone

The Chairman then thanked PCSO Lynne Dobson for attending and for her hard work on behalf of the community.

- c. **Rural** Nothing to report

## 13. Correspondence

- a. Town and Parish Council Forum 3 Oct 12 at Dereham. The Chairman agreed to attend.
- b. Mr Cruse letter and PC response
- c. DCLG PC payments consultation – the Chairman reported he had responded and agreed with the proposal to allow electronic payments by PCs.
- d. Suffolk Preservation Society annual conference 10 Nov 12
- e. Action for Market Towns Community Rights Workshop held 19 Sep 12 at Swaffham
- f. Audit Commission letter of 29 Aug 12 – appoints Mazaars as the PC auditors
- g. BDC Housing need survey – deadline 22 Oct 12 [www.breckland.gov.uk/hns](http://www.breckland.gov.uk/hns)
- h. NCC Local List for Validation of County Council Planning Applications by 19 Oct 12 [www.norfolk.gov.uk/environment/planning/local\\_list\\_consultation/index/htm](http://www.norfolk.gov.uk/environment/planning/local_list_consultation/index/htm)
- i. BDC Street Trading – Designation of Consent Streets schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 – proposal to extend all streets to “Consent”
- j. BDC Resident’s Budget Consultation at 1900 at:
- |                         |                 |
|-------------------------|-----------------|
| Thetford Carnegie Rooms | Mon 17 Sep 12   |
| Dereham Memorial Hall   | Thurs 20 Sep 12 |
| Attleborough Town hall  | Mon 24 Sep 12   |
| Swaffham Assembly Rooms | Wed 26 Sep 12   |
| Watton Queens Hall      | Tues 2 Oct 12   |
- The Chairman encouraged everyone to attend.
- l. Fire at Camp Farm – email report by Councillor Ellen Jolly
- m. NALC notification of NCC grants available for construction community projects. It was noted this might be a funding source for the Riverside Path

14. **Date of Next Meeting**

- a. Wednesday 17 Oct 12 at 1930 in the Kilverstone Church Club (for urgent matters only)
- a. Wednesday 14 Nov 12 at 1930 in the Kilverstone Church Club (Full meeting)

Minutes agreed:

A M Poulter OBE  
Chairman

Date: