

**MINUTES of the  
BRETTENHAM AND KILVERSTONE PARISH COUNCIL  
held at the KILVERSTONE ESTATE OFFICE on Thursday 17 November 2016**

1. **Attendance** Apologies had been received from Councillors Sam Chapman-Allen, William Nunn (BDC) and Stephen Askew (NCC).

The following were present:

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

The following were in attendance:

Ms Carole Herries, Internal Auditor, Ms Andrea Long, JNP Consultant, Councillor Bob King (Chairman Croxton PC), Councillor Ivor Andrew (Vice Chairman Croxton PC) and Ms Samantha Gay (Suffolk Wildlife Trust)

2. **Any Declared Matters of Urgent Business** There were none
3. **Any Declarations of Interest** There were none.
4. **Minutes of Meeting of 22 Sep 16** These had been circulated previously, were agreed and duly signed by the Chairman.

5. **Matters Arising**

- a. **C147 (Road through Rushford)** The Chairman reported that he had met with the Norfolk and Suffolk County Councillors and their Highways Engineers for the local area. It was agreed that Suffolk would conduct a visual survey of vehicles using C147 and where they went and came from (Euston, Barningham and Hopton) and the results are awaited. It was also agreed that a traffic survey would be conducted to the north of the Little Ouse River but the funding for this had yet to be agreed by NCC; the PC agreed it would fund half the cost of some £500. It is hoped that the approaches to the bridge will be improved with patching and kerbs to protect the verges in FY17/18. This would present an opportunity to replace the plastic hazard markers with wooden ones but these are £200 each as opposed to £30 each for the plastic version – a potential cost of about £3,000, which the PC would have to agree and fund. Meanwhile, the local estate has cut back the foliage to improve the sight lines on the approaches to the bridge and the Chairman thanked Councillor Peter Wright for arranging this. Following the Police static speed survey, the local Police Commander had agreed the speed through Rushford was too high and that too much above the ACPO limit and that further checks would be conducted. To date there have been 2 Safety Camera Team vehicles conducting checks in Rushford and it is hoped there will be an update at the forthcoming SNAP meeting. As for the state of the road, the 2 dips where the former gulleys were will be resurfaced properly (as opposed to the palliative measure of a few years ago) and to this end the road is likely to be closed will between 28 – 30 Nov 16.

6. **Knettishall Heath Update** The Chairman welcomed Samantha Gay of the Suffolk Wildlife Trust who gave the briefing at Attachment 2 to update the Council on work on Knettishall Heath. She reminded councillors of the project “**A vision for the future**”, a 5 year heathland restoration programme funded by WREN and in cooperation with Higher Level Stewardship through Natural England. The consultation document and details of the project were introduced to the Council in 2014. The last visit to council was March 2016 when the new reserve leaflets were introduced.

The Chairman thanked Samantha for her most interesting and useful update and asked that she might update the Council next year which she kindly agreed to do.

7. **Financial Report**

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

**Treasurer’s Account**

**Balance CF at 22 Sep 16: £12,387.29**

Payments Out:

Cheque No: 000144. Multi-Signs. New Path Sign.	£ 20.40
Cheque No: 000145. Share of JNP Consultant Fee.	£ 326.25
Cheque No: 000146. Mazars LLP. Audit Fee.	£ 240.00
Cheque No: 000147. M J Engwell. Travel Claim.	£ 35.10

Payments Sub-total: £ 621.75

Payments In:

Bank Transfer: Precept + Grant. £ 2,253.00

**Balance at 17 Nov 16 £ 14,018.54**

**Business Instant Access Account**

**Balance at 17 Nov 16 £ 11,557.78\***

**Balance All Accounts at 17 Nov 16: £ 25,576.32\***

\* Excludes Interest for Nov 16

- a. **Draft Budget FY 17/18** The Vice Chairman outlined the budget for the forthcoming financial year (at Attachment 1 to the minutes) and after questions this was agreed.
- b. **Precept FY 17/18** Following on from the budget discussion. The Vice Chairman proposed and Councillor Holmes-Smith seconded as motion that the Council sets a precept of £4,725 (plus the £4 grant) for financial year 2017 – 2018 and this was agreed unanimously. The Chairman agreed to submit Form B (Local Government Finance Act 1992 s.41).

**Resolved:** The Parish Council set a precept of £4,725 (plus the grant of £4) for FY 17/18.

**8. Planning**

- a. **3PL/2016/1136/HOU – BRETtenham** Rushford College Church Lane Rushford – Forming of pool and alterations to outbuilding to incorporate support facilities. The Chairman reported the PC had entered “no comment” and the outcome is awaited.  
[http://planning.breckland.gov.uk/OcellaWeb/viewDocument?file=dv\\_pl\\_files%5C3PL\\_2016\\_1136\\_HOU%5CApplicationFormNoPersonalData.pdf&module=pl](http://planning.breckland.gov.uk/OcellaWeb/viewDocument?file=dv_pl_files%5C3PL_2016_1136_HOU%5CApplicationFormNoPersonalData.pdf&module=pl)
- b. **3PL/2016/1149/HOU/LB – KILVERSTONE** 3 Calcutta Cottages Kilverstone Estate - Dormer window. The Chairman reminded the PC it had entered “no comment” and that is application (including Listed Building) had been granted.  
[http://planning.breckland.gov.uk/OcellaWeb/viewDocument?file=dv\\_pl\\_files%5C3PL\\_2016\\_1149\\_HOU%5C3PL\\_2016\\_1149\\_HOU-AFN.pdf&module=pl](http://planning.breckland.gov.uk/OcellaWeb/viewDocument?file=dv_pl_files%5C3PL_2016_1149_HOU%5C3PL_2016_1149_HOU-AFN.pdf&module=pl)
- c. **3BT/2016/0001/BT - KILVERSTONE** A11/A1075 Roundabout Upgrade to existing equipment. The Chairman reminded the PC it had entered “no comment” and the outcome is awaited.  
<http://planning.breckland.gov.uk/OcellaWeb/showDocuments?reference=3BT/2016/0001/BT&module=pl>
- d. **Emerging Local Plan** <http://www.breckland.gov.uk/Emerging-Local-Plan>  
The Chairman reported that the second consultation on the draft local plan on the “Breckland Local Plan Preferred Sites and Settlement Boundaries” has finished and BDC is assessing the comments with a view to presenting the findings to the Local Plan Working Group before Christmas. At present, the estimate for publication of the new Local Plan remains the end of 2017.

**9. Joint Neighbourhood Plan – Update** The Chairman reported that both PCs had hosted a drop in session to launch the informal draft of the JNP, copies of which can be found at:

<http://c-bandjointplan.norfolkparishes.gov.uk/files/2016/10/Informal-Consultation-draft-JNP-October-16a.pdf>  
<http://c-bandjointplan.norfolkparishes.gov.uk/files/2016/10/Consultation-Draft-Character-Appraisal-12.10.16a.pdf>

Over the 3 hours, some 64 residents attended. This launch is being followed by the informal consultation period which expires on 30 Nov 16. After this the comments will be collated and the process agreed to develop the current version into one suitable for the formal consultation next year. He went on to report this current draft is being used by BDC to test with Natural England whether a Strategic Environment Assessment (SEA) is needed. If an SEA is required, this will once again delay the plan development process. In parallel, the PCs will need to draft a Consultation Statement and Basic Condition Statement. He recommended both PCs meet jointly in the New Year to discuss the way ahead and this was agreed. He then reported he understood Thetford TC was considering asking for a governance review and would decide at its full council meeting on 29 Nov 16. If the TTC did decide to proceed, it would ask to take over the whole of Forest Ward thereby subsuming the roles and functions of all the PCs within the ward.

**10. Norfolk/Suffolk Devolution Update** The Chairman reported that NCC will vote on the devolution proposals on 21 Nov 16. The main issue seems to be the Government requirement for a directly elected Mayor, which will drive up the costs and thus the Council Tax. If the proposal goes ahead there will be 4 district councils

excluded from the arrangement of which BDC is one. They are Breckland Council, Great Yarmouth Borough Council, North Norfolk District Council and Norwich City Council. BDC will have the opportunity to opt in up to Jan 17. The impact on the PC should be little although the arrangement will effectively insert a new tier of local government rendering the PC the 4<sup>th</sup> tier.

The current proposal has two arrangement deals (Norfolk/Suffolk and Cambridgeshire/Peterborough). These are worth more than £1.5bn and have been drawn up between the Government and 19 councils across Suffolk, Norfolk, Cambridgeshire and Peterborough, the New Anglia Local Enterprise Partnership (LEP) and the Greater Cambridge/Greater Peterborough LEP. Two new East Anglia Combined Authorities would be created, chaired by Directly Elected Mayors. If the deals are agreed, elections for the Directly Elected Mayor would take place in May 2017.

11. **GTDP Update** The Chairman reported that the GTDP Board met on 21 Oct 16 and the minutes are on the PC web site (albeit incorrectly entitled 19 Aug 16). The meeting was dominated by process issues but it was agreed there was an urgent need to develop a vision and strategy for the Partnership. To this end there will be a closed session of the Board on Friday 16 Dec 16. As far as the SUE is concerned, the Chairman said he thought the lack of funding for primary care facilities is the main issue to be resolved. While there is space allocated to such a facility (in phase4) there is only some £178k of S106 money allotted. The need for such a facility is pressing and needs both to be brought forward and funding identified.

The next GTDP Board meeting will be held on 17 Feb 17.

12. **Kilverstone Alms Houses**

**Financial Update:**

Balance carried forward (27 Aug 16 corrected)	48,818.59
Income	<u>398.00</u>
	48,420.59
Expenditure	
Data protection	35.00
Plumbing	<u>42.00</u>
	<u>77.00</u>
Bank balance (13 Sep 16)	49,140.01*
Income	<u>368.00</u>
Bank balance (26 Sep 16)	<b>49,508.01*</b>

\* Does not include investments

Investments:

M and G	2,971.03
CCLA	88,393.78

Councillor Holmes-Smith reported Council tax is now due on the empty property having had six months with no charge. The monthly charge will be £122.79 as from 05/12/16 and he suggested the Trustee sets up a direct debit to cover it. This was agreed. He went on to report that following discussion with The Green Energy company (the current supplier), the electricity standing charge will be £173.19 per year

(47.45p per day) and the Trust should receive an amended bill (he having had to query both the last estimated 2 bills) soon. Councillor Holmes-Smith recommended the Trust changes electrical suppliers and this was agreed.

Four estimates have been submitted ranging from £38,485 plus VAT to £52,717 plus VAT from the same schedule of works; some of the work will be VAT exempt as the Trust will be changing the building to be as disabled friendly as possible. The electrical work is estimated (by one contractor) at £2,970 plus VAT. He recommended the Trust accepts the Kybird quote of £38,485 which includes the electrical work (quoted for above) subject to a site visit by The Chairman, Vice Chairman and Councillor Herries. This was agreed.

There has been interest shown in entering the property by a Kilverstone couple who may be eligible, once the works are completed. Councillor Herries suggested the Trust reviews whether it would be appropriate to review the rent for the new occupiers in the refurbished home and this was agreed

### 13. Reports by Members

- a. **Environmental and CPRE** Nothing to report.
- b. **Community Safety** The Chairman reminded the Vice Chairman attended the SNAP meeting on 7 Sep 16, when the agreed priorities were ASB in Attleborough and surrounding estates and speeding through New Buckingham and the B1113. Following the Police static speed survey, the local Police Commander had agreed the speed through Rushford was too high and that too much above the ACPO limit and that further checks would be conducted. It is hoped there will be an update at the forthcoming SNAP meeting. The next SNAP meeting will be on Fri 18 Nov at 1100.
- c. **Rural** Nothing to report.

### 14. Correspondence

- a. **Mr Cruse** Mr Cruse letter (dated 17 Sep) to the PC has now been answered.
- b. **NALC** NALC has written to update councils on the current state of the Neighbourhood Planning Bill, currently awaiting House of Commons Report Stage. It covers the automatic effect of neighbourhood plans being accepted at a referendum without the need for adoption by the LPA; strengthening of LPA statements of community involvement; and to allow county councils to intervene and make local plans for areas where the LPA has not made satisfactory arrangements.
- c. **NCC** NCC has allocated £300k on a 50/50 basis to fund schemes put forward by TCs and PCs to deliver projects which are local priorities.
- d. **Mr Bracey** Mr Bracey of Kilverstone has sent an email asking about Knettishall Heath and the Alms Houses. The PC has responded.
- e. **AON** The PC has received its renewal notice for its insurance from 24 Nov16.

- f. **Citizens Advice** The Citizens Advice Diss, Thetford and District (CADAT) has submitted its Annual Review 2015/16.
- g. **Mr Collins** Mr Collins initiated an email exchange about C147, to which the PC has responded.
- h. **Norfolk Police** The Norfolk PCC is asking for consultation of the Constabulary budget for 2017 until 9 Dec 16, which can be found at:  
<https://www.norfolk.police.uk/news/latest-news/message-your-police-and-crime-commissioner-lorne-green>

## 15. **Date of Next Meeting**

Tuesday 13 Dec 16 at 1930 in the Kilverstone Estate Office (Provisional for Urgent Matters only)

Wednesday 18 January 2017 at 1930 in the Kilverstone Estate Office (Full Meeting following a joint JNP meeting at 1900)

Minutes agreed:

A M Poulter OBE  
Chairman

Date:

### **Attachment:**

1. Initial Budget FY 17/18
2. Knettishall Heath Update Briefing by Samantha Gay of the Suffolk Wildlife Trust

**BRETtenham & KILVERSTONE PARISH COUNCIL  
INITIAL BUDGET FY 17/18**

Treasurer Balance 17 Nov 16	£14,018.54				
Business 17 Nov 16	£11,557.78				
Balance at 17 Nov 16	£25,576.32				
Remaining requirement 16/17	£500.00				
<b>Forecast EOY FY 16/17</b>	<b>£25,076.32</b>				
			<b>Earmarked Reserves</b>		
<b>FY 17/18 Requirement</b>	<b>Revenue</b>	<b>Balance</b>	<b>S106 POS</b>	<b>Future Community Facilities</b>	<b>Contingency</b>
			£8,000.00	£9,000.00	£500.00
Balance (B/F)	£25,076.32				
Precept (Note 1)	£4,725.00				
Grant	£4.00				
Balance FY 17/18	<b>£29,805.32</b>	29,805.32			
<b>Recurring costs</b>					
Clerk Remuneration	£2,500.00				
Clerk expenses	£500.00				
Stationery	£800.00				
Members expenses	£250.00				
Web site maintenance	£250.00				
Insurance	£550.00				
Memberships	£350.00				
Minor repairs	£500.00				
S106 POS maintenance	£500.00				
Riverside Path maintenance	£450.00				
Legal fees	£500.00				
Audit fees	£250.00				
Total recurring spend forecast	<b>£7,400.00</b>	£22,405.32			
<b>One Off Revenue &amp; Capital Costs</b>					
Neighbourhood Plan Development	£3,000.00				

Clerk Set Up Costs	£1,500.00				
<b>Total One Off Costs</b>	<b>£4,500.00</b>	£17,905.32	£8,000.00	£9,000.00	£500.00
<b>Total EOY FY 17/18</b>					
<b>Earmarked Reserves</b>		£17,500.00			
<b>End of year cash in hand</b>		<b>£405.32</b>			
Note 1: 5% increase on previous year					

Attachment 2 to  
Brettenham and Kilverstone Parish Council Minutes of 17 Nov 16

### **Knettishall Heath – A Vision for the Future Update**

Shortly after the previous meeting: In March/April 2016, Suffolk Wildlife Trust and the Highways Agency installed the 5 cattle grids at Knettishall Heath. Two on the Coney Weston road, 2 on the Hopton to Rushford road and 1 off the highway in the entrance to the middle car park

- The installation of cattle grids is to increase the grazing area on site for the herd of resident Exmoor Ponies. The grazing will improve the breck heath and lowland woodland habitat increasing the biodiscovery of species, particularly for plants, invertebrates and ground nesting birds.
- Shortly following this the fencing was completed around the middle car park and to join the fence line to the cattle grids. Kissing gates were put in where necessary around the car parks, and these were made larger over the summer to ensure wheelchairs and prams could negotiate them.
- On Friday 13 May 16 the fence line was removed along the roadside of the quieter road that goes to/from Coney Weston. All local landowners, parish council representatives, and others who have worked closely with Knettishall Heath, were invited to attend this ceremonial cutting of the fence. This allowed the ponies to have access across from the Peddars Way heath east across the road onto the eastern block of heath nearest Hall farm.
- The second road was scheduled to have the fence line removed in Autumn 2016. This gap of time allowed both the ponies and the local community to get used to the changes to the road, and avoided the busy summer period of extra traffic. At this point we were able to ensure signage was right and all risk of any accidents was lowered as much as possible on both roads. Risk mitigation included:
  - Raising the canopy on roadside trees and removing roadside scrub. This increased visibility for drivers of ponies approaching the road.
  - Fitting the ponies with reflective collars (the same one's they use in the New Forest) to ensure they are visible at night.
  - Habituating the herd of Exmoor's to domestic horses that may be riding along the road. The four Dartmoor ponies were removed and replaced with 4 extra Exmoor ponies as the Dartmoor's were proving too friendly with the public.

- Installing extra signage on the roadside and cattle grid by-pass gates; warning road users that they are entering a grazing enclosure, and informing horse riders the same as well as the option of the permissive bridleway outside the grazing enclosure.
  - Liaising closely with the police, highways officers, and local road users.
- At the end of the summer holidays and busy summer period, the final roadside fences were removed along the Hopton - Rushford road at the end of Sep 16. Since then the herd of 17 Exmoor ponies have been roaming a 250-acre enclosure crossing both roads. They have already begun improving the habitat on the other side of both roads, and we are currently gathering feedback from the public about the new system. Feedback has so far been very positive with some constructive suggestions which have been taken on board.
  - Over Christmas the ponies will be moved into the fenced riverside paddocks to rest the heath for a month or two before returning to the large grazing enclosure in the new year.
  - Following last winter's successful programme of woodland work, we have once again had contractors back on the reserve. Woodland contractors worked on the heath from September to mid-November 2016 carrying out a programme of woodland maintenance and heathland restoration. They have clear-felled areas of young woodland to return it to heath, and created glades and rides in some of the larger areas of the woodland on the Eastern side of the reserve. This work is being mirrored on a smaller scale on other areas of the reserve by the volunteer team.
  - This work will be followed up by stump grinding and turf stripping. The purpose of this work is to improve the mosaic of habitats and woodland structure by opening up areas of dense woodland, creating rides and glades and allowing the old heath seed bank to develop.
  - All tracks that have been damaged by this work will be made good.

**Encouraging wildlife updates** Areas that underwent habitat restoration over the 3 previous years were surveyed this summer. This included areas of tree felling, stump grinding and turf stripping. Pioneering breckland plants such as lichens, mosses, sedge grasses and heather are all returning on the areas of bare ground creation. Woodlark were observed in summer 2016 feeding over an area felled and scraped last winter (2015), whilst 10 pairs of skylark were recorded breeding on the heath this year (4 more than the previous year). A colony of solitary digger wasps is doing well in an area of bare ground creation, as well as increased reptile sightings. A higher number of bats and dragonflies were recorded hunting in the large glades created in the woodlands.

**Other updates** Funding has been achieved for a team of volunteer archaeologists, led by a professor from Easton college, to survey all the archaeological features on the reserve, including army training areas, evidence of plough lines, and prehistoric monuments. The group is appealing for any local people with memories of the heath to come forward, to help them work out what some of the features might be.