

**BRETTENHAM AND KILVERSTONE PARISH COUNCIL
MEETING held at the KILVERSTONE CHURCH CLUB
Thursday 26 March 2015 at 1930**

The Chairman opened the meeting and welcomed everyone present.

- 1. Attendance** Apologies had been received from Councillor John Connolly, Councillor Marion Chapman-Allen (Breckland District Council (BDC), Mrs Carole Herries, Internal Auditor

The following were present:
Councillors Poulter, Engwell, Holmes-Smith, Herries, Brown and Wright.

The following were in attendance:
Councillor Ellen Jolly (BDC)
Councillor Stephen Askew (NCC)
Mr Bob King, Chairman Croxton Parish Council,
Miss Danielle Harris, Clerk (Designate)

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

- 3. Any Declarations of Interest** There were none

- 4. Minutes of Meeting on 21 Jan 15** These had been circulated previously and were agreed and duly signed by the Chairman.

5. Matters Arising

- a. **Employment of a Clerk** The Chairman introduced Danielle Harris as the new Clerk to Brettenham and Kilverstone Parish Council and that this was her first day in office. The handover would be undertaken in a measured way to avoid overloading her while her medical treatment continues.
- b. **Shadwell Estate – Update** There was none
- c. **Development of a Vexatious Complaints Policy** This policy has been drafted and is now with NALC for checking before presenting to the Council.
- d. **Development of Transparency Code** The code has been drafted and is being prepared for adoption. It should be noted that once adopted there may be a need to amend other Council documents

- 6. Financial Report** The Vice Chairman updated the PC on its financial position::

Treasurer's Account

Balance CF at 15 Dec 14 (Statement No: 49): **£6,378.54**

Payments In: Croxton PC - JNP Stationery: **£ 132.72**
£6,245.82

Payments Out:

Cheque No: 000094. M Engwell, Stamps.	£4.25
Cheque No: 000095. J Redgrave, Path preps.	£780.00
Cheque No: 000096. JNP Post boxes x 6.	£118.74
Cheque No: 000097. Label paper for above.	£8.68
Cheque No: 000098. LCPAS Subscription.	<u>£100.00</u>
	£1,011.67

Balance at 4 Mar 15 (Statement No: 50) **£5,499.59**

Business Instant Access Account

Balance at 9 Jan 15*(Statement No: 19): £21,544.06

Balance All Accounts at 26 Mar 15*: **£27,043.65**

* Excludes interest from 9 Jan 15

The Council has received the information and forms from Mazars for the completion of the Annual Return. The return has to be approved by the Council by 30 Jun 15 and submitted to Mazars by 3 Jul 15.

7. **Joint Neighbourhood Plan** The Chairman reported the questionnaire has been developed and agreed with BDC and has been will be sent out to all residents, with a closing date of 17 Apr 15 after which the completed questionnaires will be collated and analysed the process of drafting the Joint Neighbourhood Plan will begin. Croxton PC, on behalf of both councils, is going to bid for additional money from DCLG, to which BDC would add 50%, to help fund the process. In addition, BDC will provide an officer to assist with the process.

8. **Planning** The Chairman reported the following planning applications:
 - a. **3PL/20154/0200/F** (Thorpe Woodlands Cabin Site West Harling Road IP24 2RX - Minor material amendment to 3PL/2014/0215/F for the relocation of two existing manager's caravans on site. The Council, having previously considered the main application, has submitted "no comment".
 - b. **3PL/2015/0299/F** (Thorpe Woodlands Cabins West Harling Road IP24 2RX) - Minor material amendment to 3PL/2013/1151/F - condition 1 - foul drainage / siting, discharge & ventilation. The PC agreed to submit "no Comment" to this second additional minor amendment to the original application.

9. **Election 2015** The Chairman outlined the arrangements for the forthcoming election on 7 May 15. For the Council, there would be elections for 7 Parish Councillors, 2 for District Councillors for the new ward of Forest and 1 parliamentary for the SW Norfolk constituency. Notices would be posted after the meeting and in any event by 31 Mar 15. Nominations for election have to be handed in person to Breckland District Council by 1600 on 9 Apr 15. The information will be on the PC web site.

10. **Greater Thetford Development Partnership (GTDP)/Moving Thetford Forward (MTF) Update** The Chairman reported that the Board had not met since 11 Apr 14 but is still extant as it has to disburse the remaining Growth Point Status monies.

Following the initiative of the new Chief Executive, a second meeting was held on 27 Feb 15. The Chairman and Vice Chairman have met Sandra Easthaugh, the Programme Manager, twice to air the Council's concerns about whether it Board is a de facto Senior Stakeholder Group or an executive Board. It appears that the latter former is likely as the Partnership may accrue additional authority for the coordination of the development in Croxton and Kilvestone (5,000 new house etc) and integrate it into the existing communities.

