

**MINUTES of the MEETING of
BRETtenham AND KILVERSTONE PARISH COUNCIL
held at the KILVERSTONE CHURCH CLUB
on Wednesday 13 March 2013 at 1930**

1. **Attendance** Apologies had been received from Councillor Rae Herries, Councillor Marion Chapman-Allen, Harling and Heathlands Ward, BDC and PCSO Lynne Dobson, Attleborough SNT

The following were present:

Councillors Tony Poulter, Martin Engwell, Peter Wright, John Connolly, George Brown and Stuart Holmes-Smith.

The following were in attendance:

Councillor Ellen Jolly, Harling and Heathlands Ward, BDC

2. **Any Declared Matters of Urgent Business** There was none.
3. **Any Declarations of Interest** The Chairman declared an interest in Item 5b.
4. **Minutes of Meeting of 23 Jan 13** These had been circulated previously, were agreed and duly signed by the Chairman.
5. **Matters Arising**
- a. **Rushford Green Exit Mirror** Councillor Connolly reported he had ordered the mirror and post for £169.80 and this would have to be installed professionally. He and Martin Wixey of Shadwell Estate would decide on the exact site. The Chairman then handed the chair to the Vice Chairman.
- b. **Track to north of Rushford Church** The Vice Chairman reported he PC had been in contact with the Diocese of Norwich and had confirmed that there was no intention to restrict the use of the track to the north of the church at Rushford as a bridleway (pedestrians, bicyclists and horse riders); the Diocese did not wish to add any additional signage. The PC had also approached the Highways Authority which has said it does not wish to designate the track as a public right of way as a bridleway. The Diocesan Registrar had confirmed this and his letter would be posted on the notice board. The PC agreed this matter is now closed.
6. **Adopt PC Publication Scheme** The chair reverted to the Chairman who reminded the PC that its Publication Scheme had been a little while in the drafting and thanked members for their inputs. He had circulated the final draft and now suggested it be adopted and then placed on the web site. Councillor Engwell proposed and Councillor Holmes-Smith seconded a motion that the PC adopt the Publication Scheme as drafted and this was carried unanimously.

Resolved: The Brettenham and Kilverstone Publication Scheme be adopted.

7. **Financial Report** Councillor Engwell gave the Financial Report for 13 Mar 13:

Treasurer's Account

Balance CF at 4 Feb 13 (Statement No: 28): £2,739.95

Payments Out:

Cheque 000058: Mr R Herries (Drill Bit) £5.61

Cheque 000059: Jakks (Bench Fixing Kit) £31.99

Total Payments Out £37.60

Payments In: VAT Rebate (HMRC): £346.63

Balance at 13 Mar 13 £3,048.98

Business Instant Access Account

Balance at 9 Jan 13* (Statement No: 11) £21,522.53

Balance All Accounts (at 13 Mar 13): £24,571.51

* Includes interest until 9 Jan 13

8. **Breckland District Council Boundary Review** Councillor Jolly (BDC) updated the PC on this electoral boundary review which seeks to allocate District Councillors evenly in proportion to the number of voters across the district. It is likely the number of councillors will reduce from 54 to 50 and this may have implications for PC boundaries when in due course BDC reviews parish boundaries. The next step is, where necessary, for new ward boundaries to be agreed although these will not cut across parish boundaries. It is important the PC makes suitable representations at the appropriate time, noting the TAAP carries the PC's desire to combine the present 2 parishes in the PC area into a single parish. The Chairman agreed to continue to liaise with Councillors Jolly and Chapman-Allen (BDC) over this important review.

9. **Planning**

- a. **3PL/2012/1210A – Erection of non-illuminated acknowledgement signs on A1066 roundabout - Appeal** As this application had been rejected, the applicant is appealing and the appeal will be heard on the basis of written representations which must be submitted by 18 Mar 13.

10. **Kilverstone Village Sign Repair** Councillor Holmes-Smith reported the sign had been taken down to dry out. He had also approached several contractors who had confirmed the price of £850 was realistic and recommended Steve Eggleton who made the sign and repainted the Rushford sign be engaged to paint the Kilverstone sign. He went on to say, Kilverstone Estate would contribute 50% to the cost. The PC then agreed this course of action and asked Councillor Holmes-Smith to proceed accordingly.

11. **MTF Update** The MTF Board met on 14 Dec 12 and the Programme Delivery Panel met on 31 Jan 13; no minutes have yet been published. The next PDP is on 17 May 13.

12. **Riverside Walk Update** Councillor Engwell reported Mr Chris Gregory of the BTO has now obtained one quote of circa £16,195.00 for construction of the path from Arlington Way to Nuns Bridges. Detail of materials and finish are still to be agreed, and confirmation is needed that the construction and finish will be suitable for wheelchair and cycle, as well as pedestrian use in the long term. The PC will wish to avoid a heavy long term maintenance financial commitment. The quote does not include drop kerbs on Arlington Way. A second quote from a second potential contractor is awaited.

The PC is awaiting confirmation from Thetford Town Council whether it is willing to support the proposal and the ownership of the land from the PC boundary to Nuns Bridges (Ford Meadow). Further, the PC continues to wait for contact from the MTF appointed body charged with conducting the project appraisal.

Councillor Engwell has been liaising with Mr Kevin Ward (Breckland DC) who has been in contact with Mr Paul Donnachie (Capital Programme Manager at NCC) who has advised that the PC may be eligible for additional funding from the "Parish Partnerships" programme which could offer funding of up to 75% of the capital costs of qualifying projects. Mr Ward will arrange a meeting with our NCC Highways Engineer, Mr Paul Groom, to discuss and advise on the practicalities of our proposal. In an initial contact from Mrs S Glossop, the Thetford Town Manager, she confirmed that the town owned Ford Meadow and made some initial observations about the project. Councillor Engwell had invited the Thetford Town Manager to nominate a Project Officer for the town council in order to liaise and help develop the plan.

13. **Kilverstone Alms Houses Update** The Chairman reported he had contacted a solicitor on behalf of the PC and had given him the relevant papers and would be meeting him once he had absorbed the detail. He had also contacted BDC Housing and discovered most of the personnel had changed but was now liaising with Alex Hand who was investigating the implications of managing the lettings. He had now obtained the March 2012 accounts for the Trust and a copy of the letter of appointment. Councillor Homes-Smith reported that in principle Kilverstone would take on the site management for the PC.

14. **Reports by Members**

a. **Environmental and CPRE** Nothing to report

b. **Community Safety** The Chairman reported the SNAP had not met since the last meeting and was due to meet next on 22 Apr 13.

Reported crime since the last PC meeting is:

Brettenham

1 x theft of JCB teleporter – subsequently found abandoned.

Kilverstone

1 x burglary

- c. **Rural** Nothing to report

15. **Correspondence**

- a. **BDC – District Wide Local Plan** BDC announced that it was embarking on the production on a new single Local Plan to replace the current adopted LDF to take into account the National Planning Policy Framework, the Localism Bill and Community Infrastructure Levy and demise of the East of England Strategy. The Chairman confirmed the OPC was a consultee.
- b. **BDC Litter and Waste Bin Guidance** This guidance had been received.
- c. **NCC – Managing Flood Risk** The NCC had published this document to raise awareness of flood risk across the county.
- d. **Shadwell Endurance Events** Shadwell Estate had informed the PC of the dates of this year's Endurance Events at Euston Park and these were now on the web site.
- e. **Norfolk Fire & Rescue Service – changes to response to automatic fire alarms** The new policy removes the automatic Service response to automatic fire alarms to public building in working hours. To attract the Fire Service during these times, a 999 emergency call was needed to supplement the automatic alarm.
- f. **BDC - Big Community Switch** Everyone is encouraged to sign up for this opportunity of Breckland Big Switch and Save by logging onto: <http://www.bigswitchandsave.co.uk/>. The more people who sign up the more chance there is for real energy cost savings.
- g. **NCC Delivering Local Highway Improvements** NCC has set aside £1m to assist Parish and Town Councils deliver highway improvements. The Riverside Path may be a suitable candidate project to attract some of this funding.
- h. **BDC note on Norfolk Rural Support Network – Feeding in Times of Austerity** The subject of this seminar was 'feeding ourselves in times of austerity' and a very useful contribution was made by Ness Dobson who is NCC Community Dining Coordinator, who is trying to network assistance for those who might need a meals on wheels service (now that funding has ceased, and local initiatives need to fill the gap). There are many villages that run luncheon clubs and Ness would like to have this information to build up a database which will help when trying to signpost people who might need support. In addition she is working with pubs / cafes / restaurants in areas where there is need to supply a hot meal every day (or just some days) at an agreed price. There are no more subsidies available.

These are of course meals for the elderly/housebound, but it was acknowledged that there is room for developing this to 'community meals' for people who are in very rural locations where transport is limited and loneliness is a big factor for many. Please send details of lunch clubs: vanessa.dobson@norfolk.gov.uk.

Councillor Jolly (BDC) reminded the PC that Breckland Voice had been discontinued but she was providing local notes for the Contact magazine. The PC agreed these could also be posted on the PC web site.

16. **Date of Next Meeting**

- a. Wednesday 24 Apr 13 at 1930 in the Kilverstone Church Club (provisional for urgent matters only)
- b. Thursday 23 May 13 at 1930 in the Kilverstone Church Club (Annual Parishioners Meeting, Annual General Meeting and Full meeting)

Before closing the meeting the Chairman asked members of the public for any comments and Mr Cruse reminded the PC that Councillor Nunn had not yet come back to the PC on his concerns over the repairs to the road through Rushford. He then pointed out the poor road surfaces etc and the Chairman agreed to report these to the Highways Authority along with others in Brettenham.

Minutes agreed:

AM Poulter OBE
Chairman

Date:

Attachment:
Adopted PC Publication Scheme

**Information Available from Brettenham and Kilverstone Parish Council
(under the model publication scheme)**

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Website Hard copy from Clerk	50p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy from Clerk	50p per sheet
Staffing structure	<i>No staff employed</i>	

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy from Clerk	£4.00
Finalised budget	Web site with minutes Hard copy from Clerk	50p per sheet
Precept	Web site with minutes Contact Clerk	
Financial Standing Orders and Regulations	Web site Hard copy from Clerk	50p per sheet
Grants given and received	<i>None received</i>	
List of current contracts awarded and value of contract	<i>None awarded</i>	
Members' allowances and expenses	<i>Members expenses on a case by case basis recorded in minutes</i>	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	<i>None drawn up</i>	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Web site with minutes Hard copy from Clerk	50p per sheet
Quality status	<i>Not applied for</i>	
Local charters drawn up in accordance with DCLG guidelines	<i>None drawn up</i>	

Class 4 – How we make decisions (Decision making processes and records of decisions). Current and previous council year as a minimum.		
Date of meetings (Council & any committee/sub-committee meetings)	Notice boards and web site	
Agendas of meetings (as above)	Web site until replaced by minutes of the meeting to which it refers	Hard copy @50p per sheet
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website – as draft until agreed by Council @ the subsequent meeting	Hard copy @50p per sheet
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Circulated with agenda and included in the minutes	Hard copy @50p per sheet
Responses to consultation papers	Reported at subsequent meeting and recorded in the minutes	Hard copy @50p per sheet
Responses to planning applications	Minutes and Local Planning Authority web site	
Bye-laws	<i>None made</i>	

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only		
Policies and procedures employment of staff: Internal policies relating to the delivery of services Policies and procedures for the conduct of council business Complaints procedures (including those covering requests for information and operating the publication scheme)	<i>None employed Not applicable Standing Orders on web site Standing Orders on web site</i>	Hard copy £5 Hard Copy £5
Information security policy	<i>Not applicable</i>	
Records management policies (records retention, destruction and archive)	<i>PC records retained by Clerk in accordance with statutory guidance</i>	
Data protection policies	<i>Not applicable (no personal data processed)</i>	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	<i>None held</i>	
Assets Register	Hard copy	Hard copy £2
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	<i>Not held</i>	
Register of members' interests	Web site	Hard copy 50p/sheet
Register of gifts and hospitality	Web site	Hard copy 50p/sheet

Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hard copy from Clerk	Hard Copy £2
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	<i>Not applicable</i>	
Register of members' interests	Web site	Hard copy 50p/sheet
Register of gifts and hospitality	Hard copy from clerk	

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). Current information only.		
Village signs, grit bins and notice boards, park bench	Web site/asset register	Hard copy 50p/sheet
Allotments	<i>None held</i>	
Burial grounds and closed churchyards	<i>None held</i>	
Community centres and village halls	<i>None held</i>	
Public open space at Arlington Way, parks, playing fields and recreational facilities	Asset register	Hard copy 50p/sheet
Seating, litter bins, clocks, memorials and lighting	<i>None held</i>	
Bus shelters	<i>None held</i>	
Markets	<i>None held</i>	
Public conveniences	<i>None held</i>	
Agency agreements	<i>None held</i>	
A summary of services for which the council is entitled to recover a fee	<i>Not applicable</i>	

SCHEDULE OF CHARGES - This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 50p per sheet (black & white)	Cost to PC
	Photocopying @ 100p per sheet (colour)	Cost to PC
	Envelopes @ 50p per envelope	Cost to PC
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

Contact details:

AM Poulter OBE
Chairman, Honorary Clerk and Responsible Finance Officer
Brettenham and Kilverstone Parish Council
Glebe House
Rushford
Norfolk, IP24 2SF

BRETtenham and KILVERSTONE PARISH COUNCIL
Contact Us Form

Brettenham and Kilverstone Parish Council constantly aims for excellence. If you believe we have failed to reach this high level we want to put things right as quickly as possible. Your views, whether critical or complimentary, play an important part in helping the Council to improve our services. Customer comments, good or bad, are treated with equal weight and are responded to promptly.

What will happen after I have made a formal complaint?

We will acknowledge receipt of your complaint within 5 working days of receipt. All complaints will be investigated and responded to within 15 working days. Some complaints may take more time to investigate, but we will keep you informed of our actions and the progress we have made.

Your complaint will be passed to the responsible member for the service area which you have complained about who will investigate your complaint and respond to you.

Should you be dissatisfied with the response you receive you may wish to make a further complaint. You should send your complaint, using the methods as detailed above, giving your reason(s) why you are dissatisfied.

Your complaint will be acknowledged and forwarded to the Chairman who will fully investigate your complaint and reply direct to you.

Should you be dissatisfied with the response from the Chairman, you may wish to make a further formal complaint. You should send your complaint, using the methods as detailed above, giving your reason(s) why you are dissatisfied.

Your complaint will be acknowledged and an independent person nominated by Breckland District Council will investigate your complaint and respond to you.

If, after following all of the above steps, you remain unhappy, you may refer the matter to the Local Government Ombudsman for an independent investigation. The Ombudsman's contact details are:

Telephone: 0300 061 0614

Website: www.lgo.org.uk

Fax: 024 7682 0001

Write to: Local Government Ombudsman, P.O. Box 4771, Coventry, CV4 0EH

To make a compliment or complaint, complete the form below and send it to us by post or email to:

The Clerk,
Brettenham and Kilverstone Parish Council,
Rushford,
Norfolk IP24 2SF
mail@ampglebe.co.uk

YOUR COMPLIMENT or COMPLAINT

Title:

Full Name:

Address:

Post Code:

Telephone Number:

Mobile Number:

Email address:

Date:

Details of complaint or compliment: