

completed. He then asked for the PC's approval to proceed with the application and this was agreed.

- b. Riverside Path** The Vice Chairman reminded the PC that the Riverside Path, a joint venture with Thetford Town Council (TTC), was formally opened on 15 Feb 16. The path has been extremely popular with local residents and, in particular, with those requiring the use of wheelchairs or other mobility vehicles. In March 2017, however, he was made aware that 'kissing gates' had been erected at each end of the Ford Meadow section of the path rendering the path no longer usable by wheelchair or other mobility vehicle users. These have been erected by TTC with the aim of allowing Ford Meadow to be grazed. TTC had not consulted with the Parish Council prior to the erection of these gates despite the fact that this was a joint project and the principal aim of the path was to provide wheelchair access along its entire length. The Parish Council has since written to TTC expressing concern at the erection of these gates and the adverse effect on its use by wheelchair users, questioning the need to graze Ford Meadow, and expressing our extreme disappointment that it had been done without any consultation. The Parish Council, in subsequent correspondence with the TTC officer responsible, pointed out that leaving the path open and accessible by the grazing animals could also have serious implications for users of the path by the interaction of these animals with the elderly, children and dogs, and that fouling of and, damage to, the path by these animals was unnecessary and most unwelcome. The PC suggested that the gates should be removed and, if grazing Ford Meadow was indeed essential, to erect in their place a simple post and wire fence alongside the path. The PC has expressed its desire to work with TTC to resolve this issue, and have recently received the encouraging news that TTC accept that the kissing gates are not appropriate and are planning to remove the gates and install fencing alongside the path in their place. In addition, the Vice Chairman expressed concern that the gate posts had been erected on the path thereby puncturing the membrane. He agreed to pursue this further with TTC.

Separately, the PC has arranged for verge herbicide treatment and cutting to be conducted on the section of the path within the Parish throughout the summer in order to overcome the problem of overhanging vegetation experienced last year. The cost of this treatment will be shared with the BTO.

8. **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

9. **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. In addition to the ongoing revision, he reported the RFO and Internal Auditor had undertaken the annual review of internal controls and asked for the PC's agreement to the revised documents below:

- 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

They were then agreed and will be shown on the PC web site.

10. **Financial Report** The Vice Chairman updated the PC on its financial matters.

a. **Financial Position:**

Treasurer's Account

Balance CF at 15 Mar 17: £ 12,430.10

Payments Out:

		VAT
Cheque No: 000154: LCPAS Annual Subscription.	£ 100.00	0.00
Cheque No: 000155: Travel Claim - A M Poulter.	£ 27.00	0.00
Cheque No: 000156: Travel Claim - M J Engwell	£ 13.50	0.00
Cheque No: 000157: NALC Annual Subscription.	£ 118.33	0.00
Cheque No: 000158: Fasthosts (Domain) - A M Poulter	£ 22.79	£3.80
Cheque No: 000159: Travel Claim - M J Engwell	£ <u>30.00</u>	0.00

Payments Sub-total: £ 311.62

Payments In:

Precept + Support Grant £ 2,365.50

Balance at 10 May 17 £14,483.98

Business Instant Access Account

Balance at 21 Apr 17: (Last statement) £11,560.67*

Balance All Accounts at 10 May 17: £26,044.65*

* Excludes interest for May

- a. **2016/17 Annual Return** Mazars has clarified that the change of audit rules for a smaller authority with an annual turnover under £25,000, described at our last meeting, comes into force for the 2017/18 financial year. Thus the PC is required to submit an Annual Audit to be examined externally. As previously, the Annual Return must be available for public inspection for a single period of 30 working days (excluding bank holidays and weekends) which must include the first 10 working days of July.

11. **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 £23,890.26 at 31 Mar 17, a small surplus on the year of £377.

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, as RFO, and the Chairman and then submitted to Mazars the External Auditors. Councillor Herries proposed and Councillor Wright 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 201/17 be agreed (published with the Annual Report on the PC web site) and be used to complete and submit the Annual Return.

12. **Planning**

- a. **3PL/2017/0199/F - BRETtenham:** change to equine use and erection of two new yards including dwelling & garage, American barn, straw barn, horse walker to each & access roads on land east of Melton Paddocks
<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2017/0199/F>
The Chairman reminded the PC that it had considered the application at its previous meeting and that he had submitted its comments as agreed. BDC has asked for additional information from the agent and it is likely therefore that the application will be heard by the Planning Committee in June.
- b. **Emerging Local Plan** The Chairman reported the plan is on track for agreement by BDC Cabinet in July and published as the pre-submission document t at the end of August/early September.
<http://www.breckland.gov.uk/Emerging-Local-Plan>

13. **GTDP Update** The Chairman reported that the GTDP Board met on 21 Apr 17 in private session before opening the meeting to the public. The Aim and Objectives were nearing finalization and would be published soon. The key issue to be resolved before construction can start on the SUE is the lack of power. The other important omission to the development is the provision of primary care facilities.

14. **Joint Neighbourhood Plan – Update** The Chairman reported that JNP Policies and Character documents are nearing completion but still require the requisite maps and to this end The Chairman and the Chairman of Croxton PC are meeting with BDC staff on Thursday 11 May to finalise them. The 5 week delay in producing the maps has had a knock on effect on the schedule and this will be revised once the maps are agreed. In addition, the 2 supporting documents, the Consultation Statement and Basic Conditions Statement have been drafted.

15. **Kilverstone Alms Houses Update** Councillor Holmes-Smith reported:

a. **Trust’s Financial Position**

Balance brought forward:	£49,607.99
Expenditure:	
Council tax	£106.72
Refurbishment	£21,282.85
Electricity	<u>£44.34</u>
	£21,433.91
Income:	
Rent	£552.00
Balance at 4 May 17	£28,726.08

- b. **Electricity** Councillor Holmes-Smith reported he had contacted the electricity supplier for a better day rate and was told that a better rate was being offered to all those on our rate and this should save us £25.90 per year. Number two was [electrically] surveyed following our findings in Number one at a cost of £384 (paid but

yet to be banked). No immediate action faults were found but there would be action to take if we were to continue to have a beneficiary in residence. He recommended it would be prudent to wait until the property is empty and under refurbishment. This was agreed.

- c. **Council tax** The Trust should be eligible for a three month holiday whilst the property is being redeveloped and Councillor Holmes-Smith has contacted BDC and sent the application though but have had no confirmation has yet been received..
- d. **Refurbishment** He went on to report all the new windows and first fix electrics are in. The porch is erected and the new front door is hung. All floors are insulated and under floor heating mats should be laid by the end of the weekend. The internal doorways are lined and all walls have been skimmed and had a mist coat of paint applied. The shower room has yet to have the flooring finished however it is on order. All outside drains have been moved and replaced, and the pathways are finished and shingle has been put between the walls and pathway. Work continues and it is hoped that a finish date near the end of June may be possible. Once the latex floors are down he will arrange for a visit by interested Councillors.

17. Reports by Members

- a. **Environment and CPRE** Nothing to report
- b. **Community Safety** The Chairman reported the SNAP 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)
- The SNAP next meets at 1900 at Attleborough Town Hall on Friday 16 Jun 17.
- d. **Rural** Nothing to report

18. Correspondence

- a. **Highways Engineers** The South Area Manager, Graham Bygrave, has informed the PC that Gary Overland has been replaced by a new South 3 Engineer, David Jacklin, following an internal review. The new engineer is being contacted by our new County Councillor, Stephen Askew, to find out why the Rushford traffic survey was not started on 24 Apr 17 as agreed.
- b. **Suffolk DC Mergers** The PC has been informed that Suffolk Coastal and Waveney District Councils have now merged into East Suffolk DC. Babergh and Mid Suffolk District Councils, although not yet merged, are now working together from Suffolk County Councils office, Endeavour House in Ipswich. St Edmundsbury and Forest Heath councils are considering merging and are already sharing services and a chief executive, saving £4m a year.
- c. **BDC Town and Parish Council Forum** The Forum is being held for councillors and officers at Elizabeth House on 11 May 17 at 1830.

- d. **Air Quality Framework and Consultation on Reducing Levels of Nitrogen Dioxide**
HMG has published its proposals which can be viewed at:
<https://www.gov.uk/government/publications/air-quality-clean-air-zone-framework-for-england>
The Consultation will run until 15th June 17:
<https://consult.defra.gov.uk/airquality/air-quality-plan-for-tackling-nitrogen-dioxide/>
- e. **Digital Economy Act** The Act has received Royal Assent and includes provisions which will:
- give every household a legal right to request a fast broadband connection
 - give consumers and businesses better information about communication services, easier switching and automatic compensation if things go wrong
 - cut the costs for new infrastructure and simplify planning rules
 - enable stronger enforcement of direct marketing laws
 - create civil penalties for online pornographers who do not verify the age of their customers, and ISP level blocking of non-compliant sites, and;
 - help protect consumers from “bill shock” by requiring mobile network operators to offer a bill capping facility

During the passage of the Bill through Parliament, a series of useful provisions have been added, including;

- powers to ensure that the Crown guarantee of BT pensions has the necessary flexibility to allow BT and Openreach to be separated
 - powers to tackle the problem of “bots” in the online secondary ticketing market,
 - an extension of the public lending right to cover e-books, and;
 - provision to ensure that on-demand television is accessible to people with disabilities. <http://services.parliament.uk/bills/2016-17/digitaleconomy.html>
- f. **General Data Protection Regulations** The Information Commissioner has now published a 12 step guide in preparation for the new General Data Protection Regulations.
<https://ico.org.uk/media/for-organisations/documents/1624219/preparing-for-the-gdpr-12-steps.pdf>
- g. **Litter Strategy for England** The strategy document addresses the plight of litter and fly tipping in our Country with new ideas on how to tackle it. Chapter 4 outlines there is to be a consultation on raising the Fixed Penalty Notice fine. Parish and Town Councils have the power to issue Fixed Penalty Notices (FPN) for litter and fly posting by virtue of the Environmental Protection Act 1990 s87 as amended by the Cleaner Neighbourhoods and Environment Act 2005. The Government are clear that if you take up this power you must intend to follow it through. That is to say, that if the PC were to issue a fine it must be prepared to take the person to court if they fail to meet it. FPNs can only be issued by an officer of the Council. The penalty must be the same as the District Councils. The Litter Strategy is at:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/607511/litter-strategy-for-england-2017.pdf

19. **Date of Next Meeting**

- a. Wednesday 17 May 16 at 1830 in the Kilverstone Estate Office – Annual Meeting of Parishioners
- b. Tuesday 20 Jun 17 at 1930 in the Kilverstone Estate Office (Provisional Meeting)
- c. Wednesday 19 Jul 17 in the Kilverstone Estate Office (Full Meeting)

Minutes agreed:

A M Poulter OBE
Chairman

Date:

Attachment: Annual Report and Accounts for FY 16/17

BRETtenham and KILVERSTONE PARISH COUNCIL ANNUAL REPORT

2016 - 2017

CHAIRMAN'S REPORT

Over the past year, the Parish Council has continued to be frustrated by the slow start to the delivery of the Thetford Area Action Plan. The new non decision making body, the Greater Thetford Development Partnership (GTDP) Board now meets regularly and is developing the Partnership's Aim and Objectives. Presently, these are:

Vision Greater Thetford: an outstanding place with opportunities for all
Strapline Greater Thetford: a destination of choice
Aim Develop Greater Thetford into a thriving, prosperous and attractive place to be

Objectives

1. Revitalise Thetford town centre and improve connectivity to public and other forms of transport
2. Ensure a good supply and mix of quality housing with choice and opportunity for all
3. Improve access to health services and the opportunities for people to adopt healthier lifestyles
4. Seek and lobby for investment and improvement in strategic infrastructure
5. Promote the Greater Thetford area as a 'destination of choice'
6. Encourage business development and enhance education provision to ensure residents can access jobs and skills in close proximity to where they live and to ensure the economic vitality of the town

The Parish Council is actively engaged in the work of the Partnership with seats on the Board and the Communities Sub Group. The other 2 sub-groups, Planning & Projects and Inward Investment are now beginning to come to life.

Thus far there has been no progress on the delivery of building 5,000 new homes to the north of the Thetford in the Parish Council areas of Croxton and Brettenham & Kilverstone. The main problem still to be overcome is the lack of power for both the housing and Thetford Enterprise Park. The other key concern is the lack of investment in primary care facilities in the new development.

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 have completed the informal drafting process and are working towards the formal draft and subsequent consultation beginning in June.

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 by rural communities represented on the Panel, with speeding and heavy goods vehicles particular problems.

The Parish Council as Trustee of The Almshouse Trust has arranged for major alterations to update property Number One. This work is ongoing and has been financed through its revenue budget. Once this work is complete, the house will be as disabled friendly as possible and of a modern standard. The Beneficiary currently in Number Two has been offered the refurbished house and is planned to move in as soon as all works are completed. It is anticipated that similar upgrade will then be made to Number Two. The Trustee is extremely grateful to Kilverstone Estate for their continued support in managing the homes.

The Riverside Path, a joint venture with Thetford Town Council (TTC), was formally opened on 15 February 2016. The path has been extremely popular, in particular, with those requiring wheelchair or other mobility vehicles. However, in March 2017 the Council became aware that 'kissing gates' had been erected at each end of the Ford Meadow section of the path rendering it no longer accessible by wheelchair or other mobility vehicle users. These gates have been erected by TTC with the aim of allowing Ford Meadow to be grazed. The Parish Council wrote to TTC expressing concern about the erection of these gates and suggested that they should be removed and, if grazing Ford Meadow were essential, to erect a simple post and wire fence alongside the path; this has now been agreed by TTC. Separately, the Council has arranged for verge herbicide treatment and cutting to be conducted throughout the summer in order to overcome the problem of overhanging vegetation experienced last year. The cost of this treatment will be shared with the BTO.

The Council is actively seeking a Clerk and is hopeful one will be engaged during the Summer. To this end the Council increased its precept by 5%.

MONEY MATTERS

The following statement represents fairly the financial position of the PC at 31 March 2017 and reflects its receipts and payments during the year.

FY 2016/2017 Accounts

	£		£
Opening balance	23,513.31		
Receipts		Payments	
Precept	4,500.00	PC Expenses (travel)	62.10
Support Grant	6.00	Postage	0.00
Drop Kerb Refund	138.74	Subscriptions	213.20
Interest	5.78	Insurance	545.08
		Audit fees	240.00
		Grounds	
		Maintenance	312.90
		Asset Repair	0.00
		Stationery/Ink	303.85
		Clerk Office	
		Equipment	538.97
		Training	0.00
		Alms Houses Legal	
		Fees	1,842.00
		Website	
		Maintenance	56.39
		JNP Development	326.25
		S137	0.00
Total Receipts	4,650.52	Total Payments	4,440.74
In year net surplus/(deficit)	376.95		
B/F	23,513.31		
Total Cash	23,890.26		
Carried Forward	23,890.26		

Balance Sheet as at 31 March 2017

	2016		2017
	£		£
		Bank	
	12,126.10	Treasurers Account	12,330.10
	11,554.38	Business Instant Access Account	11,560.16
	<u>23,680.48</u>		<u>23,890.26</u>
	23,680.48		23,890.26
Assets	10,688.64		

Notes to the Accounts

1. **Assets** Notice boards (and with drop boxes), Village signs, bench, grit bin, office equipment for the Clerk, Riverside Path furniture and donated Public Open Space at Arlington Way - £10,688 (Based 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 16/17:
 - £8,000 for POS Maintenance
 - £1,000 for Alms House contingency
 - £2,500 for Community 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 £7.57 per head of electorate in 2016/17 for the benefit of people in the area on projects not specifically authorised by other powers

The PC made no S137 payments in FY 16/17.
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 2017 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
A M Poulter OBE
01842 753634

Responsible Finance Officer
M J Engwell OBE
01842 766076

Email: clerk@brettenhamandkilverstonepc.co.uk

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