

**BRETtenham AND KILVERSTONE PARISH COUNCIL
MEETING held at the KILVERSTONE ESTATE OFFICE
Wednesday 22 July 2015 at 1930**

1. **Attendance** The Chairman opened the meeting and welcomed everyone present to the Kilverstone Estate Office and thanked Kilverstone Estate and Lord Fisher for allowing the Council to use the excellent venue.

The following attended:

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

The following were in attendance:

Mr Bob King, Chairman, Croxton Parish Council,

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 7b
4. **Minutes of Meeting on 20 May 15** These included the minutes of the AGM and AMP, had been circulated previously and were agreed and duly signed by the Chairman.
5. **Matters Arising**

- a. **Shadwell Estate – Update** Councillor Wixey declared an interest in this Item.

The Chairman reported he had been copied into an email from the Shadwell Estate's agent indicating a masterplan and landscape visual impact assessment are to be formulated. A topographical survey has been completed and an arboricultural consultant will also undertake a survey. BDC has been informed that an application could be submitted in late Sep/early Oct but the scope of the Environmental Statement needs to be agreed soon to meet this, together with in input about Stone Curlews and protected species.

- b. **2015 Annual Return** As agreed at the last meeting, the return has been submitted to Mazars and the requisite Notice of Electors' Rights are posted on the PC notice boards, with a copy of the Return and accompanying papers available at Brettenham Manor farm office. The PC expressed its gratitude to the Internal Auditor for her help and assistance in finalising the accounts and annual return.

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

Treasurer's Account

Balance CF at 15 May 15 (Statement No: 53): **£7387.05**

Payments In: None

Payments Out:

Cheque 000103. Croxton PC; Printing.	204.00
Cheque 000105. A Poulter: Travel claim.	61.65
Cheque 000106. Get Mapping Subs.	33.60
Cheque 000107. WordPress Training.	80.00
Cheque 000111. D Harris: Clerk salary.	432.00
Cheque 000112. Parish p'ship-drop kerbs.	480.00
Cheque 000113. POS Grass cutting.	<u>22.50</u>

Balance at 10 Jul 15 (Statement No: 54) **£6,073.30**

Business Instant Access Account

Balance at 9 Apr 15* (Statement No: 20): **£21,546.72**

Balance All Accounts at 10 Jul 15*: **£27,620.02**

*Excludes interest from 9 Apr 15

Councillor Brown has now replaced John Connolly as a cheque signatory. Cheque signatories now are Councillors Engwell, Herries, Wright and Brown.

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

- a. **3PL/2015/0559/F** (Open fronted cart lodge for 2 cars) at Rushford) - granted
- b. **3PL/2015/0727/F** (2 storey side extension and alterations at 2 New Road, Brettenham, IP24 2RS) – PC has offered “no comment”
- c. **3PL/2015/0593/LB** (Single storey rear extension and formation of opening in the rear wall of kitchen) - granted

8. **Joint Neighbourhood Plan** The Chairman reported the questionnaires had been evaluated and were being 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 Chairman of Croxton, PC agreed to share the Croxton data so the combination bar charts could be produced, although he said their data had yet to be quality assured. It is intended these will be published on our websites. In the meantime the Clerk is typing up the written comments in a tabular form. Once this is completed, the draft of the JNP will commence.

The Chairman of Croxton PC suggested he and the Chairman agree a timetable so a bid can be made for financial support from DCLG, which is only available in 6 months periods. This was agreed.

9. **Greater Thetford Development Partnership (GTDP)/Moving Thetford Forward (MTF) Update**

The Chairman reported that the MTF Board had not met since 11 Apr 14 but BDC Cabinet met on 14 Jul 15 and resolved:

- a. The establishment of the Greater Thetford Development Partnership (GTDP) be approved as a formally recognised outside body contributing to successful planned growth in and around Thetford.
- b. Councillor Ellen Jolly, Executive Member for Income & Prosperity be formally nominated as the Breckland representative to the GTDP (to be ratified at the next Full Council meeting).
- c. Any residual funding from the Moving Thetford Forward Programme (MTF) be earmarked directly towards significant projects that increase economic activity and opportunity in the GTDP area.
- d. The MTF Board be dissolved and its role in attracting inward investment for economic development be an integral element of the new GTDP's Board remit. The GTDP to be consulted by Breckland Council as the accountable body on proposals relating to allocation of any residual Growth Point funds.

The 2 PCs will be represented on the Partnership which will have no decision making powers and is in effect a senior stakeholder group for BDC as the Accountable Body. The Greater Thetford Development Board will meet 3 Aug 15 at Breckland House Thetford. The Chairman and the Chairman of Croxton PC are still trying to meet with the Julie Kennealy, the BDC Executive Director, before the meeting on 3 Aug 15. When they meet, they will voice their concerns that the proposed structure will oversee the development of 5,000 new homes but is unlikely to deliver the required outcomes and benefits sought by BDC to deliver the thrust of regeneration outlined in the Thetford Area Action Plan (TAAP). In essence, they feel the Partnership will need to move towards a better model of Programme management as opposed to simple project management to deliver only outputs.

10. **Riverside Walk Update** The Vice Chairman reported t NCC Highways has now agreed details, including costs for construction, of the drop kerb. A payment of £480, representing 50% of the cost for the drop kerb, has been sent to NCC's Parish Partnership. The PC is now waiting to hear when the work will start. The BTO and 'Countryside Management Services' will agree the exact start date for construction of the path which is expected to be early August and to take about 4 weeks.

Mr Redgrave of Countryside Management Services has advised that the Environment Agency requires a higher specification for the culvert than was originally planned and costed. This will result in a small additional cost to the agreed amount for the contract, which will be advised separately.

The PC is still awaiting the formal legal agreement from Abbey Homes to cross their land, but Mr Fraquelli, the Managing Director, has assured the Vice Chairman that this should not prevent work on the path commencing.

The Vice Chairman went on to report, he has forwarded details of costs for 'Viability & Development' of the path, already paid by the PC, which will be reimbursed by Breckland DC from the MTF Revenue budget. This should happen next week when all remaining MTF funds will be transferred to the Greater Thetford Development Partnership (GTDP), which will manage all further disbursement for the project.

11. **Kilverstone Alms Houses Update** Councillor Holmes-Smith reported that as agreed at the last meeting, he, on behalf of the Trust, has undertaken a Landlord's Inspection with minor issues identified. The main point for resolution is the shared outside tap but the installation of a second tap would cost some £85. One Beneficiary indicated his sister might wish to live with him but this would

require further negotiation. One Alms House needs a new outside door, 2 or 3 windows and the installation of a smoke alarm, the latter being a priority for the Trust. The Trust agreed expenditure to install a fire alarm, repair the windows and replace the door.

Councillor Holmes-Smith went on to report that the Trust was now registered for Data Protection and the revised Trust Deed had been agreed by the Charity Commission and its web site has been updated.

Now the Trust has been formally transferred to the PC, there is a need to develop proper financial models etc and thus there was an urgent need to appoint an Internal Auditor/Independent Examiner. He asked if Carole Herries would be prepared to take on this mantle and she agreed. Peter Wright proposed and Martin Engwell seconded that Carole Herries be appointed as Internal Auditor and Independent Examiner for thy Trust and this was agreed unanimously.

Resolved: Mrs Carole Herries be appointed Internal Auditor/Independent Examiner for the Trust

Finance: £30 was paid for a minor plumbing repair. Bank balance at 26 May 15: £42,900.04.

The Chairman asked if the PC had received the invoice from the PC's solicitor for the PC's work in transferring the Trust from CoopHomes to the PC and amending the Trust Deed. The Vice Chairman agreed to look into this.

12. **Track to north of Rushford Church – Current Situation** The Vice Chairman reported that NCC had now lodged the requisite Brettenham Bridleway No 5 Legal Event Order and that the track was now a public bridleway and marked on the Definitive Map.

13. **Reports by Members**

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

b. **Community Safety** The SNAP met on 26 May 2015 at Attleborough Police Station and next meets on Monday 24 Aug 15 at 1100. Current priority is tackling anti-social behaviour in Attleborough town centre, recreation grounds, Gaymers and estates. The Safer Neighbourhood Team also agreed to try and tackle speeding in villages.

Reported crimes in May 15 are:

- 1 theft at Tesco
- 1 violent/sexual offence Arlington Way
- 1 ASB in Brettenham

c. **Rural** Nothing to report.

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

a. **NALC - S137** NALC has reported GCLG's limit for S137 payments limit for 2015/2016 of £3.76 per elector making a total for the PC of some £1,200.

b. **Norfolk County Council** The Council has announced another Parish Partnership Scheme Initiative for Highway improvements on a 50/50 funding basis, for which NCC has allocated £300, 000 across the County.

c. **NALC** NALC is establishing a new member data base for councils in Norfolk, and the PC has submitted the requisite details for the Chairman and Clerk.

15. **Date of Next Meetings:**

- a. Wednesday 19 Aug 15 at 1930 in the Kilverstone Estate Office (Provisional for Urgent Matters only)
- b. Tuesday 15 Sep 15 at 1930 in the Kilverstone Estate Office (Full Meeting)

Minutes agreed:

A M Poulter OBE
Chairman

Date: