

BRETtenham AND KILVERSTONE PARISH COUNCIL
MEETING held at the KILVERSTONE ESTATE OFFICE
Tuesday 17 November 2015 at 1930

1. **Attendance** The Chairman opened the meeting and welcomed everyone present to the Kilverstone Estate Office. Apologies had been received from Councillors Stephen Askew (NCC), William Nunn (BDC) and Helen Maxwell PCSO,(Attleborough Neighbourhood, Norfolk Constabulary).

The following attended:

Councillors: Poulter, Engwell, Holmes-Smith, Herries, Wixey and Wright.

The following were in attendance:

Mrs Carole Herries, Internal Auditor

Miss Danielle Harris, Clerk

2. **Any Declared Matters of Urgent Business** There were none
3. **Any Declarations of Interest** Martin Wixey declared an interest in Item 8d
4. **Minutes of Meeting on 15 Sep 15** These had been circulated previously and were agreed and duly signed by the Chairman.

5. **Matters Arising**

- a. **Shadwell Estate – Update** The Chairman reported the update will be taken as Item 8d.
- b. **2015 Annual Return** The Vice Chairman reported the completed Annual Return for FY 14/15 had now been returned by Mazars (External Auditors) without comment and it is posted on the PC website. As the PC income and expenditure is less than £10,000 there is no audit fee payable. Under the Transparency Code for Smaller Authorities no external audit is expected for the PC as its normal income and expenditure is below £10,000. However, in view of the expenditure on the Riverside Path in this financial year (FY 15/16), this will be exceeded and so an external audit will be required for which a fee will be payable.

6. **Financial Report**

- a. The Vice Chairman updated the PC on its financial position:

Treasurer's Account

Balance CF at 14 Aug 15 (Statement No: 55): £ 5696.88

Payments In:

From Business Acct (Riverside Walk): £10,000.00

Precept 2nd Payment: £ 2,953.80

Payments Out:

Cheque No: 000108. A Poulter, PC domain. £ 27.57

Cheque No: 000109. A Poulter: SNAP Mtg £ 13.00

Cheque No: 000110. A Poulter. Wordpress. £ 32.00

Cheque No: 000116. Riverside Walk Stage 1. £ 14,400.00

Cheque No: 000117. Riverside Walk Signs 1. £ 101.06

Balance at 15 Oct 15 (Statement No: 55) £ 4077.05

Payment in: Riverside Walk: MTF Grant. £20,250.00

Payments Out not yet cashed:

Cheque No: 000118. Clerk Pay.	£ 432.00
Cheque No: 000119. NALC Bfg (Chair/Clk)	£ 30.00
Cheque No: 000120. Riverside Walk Stage 2.	£18,084.00
Cheque No: 000121. Riverside Walk Signs 2.	£ 166.80
Cheque No: 000122. Riverside Walk Fencing.	£ 152.69
Cheque No: 000123. Breckland, Election Costs.	£ 787.55
Cheque No: 000124. R'side Walk Sign Fixings.	£ 40.20

Balance at 17 Nov 15 £ 4633.81

Business Instant Access Account

Balance at 21 Jul 15* (Statement No: 22): £21,549.41

Interest Paid In (Aug/Sep):	£ 2.57
Transfer out to Treasurer's a/c (29 Sep 15):	(£10,000.00)

Balance at 17 Nov 15*: £11,551.98

Balance All Accounts at 17 Nov 15*: £16,185.79

Insurance The Vice Chairman reported the PC insurance with AON was due for renewal and it was agreed that he should renew it and retain flexibility by not opting for the premium reduction associated with a 3 year contract

FY 2015/16 precept requirement The Chairman reported the PCs precept requirement has to be submitted by 31 Jan 16 and it is probable that the Revenue Support Grant will be reduced by some 27% and the PC's tax base is £215. He went on to indicate the intention to present the FY16/17 budget for the PC to consider and agree the level of precept at the next meeting.

VAT Reclaim The Clerk reported she had submitted the request for VAT reclamation from HMRC.

8. **Planning** The Chairman reported the following planning applications:

- a. **3PL/2015/1112/F** – HARLING Thorpe Woodlands Cabins West Harling Road IP24 2RX – Minor material amendment to 3PL/2015/0200/F - condition 1 - foul drainage / siting, discharge & ventilation. The PC has made “no comment”.
- b. **3PL/2015/1026/F** – BRETENHAM Treble Clef School Green – Erection of annexe. The PC has made “no comment” but asked for a condition during construction that no vehicles should be parked on the road through Rushford (C147)
- c. **3PL/2015/0853/F** - 48 Arlington Way – Single Storey Extension and loft conversion. The PC has offered “no comment”. Application approved
- d. **Shadwell Proposal** The Chairman introduced the Shadwell representatives Mr Jennings of Strutt and Parker and Mr Nolan of Chaplin Farrant who updated the Council on the revised proposal to build 150 homes to the east of Arlington Way. He said it was intended to submit an outline application towards the end of the year and would be writing to every resident of

Arlington Way outlining the proposal and offering a date to hold a public meeting once the application was submitted. The Clerk agreed to liaise with Mr Jennings over the date and venue.

9. **Joint Neighbourhood Plan** The Chairman reported the questionnaires had been evaluated and had been placed in a tabular form together with Croxton's, to produce a bar chart for each question showing the percentage answers for each PC as well as combined. The Croxton PC has agreed to publish the joint data and it is recommended this, together with the free text answers, are published on the PC and JNP web sites. This was agreed. He went on to report he and the Chairman of Croxton PC will be meeting with BDC planning staff before commencing the drafting process of the JNP.
10. **Greater Thetford Development Partnership (GTDP) Update** The Chairman reported that the GTDP Board last met on 2 Oct 15 and will meet again on 2 Dec 15. The Board has agreed to publish minutes in draft 2 weeks after each meeting and publish final minutes after the subsequent meeting. These will also be published on the PC web site. The Terms of Reference have yet to be agreed but the Chairman of both Croxton and Brettenham & Kilverstone PCs are meeting BDC senior staff to agree the purpose of the Communities Sub Group, identify what S106 agreements are being pursued and gain an insight into the proposals for inward investment.
11. **Riverside Walk Update** The Vice Chairman reported Construction of the Riverside Walk is now complete except for a small section of fencing at the 'step' entrance at the Castle Street end of the path. The path has not yet been formally opened but it is already in regular use. All the required signs and fixings have been acquired, but some signs still remain to be erected. There has been some debate about the need or otherwise, for 'No Cycling' signs to be positioned at each end of the path. At a recent meeting, Thetford Town Councillors expressed the view that they should be used in order to minimise the risk of a liability claim resulting from an incident or accident by users of the path but this awaits legal advice from Thetford TC's solicitor. The Vice Chairman has arranged to coordinate the erection of the remaining signs with the Thetford Town Clerk.

The PC needs to agree with Thetford Town Council and the BTO when we should formally open the Riverside Walk for public use and whether, and how, we might wish to publicise the event. It would seem appropriate, as discussed at the last meeting to have a formal opening at each end of the Walk and to have representatives of both councils and the BTO present at each point. The Vice Chairman's view remains that the PC invites the King family to attend, and the Chairman has proposed that Lady Kay Fisher is also asked. After some discussion this was agreed. The Vice Chairman has arranged to meet with the Thetford Town Clerk to discuss and, hopefully, confirm arrangements.

All associated bills have been paid except for the final payment of £1,188.00 (including VAT) to Countryside Management Services as agreed at the last meeting. This will be paid once the payment from Thetford has been received. The Vice Chairman has prepared an invoice and supporting documents to present to the Thetford Town Clerk for payment of the Town's contribution to the project. This amounts to £4,486.78, well below the maximum of £10,000 that each council had envisaged.

12. **Kilverstone Alms Houses Update** Councillor Holmes-Smith reported the new door and window glass has been ordered at a quoted price of £1,014 including VAT and that work should commence soon.

Finance

There have been no payments out and regular monthly income remains £547.78.
The Trust's balance was £46,326.96 at 11 Nov 15.

“Right to Buy” He went on to report the Trust received notification regarding Government plans on the extension of the “right to buy” scheme. On 24 Sep 15, DCLG announced that the “right to buy” would not be put on a statutory footing by inclusion in the forthcoming Housing Bill, if most housing associations agreed that they will voluntarily commit to operating a “right to buy scheme” for their tenants. This proposal is being described as a voluntary settlement with the housing association sector (‘the Voluntary Settlement’).

The advantage of the draft Voluntary Settlement is that it shows the Government has taken on board that almshouses deserve special consideration. Unfortunately, however, the draft also shows a misunderstanding of the legal status of almshouse residents and of almshouse charities.

The Housing and Planning Bill was published in mid-October. As predicted, it is silent about who has the right to buy because that is being dealt with through the Voluntary Settlement. The Bill simply talks about central government financial contributions to make the scheme work, where ‘tenants’ have a right to buy ‘*arising outside statute*’. This is a coded reference to the Voluntary Settlement, which underlines the importance of ensuring that the precise wording of the Settlement does not prejudice the almshouse movement either in relation to the right to buy, or the status of residents more generally.

Concern remains over the reality of the government’s plans for the Voluntary Settlement. The Almshouse Association understands ‘almshouses will be exempt’ and DCLG will:

- add an express statement to the Settlement that almshouse licensees will not have the right to buy, in response to the Association’s campaign
- but also to retain the reference to almshouses in the table of ‘discretionary sales’, on the basis that they thought a small number of almshouse residents might be tenants.

13. Reports by Members

- a. **Environmental and CPRE** Nothing to report.
- b. **Community Safety** The SNAP next meets on Tuesday 24 Nov 15 at 1100 and an agenda has been issued. It is hoped that this heralds the restart of more formal and structured meetings. Current priority is tackling anti-social behaviour in Attleborough town centre, recreation grounds, Gaymers and estates; and vehicle ASB in Attleborough. The Police Connect web based system is still being developed and so a limited amount of information is being published
- There has been one crime of common assault at Arlington Way on 5 Oct 15.
- c. **Rural** The Chairman reported, Samatha Gay of the Suffolk Wildlife Trust hopes to attend the next meeting to update the PC on the works at Knettishall Heath. Tree work and some fencing work is ongoing on the heath but as yet there is no progress on the cattle grids.

14. Correspondence The following correspondence had been received:

- a. **Norfolk Constabulary** **Norfolk Constabulary** is currently looking for new members for Norfolk’s Independent Custody Visiting (ICV) Scheme. Independent Custody Visitors (ICVs) are members of the local community who volunteer to visit Norfolk’s Police Investigation Centres (PICs), unannounced and in pairs, to check on the treatment and welfare of people held in police custody. They play a valuable role in maintaining public confidence in this important area of policing. Anyone interested in becoming an Independent Custody Visitor can

obtain an application pack by contacting the Office of the Police and Crime Commissioner for Norfolk by telephone 01953 423851 or by email ICVAdministrator@norfolk.pnn.police.uk.

- b. **Norfolk County Council - Budget Consultation** “Re-imagining Norfolk - Strategic and financial planning 2016/19” was published in June and the budget consultation has started and will conclude on **Thursday 14 Jan16**. Councils are encouraged to take part.
- c. Councillor Herries reminded the PC that Councillor Chapman Allen had agreed at the last meeting to look into the travellers at the old railway station at Arlington Way, who anecdotally were using the land as a WC and were burning rubbish giving rise to thick smoke which impedes vision of traffic on the A1066 and A1088. It is also thought the site is contaminated. The Chairman agreed to contact Councillor Chapman-Allen for an update.

15. **Date of Next Meetings:**

- a. Wednesday 16 Dec 15 at 1930 in the Kilverstone Estate Office (Provisional for Urgent Matters only)
- b. Wednesday 20 Jan 16 at 1930 in the Kilverstone Estate Office (Full Meeting)

Minutes agreed:

A M Poulter OBE
Chairman

Date: