

**MINUTES of the  
BRETtenham AND KILVERSTONE PARISH COUNCIL  
held at the KILVERSTONE ESTATE OFFICE on Wednesday 25 October 2017 at 1930**

1. **Attendance** Apologies had been received and approved by the Chairman from Councillor Herries

The following were present:

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

2. **Any Declared Matters of Urgent Business** There were none.
3. **Any Declarations of Interest** Councillor Wright declared an interest in Item 8b.
4. **Minutes of Meeting 23 August 17** These had been circulated previously, were agreed and duly signed by the Chairman.
5. **Matters Arising** There were none.
6. **Casual Vacancy** Following the resignation of Councillor Wixey, Breckland District Council was informed and a Notice of Casual Vacancy was posted on the website and the Notice Boards on 19 September. Then, on 19 October a Notice of Election was produced and published on the PC website and notice boards. All nomination papers must be delivered to the Returning Officer which should be received no later 4pm on Friday 27 October; if any election is contested, the poll will take place on 23 November. The Clerk is awaiting the cost of any election from the Returning Officer.
7. **Financial Report**

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

**Financial Report for 25 Oct 17**

**Treasurer's Account**

**Balance CF at 31 Aug 17:** **£ 13,538.13**

Payments Out:

Cheque No: 000172: A Poulter, JNP Booklets	£ 46.60
Cheque No: 000173: R Dawson, Printer Ink	£ 125.96
Cheque No: 000174: 121 Computer Services	£ 24.98
Cheque No: 000175: Cheque Cancelled	£ —
Cheque No: 000176: R Dawson, Clerk Pay/Exp. May-Aug	£ 251.90
Cheque No: 000177: R Dawson, Clerk Pay/Exp. Aug-Sep	£ 322.50

Payments sub-total: **£ 771.94**

Payments In:

Croxton PC Repayment:	£ 722.10
Precept and Grant:	£ 2,365.50

Payments In sub-total: **£ 3,087.60**

**Balance at 25 Oct 17** **£ 15,853.79**

**Business Instant Access Account**

**Balance at 20 Oct 17: (Last statement)** **£ 11,563.11**

**Balance All Accounts at 25 Oct 17:** **£ 27,417.34**

- b. Aon Insurance** As previously reported Aon Insurance, the PC's public liability insurers have advised that they will no longer offer a service for Parish Councils. They have already informed an alternative insurer, BHIB, who have now contacted us with their quote (circa £555) which is the same as last year from Aon. The details of the policy appear to be the same but need to be checked before renewal. The current policy expires on 24 November.
- c. Budget 2018/19** Preliminary work on the next budget has been started and the PC will need to complete the process before the end of the year. A draft budget has been produced for discussion (copies handed out). The PC will need to consider the recurring costs and any additional costs that might arise, and whether to adjust the level of the Precept.

Once completed, the proposed budget will be circulated to councillors prior to the next full meeting in December.

## 8. Planning

- a. 3PL/2017/0578/O (BRETtenham: 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 this is likely to be considered by the Planning Committee probably in December.
- b. 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)** It was reported that no decision had been made yet, responses are awaited from National England and RSPB.
- c. 3PL/2017/0785/F (BRETtenham : Melton Paddocks – Conversion of existing Stallion Unit (stables) into residential accommodation)** Permission has been granted to this Planning Application with conditions
- d. Breckland Local Plan (Pre-Submission Publication – Consultation from 21 Aug until 2 Oct 17.** Consultation expired on 4<sup>th</sup> October and the plan is to submit this to the Planning Inspectorate in the New Year.
9. **Joint Neighbourhood Plan** It was reported that Reg 14 Character Appraisal response table and document had been circulated to Councillors together with the initial final draft of the Policies document. The Policies document response table was being finalised and would then be circulated to councillors. Once finalised, both response tables would be posted on the PC and JNP web sites, It was reported that the whole JNP would then be being prepared to proceed to Reg 16 consultation which would then be considered by the Steering group before submission..
10. **Rushford Traffic Update** It was reported that there appeared to be a 50% increase in traffic volume from 2006 to 2012. A spreadsheet has been produced by the council, though the Chairman had not been able to speak to Mark Samson to clarify. Chairman agreed to endeavour to have the spreadsheet interpreted and agreed by Norfolk County Council before publication on the PC web site. However, the speeding results of the 2 week C147 survey indicated the following:
- 199 vehicles were recorded travelling between 50-60mph
  - 70 vehicles were recorded travelling between 60-100mph
  - 1 vehicle was recorded travelling at 85mph.

It was noted also that the road between Brettenham and Kilverstone had never been surveyed and the Chairman agreed to investigate the possibility of having one conducted after the works in Bridgham had been completed in Mar 18.

11. **Greater Thetford Development Partnership** A Board meeting took place on 13 October to review terms of membership; membership has been reduced to the five Council representatives members and the three sub-group chairs of the sub committees. The Board would elect its chairman and the Boards terms of reference would be reviewed. The next meeting will take place on 15 November. The Chairman reported that he had taken a lead on Primary Care, and the need to bring forward the cemetery provision in the SUE would be considered.

12. **Kilverstone Alms Houses**

a. **Financial Update**

<b>Balance brought forward</b>	<b>£</b>	<b>11,263.69</b>
<b>Expenditure</b>		
Council tax	£	303.00
Refurbishment	£	3,044.31
Green Star electricity	£	58.35
Info Comm (data protection)	£	35.00
Green Star (meter change)	£	60.00
<b>Total</b>	<b>£</b>	<b>3,500.66</b>
<b>Income</b>		
M and G	£	28.97
Rent	£	1,104.00
<b>Total</b>	<b>£</b>	<b>1,132.97</b>
<b>Balance at 24/10/2017</b>	<b>£</b>	<b>8,896.00</b>

b. **Almshouse Report**

The following was reported:

- (1) The beneficiary is now moved in to No 1 and No 2 is almost empty. The old carpet etc. has been removed and water will be turned off in the next few days. After consultation with Mr Chairman, Councillor Holmes-Smith initiated a change to the electricity meter to make No 1 as No 2 and have a prepayment meter. There was an upfront one-off charge of £60 and this should take place on Nov 6th.
- (2) The benefits are now being paid to the new address and the council tax to No 2 is now the trust's responsibility. We are as a charity allowed a six-month period of no charge, paperwork allowing. This will require a new direct debit, and it was proposed and resolved that the direct debit was signed by the RFO.
- (3) There were/are some plumbing issues to be rectified under snagging. The outside parking area is finished at a cost of £1,045 plus vat so with the retention money the builder is owed a total of £2,034.75 including the vat and it was proposed and resolved to pay the invoice before the next meeting.

- (4) The beneficiary managed to break a window whilst strimming his new garden. A replacement has been ordered the beneficiary has been with a tarpaulin to hang in front of exposed windows in the future.
- (5) The Parish Council are now in a position to look at No 2 and it was proposed to liaise with the builders and get an idea of the possibilities and probable costs to present at the next meeting.

### 13. Reports by Members

- a. **Environmental and CPRE** Nothing to report.
- b. **Community Safety** The SNAP met on 12 Sep 17 and set 2 priorities: tackling antisocial behaviour in Attleborough and speeding in Rushford. The Norfolk Constabulary proposal to remove PCSOs to increase police officer numbers had been explained by the District Commander at a meeting of T and PCs at Dereham on 22 Oct 17. The Clerk agreed to try and obtain a fuller brief on the whole proposal for the PC web site.
- c. **Rural** Nothing to report.

### 14. Correspondence

- a. **Email from UNISON regarding changes in Police Force** This email confirms the decision to strip out all PCSOs from the Norfolk Constabulary and that the union and views are invited from Parish Councils.
- b. **Email correspondence from Parishioner-** Clerk reported ongoing correspondence with parishioner and will brief Parish Council at a later date.
- c. **Email from Norfolk County Council** Email inviting the Parish Council to attend one of the roadshows being organised in order to meet the Leader of the Norfolk County Council, Cliff Jordan, in order to hear views about the future of the county. Clerk reported contacting NCC to find out when a roadshow would be held near Thetford, but there appears to be no date yet.

### 15. Date of Next Meeting

- a. 23 November 17 at 1930 in the Kilverstone Estate Office (Provisional for Urgent Matters only)
- b. 13 December 17 at 1930 in the Kilverstone Estate Office (Full Meeting)

Minutes agreed:

A M Poulter OBE  
Chairman

Date: