

**MINUTES of the  
BRETtenham AND KILVERSTONE PARISH COUNCIL  
held at the KILVERSTONE ESTATE OFFICE on Thursday 22 September 2016**

1. **Attendance** Apologies had been received from Councillors Tony Poulter, Stuart Holmes Smith, Martin Wixey and Internal Auditor Carole Herries. In the absence of the Chairman, the Vice Chairman took the Chair.

The following were present:

Councillors Engwell, Brown, Wright, and Herries.

The following were in attendance:

Sam Chapman Allen, BDC; Ms Andrea Long, JNP Consultant, Councillor Bob King (Chairman Croxton PC)

2. **Any Declared Matters of Urgent Business** There were none
3. **Any Declarations of Interest** There were none.
4. **Minutes of Meeting of 13 Jul 16** These had been circulated previously, were agreed and duly signed by the Vice Chairman.
5. **Matters Arising**
  - a. **C247 (Road through Rushford)** The Vice Chairman reported that there had been no further update from NCC.
  - b. **Riverside Path Maintenance** The Vice Chairman reported that he had been in discussion with Mr Chris Gregory of the BTO and together they had, separately, shown 2 potential contractors the verges of the path within the Parish that required to be cut during the growing season. It had been noted that there was also a need for a herbicide treatment to the path edges because of an incursion of grasses into the hard surface. We now have 2 quotes for this work and need to get a 3rd quote before deciding to whom to award the contract. Anticipated cost for the annual contract will be circa £600 - £700 and there is a possibility that the BTO will be able to take a share of these costs. Councillor Brown mentioned that in places the path surface has broken up with loose stones coming to the surface. Councillor Engwell agreed and stated that he would contact the contractor Jeff Redgrave as the path was not yet a year old. The Vice Chairman reported that he had ordered a replacement sign for the wheelchair exit point of the path to replace the one forcibly removed, as had been reported at the previous meeting. The cost of the replacement sign will be £20.40 (inc VAT).
6. **Financial Report**
  - a. The Vice Chairman updated the PC on its financial position:

**Treasurer's Account**

<b>Balance BF at 13 Jul 16</b>	<b>12,248.55</b>
Payments Out: None	
Payments In: NCC Refund (Parish Partnership)	138.74
<b>Balance at 22 Sep 16</b>	<b>12,387.29</b>
<b>Business Instant Access Account</b>	
<b>Balance at 22 Sep 16</b>	<b>11,556.34*</b>
<b>Balance All Accounts at 22 Sep 16:</b>	<b>23,943.63*</b>

\* Excludes Interest for Aug - Sep 16

- b. The Vice Chairman reported that the Annual Return had been completed satisfactorily, after being returned for the correction of a minor error caused by a cheque issued at the end of the financial year not being cashed until the next financial year. This had been corrected. The statutory notification now needs to be posted on each of the Parish notice boards. Additionally, Mazars had added a note to the return commenting on the Chairman also fulfilling the role of Clerk and Responsible Financial Officer (RFO). The issue of finding and employing a suitable Clerk is fully recognised but will take some time to address, but as an initial measure, it was proposed that we should formally appoint Councillor Engwell as the RFO (most of whose functions he already fulfils), and that our Appointments List be updated accordingly. Proposed by Cllr Brown and seconded by Cllr Herries. This was agreed unanimously.

**Resolved:** Councillor Engwell to be nominated as the RFO and Appointments List be amended.

## 7. Planning

- a. **3PL/2016/0463/O (Residential development for up to 135 dwellings and open space on the land to the east of Arlington Way).** The Vice Chairman advised that this application has been withdrawn. Councillor Herries commented that he feared that this application had not died but would probably reappear later despite the validity and strength of the objections.
- b. **Emerging Local Plan** The Vice Chairman reported that BDC will be holding a second consultation from 19 Sep to 31 Oct 16. The principal documents are the "Breckland Local Plan Preferred Sites and Settlement Boundaries" and its associated "Sustainability Appraisal". There is also an evidence base supporting the plan. There are a number of drop-in events at various locations, the first of which is at the Carnegie Rooms on 26 September. Posters advertising these events were distributed to be posted on PC notice boards. The Vice Chairman invited Councillor Chapman-Allen to comment, and he stated that although little had changed that would affecter Parish Council area, the delay in building in the SUE was affecting the housing supply in the Local Plan area. The estimate for publication of the new Local Plan is the end of 2017.
- c. **Norfolk Minerals Site Specific Allocations Development Plan Document (DPD).** The Vice Chairman reported that this document did not affect the Parish directly, so no response was required.

8. **Joint Neighbourhood Plan – Update** The Vice Chairman reported that Ms Long had submitted her 2nd Progress Report and a first draft earlier this month and the purely Conservation Area approach had been widened to include a more comprehensive character area definition. Our 4 Character Appraisals had been completed for the main settlements and submitted to Ms Andrea Long for incorporation into the draft JNP. He then invited Ms Long to provide an update on the Progress Report and the latest JNP draft. Ms Long explained that the initial delay in completing the 1st draft had been due to the question of the requirement for an SEA as Natural England had considered that a Sustainability Appraisal would be required. This was due to their misunderstanding that our JNP would be promoting development other than that required by the SUE. Breckland had agreed that no re-screening was necessary at this stage and that we should continue to draft JNP policies and then re-screen. Ms Long stated that she had had a version of each of the 4 surveys however, she only had Rushford's in hard copy and required an electronic version of the information necessary to complete the 2nd draft by the deadline of 30 Sep. Croxton PC Chairman, Bob King reminded that we need to comment on the 1st draft JNP Policies (previously circulated) to Ms Long as soon as possible. He also stated that he had booked the Croxton Village Hall for a JNP Public Meeting on Sat 29 Oct. BDC Councillor Chapman-Allen advised that a new dedicated Neighbourhood Planning Officer would be appointed by mid-Nov.

9. **GTDP (& CSG) Update** The Vice Chairman reported that the GTDP Board met on 19 Aug 16 when the new Independent Chairman, Mr Graham Jermyn, took office and chaired the meeting. The Board continues to work to develop its Vision and Strategy for the Greater Thetford area, and the problem of traffic flows and car parking, particularly once the riverside Development was completed, will be addressed. The next meeting of the GTDP will be on 21 Oct 16. The GTDP has 3 sub-groups: The Communities Sub-Group (CSG), the Planning & Projects Sub-Group (PPSG) and the Inward Investment Sub-Group (IISG). The Communities Sub-Group (CSG) now has its full complement of members which include Councillor Herries and Mr Andy Cruse. The new Chairman and Vice Chair were elected at the first meeting on 12 September and they are, Chairman: Rob Whittaker, and Vice Chair: Corinne Fulford. Councillor Herries and Mr Cruse gave an update of the first meeting and the main points were: poor communication with the public, highlighted by the Chairman of the Board as only 3 members of the public attended (the CSG chairman will report back to the GTDP on ways to improve communication with the public): the TOR are now being refined and CSG member substitutes will be allowed provided they are notified in advance of the meeting: Mr Cruse had volunteered for, and will be the CSG representative on, the Projects and Plans Sub-Group of the GTDP. The next meeting of the CSG is expected to be prior to the next GTDP meeting in the week of 17 October. Additionally, Croxton PC Chairman, Bob King highlighted that the local press had printed an article which was highly critical of the lack of meaningful communication with the general public, comparing it with the MTF experience which led to much dissatisfaction by the general public.

The next GTDP meeting will be held on 21 Oct 16.

10. **Norfolk/Suffolk Devolution Update** The Vice Chairman reported that the Norfolk and Suffolk Devolution Consultation Results, which forms the Submission to the Secretary of State, was discussed at the Norfolk and Suffolk Leaders' meeting on 7 Sep. These results will now go to the Secretary of State, who will then decide whether it satisfies the key statutory tests. If so, he will then draft a Parliamentary Order. Each of the participating councils will then vote on

whether this goes ahead at their council meetings at the end of October / beginning of November. A special meeting of Norfolk County Council has been convened for Thursday 3rd November 2016 to debate this issue. NCC had considered 2 options: Devolution with a Mayor and Devolution without a Mayor, and had opted for the former. If the Devolution proposal was accepted by Central government, Mayoral elections could take place by May 17. The proposed Devolution arrangements will effectively create a 4<sup>th</sup> tier of local government and therefore, potentially, diminish the role of the PCs and could lead to an increase in overall Council Tax. Breckland District Council had opted out of these discussions and it is not yet clear what the implications of this are. The Vice Chairman invited Councillor Chapman-Allen to give the BDC perspective in this issue and he commented that as BDC had opted out of the consultation, it would have no role in influencing the new organisation, although it could opt to become a partner, but without voting powers. A significant challenge would be that BDC would have no influence in funding from the Local Enterprise Partnership (LEP) and this could have implications for the TEP.

#### 11. **Kilverstone Alms Houses**

##### **Financial Update:**

Balance carried forward (22 Sep 16)	47,898.59
Income	368.00
Bank balance (13 Sep 16)	<b>48,266.59*</b>

\* Does not include investments

Councillor Holmes-Smith was unable to attend the meeting, but had reported that further estimates are being sought for the upgrade to No 1, 3 builders having viewed the property. The grass has been cut and the driveway sprayed, and surrounding trees will be removed soon.

#### 12. **Reports by Members**

a. **Environmental and CPRE** No report from Councillor Holmes-Smith. Correspondence from CPRE was covered in Agenda Item 13.

b. **Community Safety** The Vice Chairman reported he had attended the SNAP meeting on 7 Sep 16. Priorities are ASB in Attleborough and surrounding estates and speeding through New Buckingham and the B1113. The road safety survey for Rushford had been completed, but no results were available due to sickness. A series of crimes, possibly linked, involving social clubs and village halls had been committed recently and it was suggested that these types of facilities may be being specifically targeted. It was also suggested that, with the onset of autumn/winter, heating oil thefts are likely to increase. Specific incidents in our area included: Kilverstone: thefts from Tesco and intent to supply a controlled substance. The next SNAP meeting will be on Fri 18 Nov at 11.00.

c. **Rural** Nothing to report.

#### 13. **Correspondence**

a. **Mr Cruse** The Email of 19 August from Mr Cruse was answered by the PC in its letter of 6 Sep (mis-dated 26 Sep). Mr Cruse has very recently written to the PC again (letter dated 17 Sep) which will be answered once the Council has had more time to consider it.

- b. **CPRE** Two letters have been received from the CPRE urging Parish Councils to oppose:

(1) (1) The housing targets contained in BDC's draft Local Plan and,

(2) (2) The Norfolk/Suffolk Devolution proposals.

The Vice chairman said that he considered it inappropriate for the PC to actively oppose these measures in this way and recommended that we take no further action. He asked for the views of councillors present who agreed.

- c. **The 2017/18 Local Government Finance Settlement** We have been forwarded, by the Local Council Public Advisory Service (LCPAS), the Government's consultation document on how local government bodies will be funded in future. The principal aim appears to be to limit increases in precept to 2% and to minimise grants from central government. The measures will not apply to smaller parishes currently, but could do so in future. LCPAS are strongly opposed to any move to include smaller Parish and Town Councils within these Principles, and have asked for our views. After a brief discussion it was agreed that we should reply supporting the LCPAS standpoint.

- d. **Knettishall Heath Update on Restoration Project** Ms S Gray had written providing the following update: "Following on from the public enquiry last year, we made the step this March 2016 of installing the 4 cattle grids on the reserves two roads. In May we continued to remove the roadside fencing on the quieter of the two roads, and held our celebratory walk/event. Since then our herd of Exmoor ponies have been roaming across the road. After this trial period, we are now ready to move onto the final stage of removing the roadside fencing on the larger road running from east to west through the reserve. This is now scheduled to take place between **22<sup>nd</sup> – 30<sup>th</sup> September**. During this period the roadside fence will be removed, and the ponies will be released onto the road to graze the north side of the road, as well as remaining in the rest of their 250 acre enclosure. A roadside bund will be established, as it has been elsewhere, to prevent road vehicles from driving onto the heath with the absence of the fence. Access points for the public will remain in the same locations." Further information is at:

[https://issuu.com/suffolkwildlifetrust/docs/knettishall\\_heath\\_flip\\_sheets\\_12\\_lo/1](https://issuu.com/suffolkwildlifetrust/docs/knettishall_heath_flip_sheets_12_lo/1)

#### 14. **Date of Next Meeting**

Tuesday 25 October 2016 at 1930 in the Kilverstone Estate Office (Provisional for UrgentMatters only)

Thursday 17 November 2016 at 1930 in the Kilverstone Estate Office (Full Meeting)

Minutes agreed:

A M Poulter OBE  
Chairman

Date: