

BRETtenham AND KILVERSTONE PARISH COUNCIL
MEETING held at the KILVERSTONE CHURCH CLUB
Wednesday 17 September 2014 at 1930

1. **Attendance** Apologies had been received from Councillors Holmes-Smith, Connolly and Marion Chapman-Allen (Breckland District Council (BDC))

The following were present:
Councillors Poulter, Engwell, Herries, Brown and Wright.

The following were in attendance:
Councillors Ellen Jolly, BDC; Councillor Bob King, Chairman Croxton PC and Mrs Carole Herries, Internal Auditor

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

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

4. **Minutes of Meeting on 16 Jul 14** These had been circulated previously and were agreed and duly signed by the Chairman.

5. **Matters Arising**

- a. **Traffic Survey C147** As agreed at the last meeting, a meeting is being sought between the 2 local Counts Councillors and appropriate officers from both Norfolk and Suffolk. However, the Highways Engineer for the PC area in Norfolk has indicated he would support the inclusion of a weight limit on C147 in the traffic management Plan, possibly for 2016

6. **Conclusion of Annual Audit** The Chairman reported the external auditors report had been received stating the audit had been completed with no matter giving cause for concern. However, 2 points which do not affect this opinion concern the inclusion of council tax support grant which should not be booked as part of the precept and asset values should now be constant. The requisite notice has been displayed and there is no fee for this audit as the PC income and expenditure are below £10,000.

7. **Financial Report** The Vice Chairman updated the PC on its financial position on 17 Sep 14:

Treasurer's Account

Balance CF at 15 Aug 14 (Statement No: 44): **£5532.04**
(last statement received)

Payments In: None

Payments Out:

Cheque No: 000085. Mow&Grow, POS Grass	£ 59.00
Cheque No: 000086. Parish Online Ann. Subs	£ 33.60
Cheque No: 000087. Printer Ink for Clerk	£224.92
Cheque No: 000088. M Engwell for Stamps	£ 6.36

Balance at 17 Sep 14 **£5208.16**

Business Instant Access Account

Balance at 21 Jul 14* (Statement No: 17): **£21538.63**

Balance All Accounts at 17 Sep 14*: **£26746.79**

* Excludes interest from 21 Jul 14

8. **Internal Auditors Report** The Chairman introduced the item and he and Councillor Herries declared an interest in the item. The Vice Chairman then explained that following implied criticism of the way the PC handled local concerns following the Diocese of Norwich's acquisition of the track to the north of Rushford Church, the Internal Auditor had been asked to conduct a review of the processes surrounding the PC's involvement. The Internal Auditor's report had been circulated to the PC and he outlined the findings that there had been no impropriety or irregularity and that everything had been done for the benefit of the local community. He then asked the Internal Auditor to add anything before asking for any observations from Councillors who then agreed to accept the report.
9. **Joint Neighbourhood Plan** The Chairman reported the joint public meeting had been held at Croxton village Hall on Saturday 13 Sep 14 and that about 50 people attended. BDC gave a presentation on the plan development process and what can and what cannot be included. This was followed by Pigeon giving an outline of the Sustainable Urban Extension (SUE) (3PL/2011/0805/O) and the Chairman of Croxton PC gave a joint presentation on what residents might wish to be included in the plan. The next step is to develop a questionnaire to be sent to every household in late October for completion. The web site: <http://c-bandjointplan.norfolkparishes.gov.uk/> has been established but as yet there are still teething problems but it does have a comment facility to allow ideas and comments to be submitted. There is now a need to complete a list of names to go with the list of household addresses together with email addresses and telephone numbers to ease the process on consultation. The aim remains to integrate the SUE into the 2 parish council areas for the benefit of both the existing community and the new which will emerge as the SUE develops.
10. **Planning** The Chairman reported that there were 5 planning items, 3 of which had been considered out of committee resulting in an agreement to make "no comment" and 1 which has been commented upon following the last meeting and one approval:
- a. **3PL/2014/0866/F** (Install a 30m lightweight lattice tower and antennas to supply super-fast broadband at Thorpe Park). The PC agreed to make "No comment"
 - b. **3PL/2014/0794/F** (Installation of a 250kwp ground mounted solar PV system) and the PC agreed to make "No comment".
 - c. **3PL/2014/0697/F** (1 and 2 storey rear extensions, replicating single storey conservatory building) and the PC agreed to make "No comment".
 - d. **3PL/2014//0589/F** (Construct solar farm and associated works- resubmission) was considered at the last meeting and the following was submitted: the Council has no comment to make on the application. The Parish Council is concerned however over the proposed route of the cabling to connect the site to the grid. The Council recommends the route is reconsidered, particularly through Rushford as it

passes very close to the bridge over the Little Ouse River, a Scheduled Ancient Monument (Norfolk 242/Suffolk 85). In order to protect this monument, it is recommended the route is altered to cross farm land to avoid disturbing the bridge and its foundations and approaches.

- e. **3PL/2014/0651/A** (Erection of non-illuminated sign at roundabout A11/A1075) has now been approved with revised wording on the sign: "KingsFleet – a new neighbourhood for Thetford".
- f. **Suffolk Wildlife Trust** has now applied for a Felling Licence to the Forestry Commission (FC) in order to fell areas of woodland on their holding at Knettishall Heath. As the felled areas are proposed to be kept open as heath/wood pasture and not replanted or allowed to naturally regenerate with trees, then the Felling Licence application is also asking for permission to deforest woodland. Where deforestation is proposed, the Environmental Impact Assessment legislation comes into effect. The FC, as the authority who are responsible for administering the Environmental Impact Assessment (Forestry) (England and Wales) Regulations 1999 are required to give their *Opinion* as to whether the project is significant with regard to the regulations. Below is a weblink to documents explaining the Environmental Impact Assessment (EIA) legislation and the FC's role in administering it: <http://www.forestry.gov.uk/forestry/infd-6dfkbc>

Prior to the FC giving its *Opinion*, it is asking whether there are any issues, objections or statements of support for the proposed deforestation. This consultation is in keeping with the Open Habitats Policy (attached) which applies when deforestation to create an open habitat is proposed. The felling is now on the Public Register at: https://www.eforestry.gov.uk/glade/public_register_prePublicRegisterCases.do where it will remain for 28 days. Comments regarding the works, should be forwarded them to Alistair Stirling, Alastair.Stirling@forestry.gsi.gov.uk by 13 Oct 14.

The Chairman reminded the PC that it had received a presentation from Suffolk Wildlife Trust some while ago about its wish to revert Knettishall Heath to open heathland, remove fences and install cattle grids. He went on to say the Knettishall Ranger, Samantha Gay had offered to update the PC on progress at its next meeting which was gratefully accepted by Councillors. The PC then agreed to support the deforestation and reversion of Knettishall Heath to open heathland.

- 11. **Employment of a Clerk** The Chairman opened the item by saying he thought the time was now right for the PC to consider the employment of a clerk to assist with the development of the Joint neighbourhood Plan and general administration associated with a growing Brettenham and Kilverstone PC. He stressed that there are costs associated with employing a clerk, and these initially might be some £2,000pa (depending on the agreed pay point), as well as other responsibilities for managing an employee. He then went on to say that a contract of employment and job specification would have to be drawn up. Any clerk has to be an employee of the PC, paid under PAYE, and would have to work from home. In addition to the salary, the employer's contribution for National Insurance has to be paid. Although he thought costs (both set up and running) could be absorbed this year, any employment would have to be considered as part of the budget process and setting of the precept for FY 15/16. He recommended a panel of 3 be convened, consisting of the Chairman, Vice Chairman and Internal Auditor to take this forward. He then asked for PC agreement and Councillor Wright proposed and Councillor Brown seconded a resolution the Brettenham

and Kilverstone PC employs a clerk on a part time basis on 4 hours per week. This was agreed unanimously.

Resolved: To recruit clerk on a 4 hour per week part time basis

12. **Moving Thetford Forward (MTF) Update** The Chairman reported that the Board had not met since 11 Apr 14 and apart from the Riverside Walk (see Item 10 below) there was nothing else of significance to report. However, the new Chief Executive of South Holland and Breckland District Councils had written to those involved with the SUE and its development to invite them to a meeting on 25 September at which the PC will be represented by the Vice Chairman. The aim is to develop a partnership model for delivering sustainable community growth and infrastructure across the greater Thetford area.

13. **Riverside Walk Update** At the last meeting, the Vice Chairman reported he had written to Mr Fraquelli, the managing Director of Abbey Homes, on 10 Jul 14 with copies of our recent past correspondence with Mr Mortimer asking for clarification of the land transfer. He then received a brief holding reply from Mr Fraquelli on 18 Jul 14 but heard nothing thereafter. The Vice Chairman contacted Mr Fraquelli's secretary by telephone, who assured him she would remind Mr Fraquelli. Yesterday the Vice Chairman received a letter from Mr Fraquelli advising that Abbey wished to retain ownership of the land. The Vice Chairman intends to write again to Mr Fraquelli to advise that acquiring the land was not the PC's preferred option and request that he consider allowing access across the land in order to link with the existing BTO permissive path. If he does not agree, the PC would not be able to make the path accessible to wheelchairs and thus would need to decide whether there is any point in simply upgrading the existing pedestrian path and steps.

Councillor Herries had a very useful meeting with Mr Jeff Redgrave and Mr Chris Gregory (British Trust for Ornithology (BTO), to check on the progress of the draft bid documentation papers that Mr Redgrave is preparing for the PC. The preparation of the draft bid documents is well advanced, but there remain some questions about material choices. The Vice Chairman will specify the preferred options but, as these will have an impact on the cost of construction, bidders will be asked to provide costs for various alternatives. Once finalised, the PC will use the information to issue a formal invitation to tender. As previously stated, the PC should continue to work on the assumption that the path will be constructed this year, but there is concern that any delay in transfer of the land may prevent this.

The Vice Chairman then reported he had again contacted Mr Gary Overland (NCC, Highways) on the subject of 'drop kerbs' and, also, on the provision of the pedestrian information signs to be used on the roadside. A reply was received yesterday which advises that a Highways officer will get back to the PC and provide the necessary advice and quotation. If the signs are to be erected on the highway, they would have to be designed, and erected by Highways. If the signs are to be erected on private property we could approach our nominated sign supplier direct for a quotation (The Vice Chairman has appropriate contact details). He suggested that an on-site meeting may be necessary and which will be arranged.

Mr Kevin Ward, of BDC (the Programme Manager for MTF), has produced the 'offer letter' which allows the PC to claim for any work towards the 'feasibility study' and other preparations for the project.

14. **Kilverstone Alms Houses Update** The Chairman reported he had contacted CoopHomes and asked for a break-down of spend and receipts in this financial year (since the audit), the letters of agreement with the 2 beneficiaries, the Bank account details and arrangements for the investment portfolio. This was promised in the next 10 days or so. He had also called on the PC's solicitor who is registering the PC as the new trustees. He will then amend the scope of trust to include Brettenham, exclude Croxton, and widen the eligibility criteria. Councillor Holmes-Smith will be the PC point of contact for the 2 beneficiaries. The Chairman then asked the PC for agreement and Councillor Wright proposed and Councillor Herries seconded a motion to amend the Trust Deed, once the PC were the Trustees, to include Brettenham and exclude Croxton and widen the eligibility criteria. This was agreed unanimously.

Resolved: To seek agreement of the Charity Commission to amend the Trust Deed, once the PC were the Trustees.

15. **Reports by Members**

- a. **Environmental and CPRE** Nothing to report.
- b. **Community Safety** The minutes of the Safer Neighbourhood Action Panel (SNAP) met on 26 Aug 14. It was reported that many speeding enforcements had been conducted but none in the PC area. The priority for this quarter is:
- Tackle anti-social behaviour in Attleborough town centre, recreation grounds, Gaymers and estates.

The next SNAP meeting is on Tuesday 27 Nov 14 at 1100 at Attleborough Police Station.

The crime report for the PC area for August:

1 x Criminal Damage in Kilverstone

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

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

- a. **Norfolk County Council** The PC had been notified of the need of NCC to amend its budget and priorities to accommodate a reduction of £17.5m in the next financial year and would therefore begin consultation.
- b. **Norfolk Accident Rescue Service (NARS)** has written to ask the PC for a donation. The PC agreed not to vote any money to NARS this time.
- c. **BDC** has notified the PC of a review of Polling Districts and Polling Places. Any representations should be made to BDC either by mail or at: elections@breckland.gov.uk
- d. **BDC** has asked the PC for details of any blighted sites in the area both commercial and residential (where property is abandoned and derelict) and may be causing social, economic or environmental concern. The purpose of the exercise is to collate all available information and consider the various options

open to us from across the Council's various professional disciplines to enable us to deal with these issues effectively.

- e. **BDC** has notified the PC of Recycling Norfolk's revolution starting on 1 Oct 14, whereby householders will be able to place additional items in their recycling bins including, aluminium trays, plastic tubes, glass, plastic pots, envelopes and shredded paper, plastic and metal meat and vegetable trays and tetrapaks.
- f. **Mr Cruse** of Rushford has written offering his assistance to support the Joint neighbourhood Plan development process. The PC has responded asking for local consultation, possibly through the local Residents' Association (Rushford) help, after the questionnaire has been circulated, and for gathering local contact details.
- g. **Cllr Toby Coke**, Chairman of Norfolk County Council's Environment, Development and Transport (EDT) Committee and Waste Advisory Group (WAG) has issued an invitation to attend Waste Matters in Norfolk Conference on 9 Oct 14 from 0900 until 1450 in the John Innes Centre. Attendance should be confirmed at: futureofwaste@norfolk.gov.uk

17. **Date of Next Meetings:**

- a. Wednesday 22 Oct 14 at 1930 in the Kilverstone Church Club (Provsional for Urgent Matters only)
- b. Wednesday 26 Nov 14 at 1930 in the Kilverstone Church Club (Full Meeting)

Minutes agreed:

A M Poulter OBE
Chairman

Date: