

**BRETtenham AND KILVERSTONE PARISH COUNCIL**  
**MEETING held at the KILVERSTONE CHURCH CLUB**  
**Wednesday 21 January 2015 at 1930**

The Chairman opened the meeting and reported that he, with Councillors Rae Herries and Martin Engwell had attend the BDC Town and Parish Council Forum on 15 Jan 15 but that it was not one of the better forums as there had been little input for agenda items from T & PCs; he asked for ideas for the next forum.

1. **Attendance** Apologies had been received from Councillors Ellen Jolly and Marion Chapman-Allen (Breckland District Council (BDC))

The following were present:

Councillors Poulter, Engwell, Holmes-Smith, Herries, Brown and Wright.

The following were in attendance:

Mrs Carole Herries, Internal Auditor;

Chris Kennard & Martin Wixey (Shadwell Estate and John Jennings (Strutt and Parker) for Item 9

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

3. **Any Declarations of Interest** The Chairman declared an interest in Item 5b and Councillor Wright in Item 8a.

4. **Minutes of Meeting on 26 Nov 14** These had been circulated previously and were agreed and duly signed by the Chairman.

5. **Matters Arising**

- a. **Employment of a Clerk** Clerk designate has indicated her immediate concerns surrounding her health and taking on a new role. However, she is still the chosen candidate and it is anticipated she will take up her appointment on 2 Feb 15 but has asked for leeway to allow her the freedom to continue with her treatment. This was agreed.
- b. **FOI Complaint** As the Chairman had declared an interest, the Vice Chairman chaired the item. He reported the PC has responded to Mr Cruse's letter of 1 Dec 14 which questioned whether the Chairman's request for agreement to pay the NCC fee of £197.50 had been agreed by councillors, and requesting a copy of the Internal Auditor's Report.

The reply to Mr Cruse's letter reiterated that Mr Cruse had indeed had all of the relevant correspondence, and that all councillors had agreed to the payment to NCC. It also explained that the Internal Auditor's Report had not been attached to the Minutes as it contained names of individuals and that, contrary to his view, this was in accordance with the PC's Publication Scheme. A redacted version of the Internal Auditor's Report was enclosed in order to fulfil this final part of the FOI request.

Mr Cruse wrote again on 21 Dec 14, requesting a reply to his earlier letter, and criticising the manner in which the Council had conducted its business in respect of the issue of the track to the north of Rushford Church, and to ask the PC to re-open the matter of the track becoming a Public Right of Way (PROW) as a bridleway and place it on the agenda for our March meeting. Finally, in this last letter, Mr Cruse pointed out that Church Lane had recently been flooded making it impassable for pedestrians, a matter which has been reported to the Highways Authority.

The PC's reply reiterated that there had been no disagreements over the payment to NCC. It also reiterated that the PC had regarded the written assurance from the Diocese over the continued use of the track as a bridleway and the removal of the signs, along with the stated position of NCC that it would not support an application for the track to be made a Public Right of Way, as sufficient to regard the matter as closed. This had been achieved as long ago as May 2013 as reported in the Minutes.

Councillors will be aware that Mr Cruse has sent a further letter, just received, asking to widen the FOI request to include PC business as long ago as 2008, well before this "sorry saga" (to quote Mr Cruse) began. The PC has not had time to consider this latest request, but at first sight, it appears to fulfil the criteria of a vexatious request, and the PC will need time to consider an appropriate response. This was agreed.

Councillor Herries proposed the Council should develop a Vexatious Policy and this was agreed.

6. **Financial Report**                      The Vice Chairman updated the PC on its financial position::

**Treasurer's Account**

Balance CF at 15 Dec 14 (Statement No: 48):	£6,378.54
Payments In:	0.00

    Payments Out:

Cheque No: 000094. M Engwell, Stamps	£4.25
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<b>Balance at 21 Jan 15</b>	<b>£6,374.29</b>
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**Business Instant Access Account**

<b>Balance at 9 Oct 14*</b> (Statement No: 18):	<b>£21,541.35</b>
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<b>Balance All Accounts at 21 Jan 15*:</b>	<b>£27,915.64</b>
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\* Excludes interest from 10 Oct 14

7. **Joint Neighbourhood Plan**    The Chairman reported the questionnaire has been developed and agreed with BDC and will be sent out to all residents in February.

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

- a. **3PL/2014//0589/F** (Construct solar farm and associated works - resubmission) was considered at the last meeting on 19 Jan 15 by the Planning Committee and refused.
- b. **3PL/2014/1249/F** (for a single storey side and rear extensions at 61 Arlington Way) was considered by the Council out of committee and agreed to make "no comment". The application has now been approved.
- c. **3PL/2015/0025/F** (Proposed works and refurbishment to provide Zaks Diner, comprising infill of openings to modern ground floor additions, new rear terrace and associated works and extended car park provision at the Bridge, Castle Street Thetford. The Council agreed to make "no comment".

9. **Shadwell Estate Update** The Chairman welcomed the Shadwell representatives and asked them to outline the Estate's proposals for a development to the east of Arlington Way. The development would see 150 new dwellings, 40% of which would be affordable. It would lie between the A1088 and Arlington Way with a new roundabout on the A1088 just to the west of the Nunnery Stud entrance. The Estate hopes to submit an outline application in May 2015 with the construction taking place 2 years later lasting some 3 years. The sports facilities on the site have already been moved to Melton Paddocks. Some concern was expressed at a proposal to include a pedestrian and 'cycle path between the development and Arlington Way and the Estate agreed to review this and increase screening and work on ways to reduce the noise impact during the construction phase. It also agreed to work with the Council to ensure the best outcome was achieved for all residents, existing and new. After questions, the Chairman thanked the team for briefing the Council and looked forward to working with the Estate in the future.

10. **Moving Thetford Forward (MTF) Update** The Chairman reported that the Board had not met since 11 Apr 14 but following the initiative of the new Chief Executive of South Holland and Breckland District Councils, a second meeting was arranged to be held on 22 Jan 15, but this has been deferred and another follow up meeting still will be arranged. It is likely the MTF board will be replaced by a new Board and supporting structure entitled the Greater Thetford Development Partnership and that the Board could have an independent Chairman.

11. **Riverside Walk Update** The Vice Chairman reported there has been significant progress since the last meeting:

Mr J Redgrave has produced all of the detailed papers for the bid process for the Riverside Path and has submitted his bill for £780 (inc. VAT). However, Breckland District Council has advised that they do not pay bills for MTF project costs until the end of the project. As there is still more work to be done (e.g. for legal work and NCC permissions) under "Viability & Development", he suggested the PC pays Mr Redgrave and reclaim this amount from Breckland once this phase has been completed. This was agreed

Mr Andrew Davies of Metcalfe, Copeman & Pettefar will act for the PC in the negotiations with Abbey Homes to devise a simple agreement for the path to cross Abbey Homes' land. Legal costs will be met from MTF funds as part of "Viability & Development" of the project.

The PC now has 2 quotes for the path construction but unfortunately, the third potential contractor, declined to submit a bid. However, this contractor's earlier quote was some 30% higher than others.

The Vice Chairman then asked if the PC were content to proceed with only 2 and after some discussion he proposed that the PC proceeds with the 2 bids and this was seconded by Councillor Wright and agreed unanimously.

**Resolved:** To accept 2 bids rather than the normal 3 required by the Council's financial regulations.

Councillors were then presented with an envelope each and asked to open them and study the contents. After discussion it was proposed by Councillor Herries and seconded by Councillor Holmes-Smith that the bid by Countryside management Services be accepted.

**Resolved:** To accept the bid by Countryside Management Services

This bid:

Main Path and Steps:	£26,048.40
Additional Path:	<u>£6,165.60</u>
Total	<b>£32,214.00* (inc VAT)</b>

The Vice Chairman then pointed out that this did not include the drop kerbs for wheel chair access, as this is a NCC responsibility (but not to fund), or signage but that it was anticipated the project would be delivered within budget (including the MTF and Thetford Town Council contributions).

12. **Kilverstone Alms Houses Update** Councillor Holmes-Smith reported that the banking arrangements for the PC as Trustee has been in place since 31 Dec 14, although the cheque book and updated books from CoopHomes have yet to be received, despite 'phone calls to both Pete Dodkins and Moya Kruse of CoopHomes. (The bank confirms that waiting for the cheque book would be preferable to ordering new ones as numbered cheques help their computer to generate new books as required.)

The trust has two sets of investments The National Association of Almshouses Common Investment Fund and Charities Investment Fund and Councillor Holmes-Smith has been touch with both and has a mandate form from the latter but the former requires a change of address and some form of signed minute from us to ascertain our provenance. Until this is done an accurate valuation of assets cannot be given, or even confirmation that the Trust is in receipt of rent.

The previous valuation of the property for insurance purposes was £267,178 with a premium of £274.71. The Kilverstone Estate interim valuation is £ 184,500 with a premium is £553.60. It will be necessary therefore to obtain a new valuation but Councillor Holmes-Smith reported he has been unable to get a free valuation and thus the Trust will have to bear the cost. This was agreed.

The bank balance indicated by CoopHomes was £39,315.32.at 29 Aug 14 and the insurance premium paid by Kilverstone Estate is £623.49, which includes the shortfall from last year. The Estate is aware of the Trust's financial position and is content to wait for payment.

The PC as Trustee is now a member of the Alms House Association and the signatories on the accounts are Councillors Engwell and Holmes-Smith.

13. **Reports by Members**

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

b. **Community Safety** The next SNAP met on Thursday 27 Nov 14 and agreed a new single priority of tackling anti-social behaviour in Attleborough town centre, recreation grounds, Gaymers and estates. The next meeting is on 25 Feb 15 at 1100 at Attleborough Police Station.

The new Police information system, Police Connect, is now running after some teething problems with the PC's registration and the Norfolk crime surveys are being received and are on the PC's website. At present, Suffolk does irregular updates but no regular overall crime summary although it is understood that this is being considered.

Over the last year, there have been the following reported crimes:

Brettenham 5 (2 theft from motor vehicle – 2 other and 1 burglary other than dwelling)  
Kilverstone 64 but this includes TESCO and shoplifting and not paying for petrol)

b. **Rural** Nothing to report.

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

- a. **Norfolk Constabulary – Matched Funded PCSOs** The PC has been included in a proposal by Norfolk Constabulary to match fund a dedicated PCSO. The PC agreed this was beyond its means.
- b. **War Memorials Trust** has written to inform the PC that there is a trust to assist with War Memorial conservation. The PC has one memorial at Kilverstone and Councillor Holmes-Smith kindly agreed to lead for the PC.
- c. **Forestry Commission** has written explaining the draft plan for Harling Wood asking for views by 13 Jan 15 – details are on the PC web site.
- d. **NCC – Community Infrastructure Levy – Neighbourhood Funding** NCC has written explaining how PCs can use the CIL to fund infrastructure.
- e. **NCC Warm and Well** Advice from NCC
- f. **NCC “Go Dry for January”** NCC Campaign
- g. **NCC Flu Vaccine Campaign** NCC Campaign
- h. **NCC – NHS Health Checks** NCC Campaign
- i. **DCLG – Parish Polls** DCLG has written to explain the new tighter rules on Parish Polls
- j. **NALC – Members’ Survey** This has been completed and returned
- k. **Norfolk PCC Precept Proposal** The Police and Crime Commissioner for Norfolk has written offering dates for consultation events.
- l. **Local Council Public Advisory Service** LCPAS has written offering membership for PCs for £200. This was discussed and agreed a useful service particularly as it is available 24 hours a day and supplements NALC. It was agreed to join for 1 year (at a cost of £200 and then review the efficacy of remaining a member.
- m. **DCLG – Transparency Code for Smaller Authorities** DCLG has written outlining an updated transparency code covering the publication on the web site of:
  - All items of expenditure above £100
  - End of year accounts
  - Annual governance statement
  - Annual internal audit report
  - List of councillor responsibilities
  - The details of public land and building assets
  - Minutes, agendas and meeting papers of formal meetings
 This is not yet in force but at first sight, the PC complies and the Chairman will check the detail with the Internal Auditor.

## 15. **Date of Next Meetings:**

- a. Wednesday 18 February 2015 at 1930 in the Kilverstone Church Club (Provisional for Urgent Matters only)

b. Thursday 26 March 2015 at 1930 in the Kilverstone Church Club (Full Meeting)

Minutes agreed:

A M Poulter OBE  
Chairman

Date: