

BRETtenham AND KILVERSTONE PARISH COUNCIL
MINUTES of the MEETING held at the KILVERSTONE CHURCH CLUB
Wednesday 17 July 2013 at 1930

1. **Attendance** Apologies had been received from Councillor George Brown, Councillor Ellen Jolly (Harling and Heathlands Ward, Breckland District Council), Mrs Carole Herries (Internal Auditor) and PCSO Lynne Dobson (Attleborough Safer Neighbourhood Team).

The following were present:
Councillors Poulter, Engwell, Connolly, Homes-Smith, Herries and Wright.

The following was in attendance:
Councillor Chapman-Allen, BDC;

2. **Any Declared Matters of Urgent Business** There were none
3. **Any Declarations of Interest** Councillor Wright declared an interest in Item 7a.
4. **Minutes of Meeting of 23 May 13 (AGM, AMP & Full)** These had been circulated previously, were agreed and duly signed by the Chairman.
5. **Matters Arising.**
- a. **Kilverstone Sign Repair** Councillor Holmes-Smith reported the sign had been repaired, painted and replaced by Steve Eggleton, who had made it. The total cost, of £862, was shared equally with Kilverstone Estate.
- b. **Rural** Councillor Wright reported the PC's membership renewal of the Norfolk Rural Community Council is overdue and it was agreed to renew it, which he would action.
- c. **Breckland District Council Boundary Review** (From March meeting) The next phase of the Boundary Commission Electoral Review consultation started on 16 Jul and completes on 23 Sep 13. BDC has prepared draft maps showing new wards (not town and PC boundaries) of a reduction from 54 to 50 councillors. This has been a difficult task for the Boundary Working Group, wherever one starts on the map when drawing new boundaries, a different outcome results. It can be guaranteed that no one proposal will make everyone happy.

BDC has proposed merging Croxton with Brettenham and Kilverstone into a single ward, based on projected electoral numbers of 2,450 in Croxton and B&K of 523, with Thetford with 9 councillors and electoral roll numbers of 16,970 but this only forms one representation. Any parish council is able to submit a map of new wards or make their own proposal as a consultee. In the end, it will be

the Boundary Commission that makes the decision. The PC has also been contacted as an original consultee by the Boundary Commission to inform the PC of the new consultation period and the consultation site: <https://consultation.lgbce.org.uk/node/792/la=132>. PC agreed to consider this further and pass comments back to the Chairman who would draft the PC input to the consultation, noting any individual could also comment.

- d. **Norfolk Accident and Rescue Service (NARS)** Councillor Brown has reported he has researched the NARS operation and is satisfied it is a genuine and worthwhile charity. It was established as a charity in 1970 and fully complies with the financial submissions required by the Charities Commission.

The charity provides a group of volunteer Doctors and Paramedics who work closely with the Ambulance Service to provide extra specialist skills at accidents across Norfolk. All members offer their services "free of charge" and the organisation is funded entirely by donations. Councillor Brown recommends the PC makes a donation as requested but the PC agreed to ask Councillor Brown seek further information before considering any donation.

6. Financial Report

- a. Councillor Engwell updated the PC on its financial position on 17 Jul 13:

Treasurer's Account

Balance CF at 15 May 13 (Statement No: 32):	£4694.68
Payments Out:	
Cheque 000063: J Connolly(Mirror):	206.05
Cheque 000064: Mow & Grow (POS Grass):	£54.00
Cheque 000065: M Engwell (Stamps):	£12.00
Cheque 000066: Mow & Grow(POS Grass):	£54.00
Cheque 000067: A Poulter (Clerk Printer Inks):	£194.42
Cheque 000068: S Eggleton(50% Kilv. Sign):	<u>£431.00</u>
Total	£951.47
Payments In:	None
Balance at 17 Jul 13	£3,787.26

Business Instant Access Account

Balance at 9 Apr 13* (Statement No: 12) **£21,525.19**
* Includes interest until 9 Apr 13

Balance All Accounts (at 24 May 13): **£25,312.45**

- b. **2013 Annual Return** The chairman reported he had contacted Mazaars over the PC Annual Return and had been informed the report had been received on 24 Jun 13 and that at present no issues had been identified.

7. **Planning** The Chairman reported the following planning applications:
- a. **3PL/2013/0546/F Construct solar farm and associated works (inverter cabins, access tracks, security fencing and cameras).** Councillor Wright declared his interest in this item. However, This application has been suspended pending an Environmental Impact Assessment and the PC agreed to defer consideration until this was received but noted there had been some objections by other PCs.
 - b. **3/PL/2013/0520/F Erection of a single story timber framed porch at 13 Arlington Way.** The PC has already agreed to make “no comment” out of committee and this has been passed to BDC.
 - c. **3PL/2012/1210A Erection of non-illuminated acknowledgement signs on A1066 roundabout - Appeal** As reported at the last meeting, this application had been rejected, the applicant is appealing and the appeal will be heard on the basis of written representations which had to be submitted by 18 Mar 13. The outcome is still awaited.
8. **Moving Thetford Forward (MTF) Update** The Chairman reported that since he had attended the Programme Delivery Panel on 17 May 13 and apart from the Riverside Walk (see Item 9 below) there was nothing else of significance to report.
9. **Riverside Walk Update** Councillor Engwell updated the PC that its application for additional funding from NCC under their ‘Parish Partnership’ programme was not successful. He went on to report he had asked the 2 contractors who had previously quoted for a shorter path to provide estimates for a 1.2m wide path, with passing places, for the full distance from Arlington Way to Nuns’ Bridges. This would mean that the path would be open to pedestrians and wheelchair users, but not to cyclists. However, an alternative route for cyclists, past Nunnery Lakes, Nunnery Fields Estate and the BTO HQ, is already in existence, and can itself link with Nuns’ Bridges.
- Councillor Engwell has also written on behalf of the PC to the Thetford Town Clerk with the above proposal, reiterating our invitation for the Town to join us in this project. The Town Council had already discussed the PC’s our earlier proposal but had not made a decision. Subsequently, the Thetford Town Clerk has contacted Councillor Engwell to request a meeting which the Mayor, Mr Stuart Wright, would attend. This is a positive sign.
- Two estimates have now been received from 2 potential contractors and both are significantly below that provided by NCC for our Parish Partnership bid. Councillor Engwell conclude by stating this project is achievable within the PC’s available funding (assuming that Thetford join in) but further discussions are needed with each contractor to confirm that each of their respective plans fulfill both the PC and Thetford TC’s requirements.
10. **Kilverstone Alms Houses Update** The Chairman reminded the PC that it had engaged a solicitor to manage the transfer of the Trusteeship to the PC and amend the constitution to encompass the whole Parish Council area and relax the criterion for occupancy. The PC’s solicitor has reported that CoopHomes are ready to transfer the

trusteeship to the PC but want to wait until the land registration discrepancy is completely resolved. The Chairman outlined the forthcoming responsibilities as Trustees and handed out the Charity Commission guidance for Councillors as trustees. Councillor Holmes-Smith reported Kilverstone Estate would manage the homes and the Chairman agreed to discuss allocation issues with BDC Housing Manager.

11. **Reports by Members**

- a. **Environmental and CPRE** Nothing to report.
- b. **Community Safety** The priorities for this quarter remain tackling anti-social behaviour in Attleborough and increasing reassurance in rural area by encouraging HomeWatch. The next SNAP meeting is on Tuesday 23 Jul 13 at 1100 at Attleborough Police Station.

The crime report for the PC area from 13 Mar – 18 May is:

Rushford	Nil
Brettenham	2 x Criminal damage - Car door lock and a Wardrobe
Kilverstone	1 x Violence against person. - domestic

- c. **Rural** Nothing to report.

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

- a. **BDC Environmental Strategy 2008 - 2013** The strategy has been published.
- b. **BDC Electoral Canvassers** BDC are looking for volunteers and notices to this effect will be posted on PC notice boards.
- c. **B1111 Road Closure at Larling 1 – 3 Sep 13 - update** Feline Care Cat Rescue, who are based on Roudham Road, have a Doggy Fun Day planned for 1 September. It is intended to work across the Roudham Road junction on this day and while some access may be available, the road must be considered closed. Therefore, to get to the event, it is proposed to divert those attending via Bridgham and into the western end of Roudham Road. This will be for 1 day only, with visitors arriving for 1100 and leaving by 1600. There is a strong chance that the Roudham Road junction will be open by the time the event finishes and, if this is the case, then traffic will be directed this way rather than through Bridgham. Signs will be placed on the A11. There will also be signs on the A1075 and A1066 directing traffic towards Brettenham and then onto Bridgham. The route will only be open to light vehicles.

St Georges Distillery has asked for signs on the A11 to direct customers towards East Harling through Snetterton and Quidenham. NCC has agreed to this as their trade could be affected by the road closure. Swallow Aquatics will also be included on the direction signs.

- d. **Highways Rangers** NCC has notified the PC of impending visits to the PC area and has asked for items for them. The Chairman will collate these and submit them by the due date of Friday 26 July. Although the rangers can repair

minor potholes these should be reported to the Highways Authority in the normal way.

- e. **Police and Crime Commissioner** The final open forum for parish and town councillors to meet Steven Betts is County Hall on 16 July.
- f. **Parish Councillor Guides** A new guide has been published and each councillor has been sent an electronic copy.
- g. **The Local Audit and Accountability Bill** The Local Audit and Accountability Bill is currently making its way through Parliament and the National Association of Local Councils is seeking to amend the Bill to provide for the reform of the rules governing parish polls. These rules are out of date: for example the trigger threshold is too low, they provide for vexatious use on matters not directly affecting the local area or the responsibilities of the parish or town council, often resulting in a waste of precious parish or town council resources and tax-payers money. To help with their work on this they have developed a short survey asking parish and town councils for information on parish polls held in their area: <https://www.surveymonkey.com/s/5NHSXFJ>
- h. **Making Space for Wildlife** Norfolk Wildlife Trust is holding a free get together for people who manage a green space for wildlife on Saturday 20 Jul 13, from 1000 to 1600 at Mundford Village Hall,. The day will give the opportunity to network with local community groups; participate in two wildlife workshops; visit a community wildlife project and bombard a panel of experts with questions on wildlife conservation and managing green spaces for wildlife.

To book contact Gemma Walker, Norfolk Wildlife Trust, Bewick House, 22 Thorpe Road, Norwich, Norfolk, NR1 1RY, on 01603 598333 or to gemmaw@norfolkwildlifetrust.org.uk.
- j. **Challenges and Choices** The Environment Agency conducted consultation which ended on 22 Dec 12 on River Basin Management required by the Water Framework Directive and the results can be viewed at: <https://consult.environment-agency.gov.uk/portal/ho/wfd/working/together2012>.

The Environment Agency is now conducting a new consultation "The Challenges and Choices" from 22 Jun – 22 Dec 13. This consultation on River Basin Management Planning 2013 is electronic and can be accessed at: <https://www.environment-agency.gov.uk/research/planning/33252.aspx>.
- k. **NCC - Managing Flood Risk** This preliminary document has been published in anticipation of NCC being given an enhanced responsibility in this area.
- l. **Norfolk Waste Partnership** A new joint venture partnership has been launched between NWP and NORSE which should save some £386k per annum.

Councillor Herries reported there was some green waste fly tipping occurring at Arlington Way. Councillor Chapman-Allen to put Councillors Engwell and Herries in contact with BDC Environment Enforcement officer.

13. Date of Next Meetings:

- a. Wednesday 21 Aug 13 at 1930 in the Kilverstone Church Club (provisional for urgent matters only)
- b. Wednesday 18 Sep 13 at 1930 in the Kilverstone Church Club (Full meeting)

Minutes agreed:

A M Poulter OBE
Chairman

Date: