

BRETtenham AND KILVERSTONE PARISH COUNCIL
MEETING held at the KILVERSTONE ESTATE OFFICE
Tuesday 22 March 2016 at 1930

1. **Attendance** The Chairman opened the meeting and welcomed everyone present to the Kilverstone Estate Office. Apologies had been received from the Councillors George Brown and Sam Chapman-Allen (BDC) and Mrs Carole Herries, (Internal Auditor).

The following attended:

Councillors: Engwell, Holmes-Smith, Herries, Wixey and Wright.

The following were in attendance:

Mr Bob King, Chairman Croxton PC

Mr Ivor Andrew, Councillor Croxton PC

Miss 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 on 20 Jan 16** These had been circulated previously and were agreed and duly signed by the Chairman.

1. **Matters Arising** There were none.

2. **Knettishall Heath Update** The Chairman welcomed Sam Gaye and thanked her for attending and agreeing to brief the PC on progress at Knettishall Heath.

She stated the HLF funding for the 3 ½ year project that enabled Suffolk Wildlife Trust to start its work at in early 2012, came to an end in September 2015. The good news is that the education and events programme established during this time will continue indefinitely through core funding, and with support through the Higher Level Stewardship Scheme.

- The last of the funds enabled the Trust to produce a new reserve leaflet for Knettishall Heath, some of which were provided for use of the council. It is also able to produce a separate reserve leaflet for dog walkers outlining the sensitive areas of the heath and the grazing area. It was also able to obtain and update new interpretation boards for all 4 car parks, and way marker posts to mark the extended river trail from the current trail through to Peddars Way.
- The Vision for the Future (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 was introduced to the PC in 2014.
- The winter of 2015 – 2016 has seen contractors working on site at the heath thinning large areas of woodland. This work is currently being 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.
 - The installation of cattle grids has increased the grazing area on site
 - The resident herd of 13 Exmoor ponies has welcomed the addition of 4 Dartmoor ponies taking the herd number to 17. The ponies are currently located in the eastern block of heath and will be moved over the road onto the main block of grazing heath in due course (now updated to week beginning 4/04/2016). They will be contained in this area until we release them in the spring.
 - The Trust is expecting to have our main opening and take down of the fences on Friday 13 May 2016 – updates to follow.

The Chairman then thanked her for giving up her spare time to brief the PC and she kindly agreed to return with an update in due course.

5. Financial Report

- a. The Vice Chairman updated the PC its financial position:

Treasurer's Account

Balance CF at 15 Jan 16 (Statement No: £ 13,208.32

Payments Out:

Cheque No: 000128. M Engwell, Stamps.	£ 12.96
Cheque No: 000129. Clerk Pay - Chq. Cancelled.	£ 0.00
Cheque No: 000131. Litter Bin - Riverside Walk.	£ 225.66
Cheque No: 000132. Clerk Pay - Chq. Cancelled.	£ 0.00
Cheque No: 000133. Clerk Pay - Final	£ 316.80
Cheque No: 000134. HMRC - Clerk Income Tax.	£ 295.20
Cheque No: 000135. LCPAS Subscription.	£ 100.00
Cheque No: 000136. M Engwell-Stamps for Chairman.	£ 20.90

Payments In: None

Balance at 7 Mar 16 £ 12,236.80

Payments Out not yet presented:

Cheque No: 000130. A Poulter - Travel Claim.	£ 110.70
Cheque No: 000137. A Poulter - Printer Paper.	£ 53.97

Business Instant Access Account

Balance at 21 Oct 15 (Statement No: 23):	<u>£11,551.98</u>
Interest Paid Nov 15-Jan16):	£ 1.48
Balance at 20 Jan 16:	£ 11,553.46
Balance All Accounts at 22 Mar 16:	£ 23,790.26*

*Excludes cheques not yet cashed or Interest for Feb/Mar 16

- b. **Audit 2016** The Chairman updated the Council on the arrangements for the audit for the current financial year, which would be conducted by Mazars. In sum the PC must approve the Annual Return, the form for which have been received, by 30 Jun 16 and be submitted to the Auditor by 6 Jul 16.

8. Planning

- a. **Applications** The Chairman reported the following planning application:

3PL/2016/0197/LB – THETFORD – BTO Nunnery Place IP24 2PU - Installation of 10 Swift nest boxes. The PC agreed to submit “no comment”

- b. **Emerging Local Plan** The Chairman reported the Council had submitted its comments on the draft emerging Local Plan by the due date of 22 Feb 16 and thanked those councillors who had contributed. The PC comments can be seen at: http://consult.breckland.gov.uk/common/search/advanced_search.jsp?id=170575&sortMode=response_date&lookingFor=representations&tab=list

9. **Joint Neighbourhood Plan - Progress** The Chairman reported he had attended a meeting with BDC and met the new NP Officer. There had been a subsequent meeting with BDC, attended by the Vice Chairman, and a clearer timescale is emerging which has the first draft at the end of July 16, the 6 week consultation period in Sep 16, Independent Examination in Oct 16 and the referendum in the Spring 2017. The summary and structure of the emerging plan is being agreed and this is an important step as it will serve as the scoping document for BDC to decide whether a Sustainability Appraisal and/or Strategic Environmental Assessment is needed. Croxton PC, on behalf of both PCs, has successfully bid for funding from DCMS under the Community Rights Programme and been awarded £3,254.00.

10. **Greater Thetford Development Partnership (GTDP) Update** The Chairman reported he has attended the last Board meeting on Monday 15 Feb 16. He went on to report that the Board's TOR had been agreed in principle and that substitutes were now allowable and would have their principal's voting rights. The 3 sub Group (Community, Planning & Projects and Inward Investment) TOR will be Agreed by the next Board meeting and state that the chairmen will be Board members. The recruitment for an independent chair continues as the previous trawl failed to identify any suitable candidates for interview. Finally, the Board recognizes the development of the Joint Neighbourhood Plan, which will be in line with the emerging Local Plan, and Thetford TC will be a consultee.

The next Board meeting is on Thursday 14 Apr 16.

11. **Riverside Walk – Final Report** The Riverside Walk was formally opened on 15 Feb 16 by a Thetford Town group at the Nuns' Bridges end, and a Brettenham & Kilverstone 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. There was good press coverage, and there is an article with photographs on the website. There remains the outstanding question of the legal agreement with Abbey Homes. Although the PC has an explicit written agreement from Abbey Homes allowing the path to cross their land, the PC's solicitor recommends that a legal agreement be put in place and has stated “Ownership is not really the critical issue - it is responsibility and who is liable for what.” He recommends a Deed of Easement or, failing that, a formal transfer of the land. The Vice Chairman agreed to contact Abbey Homes - again - to urge that they address this issue urgently.

12. **Kilverstone Alms Houses Update** Councillor Holmes-Smith reported the financial state of the Trust:

Receipts

Rent	£549.02
Investment distribution	<u>£30.00</u>
	£379.02

Expenditure

Kybird Builders (window & Door repairs)	£1,014.00
Management fees (Nov 14 – 31 Mar 16)	<u>£849.00</u>
	£1,064.00

Bank balance at 10 Mar 16 **£46,310.86**

Accounts

Councillor Holmes-Smith reminded the PC (as Trustee) that it took over the finances in Nov 15 and, after delays in receiving the financial information from the Co-Op Homes, the Trust is now coming to terms with the accounts. The accounts for FY 14/15 have been submitted to the Charity Commission before presentation to the PC (as Trustee) in order to meet the Commission's deadline. This seeming haste has been imposed by the Trustee turnover delays but they still need to be accepted by the Trustee, independently examined and then adopted by the PC as Trustee) at its next full meeting. The next set of accounts for FY 15/16 will be presented to the Trustee before submission to the Charity Commission in the normal way. The 14/15 accounts were then tabled for acceptance by the Trustee and are shown at the Attachment. Councillor Herries proposed and Councillor Wright seconded the motion that the Kilverstone Alms House Trust accounts for FY 14/215 be accepted and this was agreed unanimously.

Resolved: The Kilverstone Alms House Trust accounts for FY 14/15 be accepted by the Trustee

The Annual Return

Councillor Holmes-Smith also reminded the PC (as Trustee) of the confusion over when and who had submitted the annual returns to the Charities Commission. He went on to confirm return for 2013/14 was undertaken by Co-Op Homes, showing an income of £7,269 and an expenditure of £4,778. The return for FY14/15 has now been submitted by the Trust by the due date on 27 Jan 16, showing an income of £7,247 and an expenditure of £2,494, almost halving the annual running costs of those of Coop[Homes].

13. **Reports by Members.**

- a. **Environmental and CPRE** Nothing to report.
- b. **Community Safety.** The SNAP met on Friday 11 Mar 16 and agreed to retain the current priority of tackling anti-social behaviour in Attleborough. The priorities for the current period are|:

- (1) Attleborough town centre, recreation grounds and Gaymers and estates– Anti Social Behaviour.
- (2) Speeding through GT Ellingham (Long Street and B1077)

The Chairman also reported that the update to Police Connect was not proceeding as fast as had been hoped and that in addition the new crime reporting system was not conducive to identifying crimes in specific PC areas. The next meeting is on 31 May 16.

- c. **Rural** Councillor Wright reported many pot holes have now been filled/repaired by the NCC Highways Authority.

He went on to ask for views about Brettenham having entry signage as it does not have a village sign. He tabled some typical signs for the roadside to mark the boundary of the parish. The PC agreed this was appropriate and asked Councillor Wright to canvas local opinion and then work up a costed proposal for the chosen signage.

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

- a. **Norfolk County Council Local List for Validation of Planning Applications Consultation Draft, February 2016: Invitation to make Representations** The Chairman reported consultation was live and representations had to be received by 19 April 2016.
- b. **NALC Spring Conference** The Conference will be held at The Kings Centre, Great Yarmouth on Thursday 28 Apr 16.

15. **Date of Next Meetings:**

- a. Wednesday 13 Apr 16 at 1930 in the Kilverstone Estate Office (Provisional for Urgent Matters only)
- b. Wednesday 11 May 16 at 1930 in the Kilverstone Estate Office (Full Meeting, AGM and AMP)

Minutes agreed:

A M Poulter OBE
Chairman

Date:

Attachment: Alms House Trust 14/15 Accounts

KILVERSTONE ALMSHOUSE TRUST

**INCOME & EXPENDITURE ACCOUNT
31st March 2015**

	Actual £	Budget £	Variance
LETTINGS			
<i>Rental Income</i>			
Rents receivable	7,127	7,124	3
Voids	0	0	0
	7,127	7,124	3
<i>Property Expenses</i>			
Repairs & Maintenance	0	0	0
Other property costs	0	0	0
Provision against arrears	0	0	0
Insurance	791	0	-791
	791	0	-791
<i>Other Expenses</i>			
Management Fees	0	0	0
Rent recovery costs	0	0	0
Other	249	0	-249
	249	0	-249
OPERATING SURPLUS	6,087	7,124	-1,037
Investment/Interest Income	123	0	123
SURPLUS for the period	6,210	7,124	-914
	6,210	7,124	0

KILVERSTONE ALMSHOUSE TRUST

BALANCE SHEET AT 31 March 2015

	31.10.2014	31.3.2013
Fixed Assets		
Freehold Property	<u>181,000</u>	<u>181,000</u>
Current Assets		
Rents due less provisions	0	-463
Bank balances	40,628	39,499
Investments	82,224	53,216
Prepayments and other debtors	<u>0</u>	<u>2,781</u>
	122,853	94,921
Amounts due within one year		
Trade creditors and accruals	<u>0</u>	<u>6,720</u>
Net current assets	<u>122,853</u>	<u>89,240</u>
Total Assets less Current Liabilities	<u><u>303,853</u></u>	<u><u>270,240</u></u>
Financed by:		
Capital & Revenue Reserves	0	49,523
Revaluation Reserve	<u>0</u>	<u>219,790</u>
	<u><u>0</u></u>	<u><u>270,240</u></u>

Notes

1. The Freehold Property is value as follows

Estimated rebuild value 31.8.2005	170,000	170,000
Improvements at cost	<u>11,000</u>	<u>11,000</u>
	<u><u>181,000</u></u>	<u><u>181,000</u></u>

2. Investments are shown at 30 June 2007 market values