11. **Riverside Walk Update** The Vice Chairman reported there has been significant progress since the last meeting. As councillors will recall, the Council awarded the contract for construction of the path to 'Countryside Management Services' and the main work should last for 3-4 weeks. It had been the PC's intention to start work as soon as possible (mid-April), but Chris Gregory of BTO has pointed out that this could have a significant impact on nesting birds. The Vice Chairman has agreed with Chris Gregory and the PC's contractor to delay the start of the project until after the main nesting season (probably early July).

The provision of a 'drop kerb' on Arlington Way to allow wheelchair access has to be provided by NCC Highways, and an on-site meeting with a 'Highways' engineer has been arranged to agree the precise details. Additionally, 3 providers of 'pedestrian' signs have been contacted, and one of them (recommended by NCC Highways) has provided the best quote. The Vice Chairman is waiting to order these signs until the project construction completion date can be estimated more accurately. There will also be a requirement for some information and 'attribution' signs which we will need to agree with BTO and Thetford Town Council.

Abbey Homes' solicitors have still not contacted Mr Andrew Davies (PC's solicitor) to agree the simple legal agreement despite the Vice Chairman's chasing Abbey Homes regularly over the last 2 months.

The MTF payment process would normally require the Council to pay bills and then reclaim the same amount from BDC. This is not practicable in the case of the path construction costs, as these would be greater than the PC's reserves. The Vice Chairman has asked the MTF Fund Manager at BDC to determine whether bills can be paid directly by BDC, and his advice is awaited. If this is not possible, the Council may have to make staged payments of the main bill. Additionally, there will be a need to apportion costs the PC and Thetford TC.

Finally, the Council should consider whether, when and how, it wishes to publicise the opening of the Riverside Walk.

12. **Kilverstone Alms Houses Update** Councillor Holmes-Smith reported that the bank account and the investment accounts are now under the Trustee control. However, some difficulties remain, namely the "read only" facility from the bank as all pins and cards are delivered but no card reader. This should be resolved by the next meeting.

Payments:	Alms House Association subscription	£124.00
	Building Insurance	£623.49
Bank balance on 26 Feb 15:		£41,218.37
Investments:	National Association of Almshouses Common Fund held by M & G Investments:	£2,833.07
	Kilverstone Almshouse Trust (1956) held by CCLA as Charities investment fund (COIF) accumulation units:	£79,391.02

The Trust still needs a valuation of the property, which will be arranged and has not had the final handover report from the CoopHomes; both items are being actively pursued and CoopHomes has assured the Trust that the report will be received within the next week.

The Charity Commission has now acknowledged the Trust wish to amend its Deed to widen its beneficiaries but reduce its geographical scope to exclude Croxton

13. **Formal Complaint (4 Mar 15)** The Vice Chairman reported the Council had received a formal complaint but the complainant had opted to keep it confidential. The Vice Chairman then suggested that the Internal Auditor and the new Clerk be tasked to investigate the complaint, include any conclusions and recommendations and report back. This was proposed by Councillor Holmes-Smith and seconded by Councillor Wright and agreed unanimously.

Resolved: The formal complaint be treated as confidential and investigated by the Internal Auditor and Clerk.

14. **Reports by Members**

- a. **Environmental and CPRE** Nothing to report.
- b. **Community Safety** The SNAP met on 25 Feb 15 at 1100 at Attleborough Police Station and agreed the priority of continuing to tackle ASB in Attleborough town centre, recreation grounds and Gaymers and estates. It was also agreed that speed checks, and the deployment of a marked vehicle as soon as a replacement is identified, will be continued. It next meets on 1100 on Tuesday 26 May 2015 at Attleborough Police Station.
- c. **Rural** Nothing to report.

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

- a. **Forest Heath and St Edmundsbury** The Council has announced its Joint Development Policies Local Plan was adopted on 27 Feb 15 having been considered by Planning Inspector on 22 and 25 Jul 14. Any application made on the grounds is not within appropriate power and/or a procedural requirement was not followed should be made by 10 Apr 15. The full plan can be viewed at: www.westsuffolk.gov.uk/JDMPD
- b. **Norfolk County Council** The Council has published its initial consultation on the Norfolk Minerals Site Specific Allocations Development Plan Document (DPD) Single Issue Review of Silica Sand. The consultation period 20 Apr 15 at 1700. All documents are also available on Norfolk County Council's website at www.norfolk.gov.uk/nmwdf and any enquiries should be made to LDF@norfolk.gov.uk or to Caroline Jeffery on 01603 222193 or by email to caroline.jeffery@norfolk.gov.uk

16. **Date of Next Meetings:**

- a. Wednesday 23 April 2015 at 1930 in the Kilverstone Church Club (Provisional for Urgent Matters only)
- b. Wednesday 20 May 2015 at 1930 in the Kilverstone Church Club (Full Meeting)

Minutes agreed:

A M Poulter OBE
Chairman

Date: