

**MINUTES of the
BRETtenham AND KILVERSTONE PARISH COUNCIL
held at the KILVERSTONE ESTATE OFFICE on Wednesday 23 August 2017 at 1930**

1. **Attendance** Apologies had been received and approved by the Chairman from Councillors Brown and Wixey.

The following were present:

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

In attendance: Carole Herries, Internal Auditor

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

3. **Any Declarations of Interest** Councillor Wright declared an interest in Item 7b.

4. **Minutes of Meeting 20 Jun 17** These had been circulated previously, were agreed and duly signed by the Chairman.

5. **Matters Arising** There were none.

6. **Financial Report**

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

Treasurer's Account

Balance CF at 1 Jun 17 (Last statement received): £ 14,837.41

Payments Out:

Cheque No: 000163: NALC, Clerk Training.	£	66.00
Cheque No: 000164: R Dawson, Clerk Stationary	£	12.35
Cheque No: 000165: MCP Solicitors, Riverside Path	£	366.00
Cheque No: 000166: A M Poulter, Printer Paper.	£	39.48
Cheque No: 000167: Cheque cancelled.		—
Cheque No: 000168: A M Poulter, Printer Ink.	£	109.95
Cheque No: 000169: SPC Printers, JNP Booklets/Leaflets.	£	639.50
Cheque No: 000170: SPC Printers, Response Forms.	£	36.00
Cheque No: 000171: Mazars LLP, Annual Audit.	£	30.00

Payments sub-total: £ 1,299.28

Payments In:

None

Balance at 23 Aug17 £ 13,538.13

Business Instant Access Account

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

Balance All Accounts at 19 Jul 17: £ 25,098.80*

* Excludes interest for May, Jun, Jul & Aug.

- b. **Conclusion of 2016 Annual Audit** Mazars have completed the annual audit, after being returned for a minor correction, and the statutory notices have been posted on Parish notice boards. A copy of Mazars report and the annual return are available for public inspection in Brettenham Farm Office.
- c. **Change in Insurance Company** Aon Insurance, our public liability insurers have advised that they will no longer offer a service for Parish Councils so we will need to find a new insurer once our current policy expires on 24 November. They have already informed an alternative insurer, BHIB, who will contact us in due course.

7. Planning

- a. **3PL/2017/0578/O (BRETTEHAM: Outline application for up to 115 dwellings and open space with all matters reserved except access, on a 7.02 ha site located to the east of Arlington way)** It was reported that the planning application was likely to go to committee in October as there are still some Highways issues to resolve.
 - b. **3PL/2017/0199/F (BRETTEHAM: 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)** Application has been deferred to address English Heritage concerns.
 - c. **Norfolk Vanguard and Norfolk Boreas Offshore Wind Farms** Information to be placed on the website.
 - d. **3PL/2017/0785/F (BRETTEHAM : Melton Paddocks – Conversion of existing Stallion Unit (stables) into residential accommodation)** This Planning Application has been approved.
 - e. **Breckland Local Plan (Pre-Submission Publication – Consultation from 21 Aug until 2 Oct 17. Council will be inviting views as to the 'soundness' of the draft Local Plan)**
The Local Plan is now on the website and all were encouraged have a look at the documents and to make comments as appropriate.
8. **Joint Neighbourhood Plan** It was reported that the JNP was now out for Formal Consultation (Reg 14), which will end on 29th September. The Plan will then get updated and submitted to Breckland Council to go for another 6-week consultation (Reg 16).
9. **Greater Thetford Development Partnership** Board have not met yet but are due to meet on 15th September.

10. Kilverstone Alms Houses

a. Financial Update

Balance brought forward £ 28,726.08

Expenditure

Council tax	£	303.00
Refurbishment	£	18,055.70
Electrical survey to No 2	£	384.00
Green energy	£	36.66

Income

Rent	£	1,288.00
M&G	£	28.97

- b. **Refurbishment of houses** The Chairman thanked Councillor Holmes-Smith for all the project management that he had undertaken.

The following was reported:

- (1) Refurbishment of No. 1 is now in its final stages. From an original budget of £41,775.00 and £2,868.23 is owed to the builders with a retention of £1,082 due on the 13 Oct 17
- (2) There was under-spend of approximately £1,500 (less blinds/tracks and a BT cable repair). Some of this was spent on improving access to the new path from vehicles (as previously discussed) at a cost of £1,045 plus vat using Enviro mat which holds shingle and can take wheelchair traffic.
- (3) There was damage to the overhead power line adjacent to the chimney stack. This was fixed by UK Power as was the damaged lead work at their cost. However internal decorating had been water-damaged and was redone by the builder.
- (4) It was proposed that the Beneficiary was offered next door occupancy from 1 Sep 17. This was agreed.
- (5) Breckland council has been contacted and the PC have the forms to change the addresses regarding payment of council tax and benefits for rent.
- (6) There will be a bill for electricity though tenant may change supplier.
- (7) Relief from council tax has been sought, as the building was uninhabitable, however the inspection took place as almost all work was completed and was refused until dated pictures and invoices are provided. There was an unfortunately delay in as some emails were not received due to incorrect email address. Councillor Holmes-Smith to pursue and update PC Council.
- (8) Refurbishment of No 2, the second alms house was discussed briefly but will not be formally discussed until the first one is fully complete.

11. Reports by Members

- a. **Environmental and CPRE** Attention was drawn to the Vision of Norfolk brochure which will be placed on the website.
- b. **Community Safety** It was reported that SNAP had not met, therefore item deferred.
- c. **Rural** Nothing to report.

12. Correspondence

- a. **Home Heating Grants for Off-Gas Grid Area** New scheme launched. Full Information on the website.
- b. **Email from Parishioner agenda format** Clerk and PC have taken some of the of the points on board.
- c. **Email from GTPP Community Sub-Group regarding their Cycling and Walking Investigation** (GTDP) Community Sub-Group is just starting an investigation into cycling and walking provision in and around Thetford. They are requesting public input to help identify issues and opportunities for improvements. They are interested in any places where routes are difficult to use or there is a current lack of provision, including things that make it difficult for wheelchair users and those with limited mobility. Information has been added to the website.
- d. **Norfolk Planning Authorities regarding their consultation on a draft Norfolk Strategic Framework** The Norfolk Planning Authorities are consulting on a draft Norfolk Strategic Framework document. The framework is a document prepared jointly by Breckland Council, Broadland District Council, Broads Authority, Great Yarmouth Borough Council, Borough Council of King's Lynn & West Norfolk, North Norfolk District Council, Norwich City Council, Norfolk County Council and South Norfolk Council, and sets out their shared objectives on housing, employment and infrastructure. The draft framework is subject to public consultation from 2nd of August to 4pm on Friday 22nd Sept 2017. A response form is available at <https://norfolk.citizenspace.com/consultation/norfolk-strategic-framework>. Alternatively responses will be accepted by e-mail to: nsf@norfolk.gov.uk.
- e. **Email from Parishioner with 2 points arising from the last PC meeting** Clerk investigating and queries in the process of being answered.
- f. **Breckland Council regarding a new street naming and numbering policy** There have been a few minor amendments made to the Breckland Street naming and numbering policy. Information has been added to the website.
- g. **Brochure regarding Norfolk and Suffolk Economic Strategy** Information to be added to the website.

It was noted that as the website is running out of space and this has led to some items being lost after being posted. The PC is trying to get an external digital storage facility, so any large files please pass on to the clerk, particularly pictures.

13. Date of Next Meeting

- a. 28 Sep 17 at 1930 in the Kilverstone Estate Office (Provisional for Urgent Matters only)
- b. 25 Oct 17 at 1930 in the Kilverstone Estate Office (Full Meeting)

Minutes agreed:

A M Poulter OBE
Chairman

Date: