

**MINUTES of the  
ANNUAL GENERAL and ANNUAL PARISHIONERS MEETINGS of  
BRETtenham AND KILVERSTONE PARISH COUNCIL  
held at the KILVERSTONE CHURCH CLUB on Wednesday 11 May 2016**

1. **Election of Chairman and Vice Chairman**                      The outgoing Chairman opened the meeting by welcomed everyone to this Annual Meeting of Parishioners, followed by the normal Parish Council Meeting.

He then asked for nominations to take the chair of the Parish Council. Councillor Herries proposed and Councillor Holmes-Smith seconded a motion that the Councillor Poulter be re-elected as Chairman and this was carried unanimously.

**Resolved:** Councillor A M Poulter OBE be re-elected Chairman for the year ensuing.

He then asked for nominations for Vice Chairman. Councillor Brown proposed and Councillor Herries seconded a motion that Councillor Engwell be re-elected as Vice Chairman and this was carried unanimously.

**Resolved:** Councillor M Engwell OBE be re-elected Vice Chairman for the year ensuing.

2. **Members Register of Interests**                      The Chairman asked Councillors for their updated completed Notices of Interest, which would be submitted to Breckland District Council BDC for Democratic Services and used to update the register on its web site, with copies retained by the Council.

3. **Questions from Electors**                      Mr Cruse asked 3:

**First:** This majored on the need for more community engagement over the drafting of the plan. In particular, he pointed out his disquiet over the low turn-out at the initial public meeting of the JNP process, which he claimed was all about the Sustainable Urban Extension rather than how it might be integrated into the 2 parish council areas. He went on to cite the 30% return of completed questionnaires delivered to each household in the 2 parish council areas. He was told that once BDC had decided whether Strategic Environmental Assessment was needed and how broad the Sustainability Appraisal would be, the initial draft would then be based on the returned questionnaires and then further consultation would follow.

**Second:** He asked if there were any progress on the suggested weight limit on C147 (road through Rushford). In response he was told that the 3 PCs south of the Little Ouse River were not keen on the suggestion but that now the NCC highways budget had been agreed, Councillor Stephen Askew (Guiltcross) had asked his Suffolk counterpart for an update on ways to alleviate the problems at the bridge over the Little Ouse River.

**Third:** Mr Cruse asked if the PC were going to employ another Clerk. He was told that after the past problems, the PC would consider the best way forward.

4. **Attendance** Apologies had been received from Councillor Peter Wright, Councillor Stephen Askew (NCC) and Councillor William Nunn (BDC).

The following were present:  
Councillors Poulter, Engwell, Brown, Homes-Smith, Herries and Wixey.

The following were in attendance:  
Councillors Sam Chapman Allen, BDC; Mrs Carole Herries, Internal Auditor; Inspector Jo Walmsley, PC Steve Howard, PCSO Dion Phillips, Norfolk Constabulary; Ms Andrea Long (JNP Consultant); Councillors Bob King and Ivor Andrews (Croxtton PC).

Parishioners: Mr Cruse

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

6. **Any Declarations of Interest** Councillor Wixey declared an interest in Item 13a.

7. **Minutes of Meeting of 26 Mar 16** These had been circulated previously and were agreed and duly signed by the Chairman.

8. **Matters Arising**

- a. **Riverside Path** The Vice chairman reminded the PC that the Riverside Path is now fully open, in regular use and that public feedback has been very positive.

Although the PC has an explicit written agreement with Abbey Homes allowing the path to cross their land at Arlington Way, there is no, formal, legal agreement.. Legal advice is that a formal legal agreement should be put in place, and this might take the form of a Deed of Easement or, failing that, a formal transfer of the land. The Vice Chairman is continuing to urge Abbey Homes to contact the PC solicitors to effect such an agreement.

9. **Appointment of Internal Auditor** The Chairman proposed that Carole Herries be reappointed Internal Auditor and this was seconded by Councillor Engwell and agreed unanimously

**Resolved:** Carole Herries be reappointed Internal Auditor

10. **Annual Review of Internal Controls** The Chairman reminded the PC of the steps it needed to take to ensure proper financial management was being applied, pointing out that new standard Financial Regulations have been issued for 2016 and these would require a second review once the new regulations had been considered and adopted. He then tabled the documents for review:

- a. Internal Controls
- b. Duties of the Responsible Finance Officer
- c. Annual Review of the Effectiveness of Internal Audit
- d. Annual Review of Internal Controls
- e. Financial Standing Orders

He then asked the Internal Auditor to confirm she was content with the documents listed below and she confirmed she was. They were then agreed are shown on the PC web site.

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

**Treasurer's Account**

**Balance CF at 15 Mar 16 (Statement No: 62):** **12,236.80**

Payments Out:

Cheque No: 000130. A Poulter. Travel Claims. 110.70  
Cheque No: 000141. R Herries. Printer Ink. 64.99

Payments In: Breckland DC. 1st Precept Payment. 2,253.00

**Balance at 11 May 16** **14,314.11\***

**Business Instant Access Account**

**Balance at 21 Oct 15 (Statement No: 23):** 11,551.98

Interest Paid Nov 15 - Apr 16): 2.92

**Balance at 11 May 16:** **11,554.90**

**Balance All Accounts at 11 May 16:** **£25,869.01\***

\*\* Excludes cheque not yet cashed 000137 (A Poulter - printer paper) and interest for May 16

12. **Agree Annual Accounts and Report** The Chairman reported he had circulated the annual report and went through the main points. He then asked that it be agreed. Councillor Engwell proposed and Councillor Herries seconded a motion that the Annual Report be adopted. This was agreed unanimously.

**Resolved:** The Annual Report for year be adopted.

The Chairman then reported the Annual Accounts, which are included with the Annual Report shown at the Attachment to these minutes, have been reviewed by the Internal Auditor. He concluded that the PC had a closing balance of £23,526.03 at the end of the last financial year (31 Mar 16).

He then reminded the PC that the Audit Commission ceased to exist on the 1 April 2015 and a new company – Smaller Authorities' Audit Appointments Ltd - has been created to take over the appointment of external auditor. This Company was set up on behalf of the Department for Communities and Local Government by the National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC) and the Association of Drainage Authorities (ADA). As the PC decided not to opt out and establish an independent Audit Panel to procure external audit, earlier this year, Mazaars are the PC's external auditors. He went on to report that the PC had not been chosen for an intermediate audit. He added the date for submitting the Annual Return is 6 Jul 16, having been approved by the PC by 30 Jun 16; the PC accounts will then be available or public view for 30 working days, including the first 10 working days of July.

The Chairman then reminded the PC that the Annual Return must be completed on the basis of the accounts presented, signed by the Internal Auditor, Councillor Engwell and the Chairman as RFO, and then submitted to Mazaars the External Auditors. This was agreed.

Councillor Engwell proposed and Councillor Herries seconded a motion that the accounts for FY 15/16 be accepted as presented and that they are used to inform the Annual Return.

**Resolved:** Accounts for FY 2015/16 be agreed (published with the Annual Report on the PC web site) and be used to complete and submit the Annual Return.

### 13. Planning

- a. **Proposal to apply for outline approval for 135 dwellings by Shadwell Estate** The Chairman reported an application for outline consent - 3PL/2016/0463/O (Residential development for up to 135 dwellings and open space on the land to the east of Arlington Way) was received this morning (11 May 16) and was thus too late to be considered by this meeting.
- b. **NCC – adoption of electronic planning process and charging for paper copies** The Chairman reported that NCC had now followed BDC by publishing applications electronically and would charge for paper copies

### 14. Joint Neighbourhood Plan – Update

The Chairman reported that the 2 PCs had been successful in applying for a grant and had been awarded £3,254. He then went on to report the 2 PCs had appointed Andrea Long to assist with the production and adoption of the plan. She had started her work and had submitted a scoping document to establish whether BDC required a Strategic Environmental Assessment (SEA) in addition to Sustainability Appraisal (SA) to be undertaken of the JNP. The agencies involved in the SEA are: The Environment Agency, Natural England and Historic England. It was important to establish an SEA and the extent of any SA required this before progress could be made on formulating the draft JNP policies. The outcome of this can take 6 weeks and is still awaited, although the Environment Agency had said it did need an SEA.. He then introduced Andrea Long and asked her to update the PC on progress more generally. Ms Long went through her report which will be placed on the PC and JNP web sites.

### 15. GTDP Update

The Chairman reported that the GTDP Board met on 14 Apr 16 and agreed its terms of reference and those of the 3 sub-groups (Communities, Planning and Projects and Inward Investment). The Communities Sub-group will have 4 independent members and 1 from each Parish and Town Council. Advertisements for the independent community representatives were published and the results are awaited. The Recruitment Panel for the Independent Chairman has proposed one candidate who will meet the whole Board on 18 May before an appointment is made. The big issue which needs to be taken forward is the development of the strategic vision of the Partnership. The Board next meets on 24 Jun 16 followed by a public open forum.

**Post meeting note:** Councillor Herries is the nominated PC representative on the Communities Sub Group.

### 16. Kilverstone Alms Houses Update

Councillor Holmes-Smith reminded the PC that ~~it had~~ the Trust's accounts for FY 15/16 had been completed and these now need to be independently examined which the Internal Auditor had kindly agreed to undertake. He then reported the regular rental income was £549.98 and there were no outgoings. The bank balance at 26 Apr 16 was £47,044.84. He went on to report that one of the houses has become vacant and that when the keys are returned (which should be by the end of May), the

house will be inspected to see whether there are any alterations or maintenance items needed done prior to a new beneficiary moving in. There have been 2 verbal enquiries so far.

#### 17. Reports by Members

- a. **Norfolk County Council** In the absence of Councillor Stephen Askew the PC agreed his report should be posted on the PC web site under "Reports".
- b. **Breckland District Council** Councillor Chapman-Allen presented his report which can be found under the reports section of the PC web site.
- c. **Policing/Community Safety** The Chairman reported the SNAP last met on 11 Mar 16 and meets again on 31 May 16. The current priorities are:
  - Attleborough town centre, recreation grounds and Gaymers and estates – Anti Social Behaviour.
  - Speeding through GT Ellingham (Long Street and B1077)

He then asked Inspector Jo Walmsley to update the PC on any issues and the way forward in the Neighbourhood. Her report is shown under the reports section of the PC web site.
- d. **Rural** Nothing to report

#### 18. Correspondence

- a. **Norfolk Minerals Site Specific Development Plan Document (DPD)**. This document has been received for consultation between 0900 16 May until 1700 on 27 Jun 16. The document will be available for view from 16 May 16 at:  
[www.norfolk.gov.uk/nmwdp](http://www.norfolk.gov.uk/nmwdp)

Where possible the County Council would prefer representations to be made directly to <https://norfolk.jdi-consult.net/localplan/>. However, responses by post, fax and email will also be accepted:

- Post to: Planning Services, CES Department, Norfolk County Council, County Hall, Martineau Lane, Norwich, NR1 2DH
- Fax: 01603 223219 - marked for the attention of Planning Services
- Email: [LDF@norfolk.gov.uk](mailto:LDF@norfolk.gov.uk)

#### 19. Date of Next Meeting

- a. Wednesday 22 Jun 16 at 1930 in the Kilverstone Estate Office (Provisional for Urgent Matters only)
- b. Wednesday 13 Jul 16 at 1930 in the Kilverstone Estate Office (Full Meeting)

Minutes agreed:

A M Poulter OBE  
Chairman

Date:

Attachment: Annual Report and Accounts for FY 15/15k

**BRETtenham and KILVERSTONE  
PARISH COUNCIL  
ANNUAL REPORT**

**2015 - 2016**

**CHAIRMAN'S REPORT**

Over the past year, the Parish Council continues to be frustrated by the slow start to the delivery of the Thetford Area Action Plan. The Moving Thetford Forward programme has been wound up and a new non decision making body constituted, the Greater Thetford Development Partnership (GTDP), to advise on the core aim of building 5,000 new homes to the north of the Thetford in the Parish Council areas of Croxton and Brettenham & Kilverstone and regenerating Thetford. This process has taken a long time but the Board and its 3 sub-groups, Communities, Planning & Projects and Inward Investment are now beginning to come to life. The next important issue to progress is the development of the strategic aim and vision for the partnership. Outline planning application for the new homes in the Parishes, the Sustainable Urban Extension (SUE), has now been granted. The Council remains actively involved in the work of the GTDP.

The Parish Council agreement with Croxton Parish Council to develop a Joint Neighbourhood Plan is progressing. Authority was given by Breckland District Council in September 2014 and the Councils developed a joint questionnaire delivered to every household and the responses analysed. The Councils have issued a draft "Summary and Structure" to Breckland District Council to ascertain whether a Strategic Environmental Assessment and/or a Sustainability Appraisal are required. The latter has to wait until the former is agreed as it includes other issues such as employment. This work aims to be completed soon to enable the first draft to be completed by late summer and the Councils bid for, and obtained, a grant for £3,254 to assist.

The Parish Council has continued to monitor activity in the Parish Council's area to support the interests of electors, particularly in Community Safety and the Safer Neighbourhood Action Panel. Road safety continues to be the main concern expressed of rural communities represented on the Panel, with speeding and heavy goods vehicles particular problems.

Following the transfer of Trustee from Coop-Homes, the Parish Council has completed its first full year as the Trustee. The changeover in financial responsibility has also been completed although the annual return for the joint year (FY 2014/15) was more difficult than expected. The accounts for its first full year as Trustee have been completed and accepted; they will be adopted along with the Annual Report over the coming months. The Parish Council, as the Trustee, is very grateful for the ongoing support and help of the Kilverstone Estate in managing the Alms Houses. Some urgent repairs have been undertaken but the long term aim remains to improve the facilities on the site and increase the number of homes from the present 2 by redevelopment, possibly as part of the development programme for the SUE.

The Riverside Path was formally opened on 15 February 2016 by a Thetford Town group at the Nuns' Bridges end, and a Brettenham & Kilverstone Parish group, including Eden King and her family, at the Arlington Way end. Both groups met at a mid-point along the path for refreshments, press interviews and photographs. The Riverside Path is a 'Permissive Path' and not a 'Public right of Way' and signs are in place at each entrance to advise users of this. The path, which has been designed for use by wheelchair users as well as pedestrians, is now in regular use and provides a very picturesque walking route between Brettenham Parish and Thetford Town. It is already a very popular feature of the landscape. Although the Parish Council has an explicit written agreement from Abbey Homes allowing the path to cross their land at Arlington Way, there is no, formal, legal agreement with the landowner Abbey Homes. Legal advice is that a formal legal agreement should be put in place, and this might take the form of a Deed of Easement or, failing that, a formal transfer of the land. The path was a Brettenham & Kilverstone Parish Council sponsored project and was funded by Moving Thetford Forward, Brettenham & Kilverstone Parish Council and Thetford Town Council. The project was completed within the allocated budget.

The Council's new Clerk suffered from medical difficulties and left the Council in January 2016.

The Council has left its precept unchanged.

# MONEY MATTERS

## FY 2015/2016 Accounts

	£		£
<b>Opening balance</b>	27,045.39		
<b>Receipts</b>		<b>Payments</b>	
Precept	4,500.00	PC Expenses (travel)	264.85
Support Grant	7.59	Postage	50.76
Croxton Repay (JNP)	103.85	Subscriptions	357.52
VAT Refund	5,958.34	Insurance	542.61
Interest	8.58	Audit fees	0.00
Riverside path receipts	35,436.78	Grounds Maintenance	162.50
		Asset Repair	0.00
		Stationery/email address	81.54
		Clerk	1,476.00
		Training	110.00
		Fees	0.00
		Traffic Survey	0.00
		Ancillaries	0.00
		JNP Development	453.24
		Riverside Path	45,247.93
		Election costs	787.55
		S137	0.00
<b>Total Receipts</b>	<u>46,015.14</u>	<b>Total Payments</b>	<u>49,534.50</u>
In year net surplus/deficit	-3,519.36		
B/F	<u>27,045.39</u>		
<b>Total Cash</b>	<b>23,526.03</b>		
<b>Carried Forward</b>	<b>23,526.03</b>		

### Balance Sheet as at 31 March 2016

	2015		2016
	£		£
	5,499.59	<b>Bank</b>	
	<u>21,545.80</u>	Treasurers Account	12126.1
	27,045.39	Business Instant Access Account	11554.38
	12.72		<u>23680.48</u>
<b>27,032.67</b>		Less unpres chqs 137 & 138	167.17
			23,513.31
		Plus un pres chq (FY 14/15)	12.72
			<u>23,526.03</u>
Assets	9102.74		

The above statement represents fairly the financial position of the PC at 31 March 2016 and reflects its receipts and payments during the year.

## Notes to the Accounts

1. **Assets** Notice boards (and with drop boxes), Village signs, bench, grit bin and donated Public Open Space at Arlington Way - £10,486 (Basis on the purchase value).
2. **Borrowings** The PC has no borrowings
3. **Earmarked Reserves** Following completion of the Riverside Walk project and legal work associated with the transfer of the Trust from CoopHomes, The PC had earmarked reserves of £11,500 for at the end of FY 15/16:
  - £8,000 for POS Maintenance
  - £1,000 for Alms House contingency
  - £2,500 for Commi8unity Facilities Development
4. **Tenancies** The PC has no tenancies
5. **Section 137 Payments** Section 137 of the Local Government Act 1972 enables parish councils to spend up to the product of £7.36 per head of electorate in 2015/16 for the benefit of people in the area on projects not specifically authorised by other powers  
  
The PC made no S137 payments in FY 15/16.
6. **Agency Work** The PC undertook no agency work
7. **Contingent Liabilities** *A contingent loss will be accrued in the financial statements where it is probable that a future event will confirm a material loss which can be estimated with reasonable accuracy at a date when the financial statements are approved.*  
  
*Where a material contingent loss is not accrued, perhaps because it cannot be accurately estimated or because the event is not considered sufficiently certain, it is disclosed in a note to the accounts. The PC's accounts for the year end 31 March 2016 do not include a provision for any such contingency.*
8. **Advertising and Publicity** No costs were incurred for advertising and publicity during the year
9. **Trust Funds** The PC is the trustee for the Kilverstone Alms house Trust.
10. **Commitments** The PC has public open space under a Unilateral Agreement (similar to a Section 106 agreement) at Arlington Way.

## PARISH CONTACT DETAILS

Chairman and Responsible Finance Officer  
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Parish Council Website: <http://brettenham-and-kilverstonepc.norfolkparishes.gov.uk/>