

**MINUTES of the  
BRETtenham AND KILVERSTONE PARISH COUNCIL  
held at the KILVERSTONE ESTATE OFFICE on Wednesday 18 January 2017**

1. **Attendance** Apologies had been received from Councillors Martin Engwell (Vice Chairman) and Martin Wixey; Sam Chapman-Allen (BDC).

The following were present:

Councillors Poulter, Brown, Wright, Holmes-Smith and Herries.

The following were in attendance:

Mrs Carole Herries, Internal Auditor, Ms Catherine Ross, Clerk designate

2. **Introduction of the new Clerk** The Chairman introduced Catherine Ross, who had agreed to be the PC's Clerk, following an interview and subject to satisfactory references. He went on to explain she was already Clerk to 2 other PCs but needed to undergo some formal training and so would be taking over slowly and would not take over as RFO until the new financial year.
3. **Any Declared Matters of Urgent Business** There were none
4. **Any Declarations of Interest** There were none.
5. **Minutes of Meeting of 17 Nov 16** These had been circulated previously, were agreed and duly signed by the Chairman.
6. **Matters Arising**
- a. **C147 (Road through Rushford)** The Chairman reported the repairs to the road through Rushford had been completed by Norfolk Highways. The Norfolk Highways Authority has now also agreed to pay half the cost of a traffic survey and it is up to the PC to choose a suitable time in term time. However, there has been no word from Suffolk Highways and their agreement to conduct surveys on the 3 routes flowing from C147 south of the Little Ouse River. Some Speed Camera Team work has been conducted to curb speeding but the results are not yet known although the Chairman has asked. Mr Collins has suggested, in addition to more police action to curb speed, that a width limit to protect the bridge over the Little Ouse River might be appropriate and Norfolk Highways are considering this although initial reaction is that this would adversely affect traffic and an HGV route. There have been 2 road traffic accidents – one on the Rushford bend when an HGV turned over, and another involving a car at the top of Crabapple Lane but as yet there are no further details.
- b. **Norfolk/Suffolk Devolution** The SoS for DCLG withdrew the offer of devolution for Norfolk and Suffolk in his letter dated 22 Nov 16 following the withdrawal of Kings Lynn and West Norfolk Borough Councils' decision not to go ahead with the plan.

## 7. Financial Report

- a. The Chairman presented the Vice Chairman and RFO's financial report on his behalf as he was unable to be at the meeting. The PC's financial position:

### Treasurer's Account

Balance CF at 22 Sep 16: £14,018.54

#### Payments Out:

Cheque No: 000148. A M Poulter. Travel Claim.	£ 27.00
Cheque No: 000149. AON UK Ltd. Annual Insurance	£ 545.08
Cheque No: 000150. TOP Garden Services. POS & Path.	£ 292.50
Cheque No: 000151. A M Poulter. Printer Paper.	£ 54.95
Cheque No: 000152. A M Poulter. Printer Ink.	<u>£ 129.94</u>
Payments Sub-total:	£ 10,49.47

Payments In: None

Balance at 18 Jan 17# **£12,969.07#**

#Cheques No: 000148, 000151 and 000152 not yet presented.

### Business Instant Access Account

Balance at 17 Nov 16 **£11,557.78\***

**Balance All Accounts at 18 Jan 17: £24,526.85\***

\* Excludes Interest for Nov 16 to Jan 17. Includes cheques not yet presented.

- b. **FY 2017/2018 Precept** In accordance with the resolution made at the last meeting, the Parish Council has set a precept of £4,725 (plus the grant of £4) for FY 17/18.

- c. **External Audit** The Chairman reminded the Council that following the demise of the Audit Commission, the Local Audit and Accountability Act 2014 established new arrangements for the accountability and audit of local public bodies in England. All smaller authorities will continue to prepare annual accounts in the form of an annual return and the annual return must be completed in accordance with proper practices. The RFO must now set the commencement date for the exercise of public rights. From this date and for a single period of 30 working days, the accounts can be inspected. During this period electors can ask questions of the auditor or make an objection. Any question or objection must be raised within the 30 day inspection period. While there is some discretion in the date, there must be 10 consecutive days when all accounts for smaller authorities are available for public inspection – the first 10 days of July, excluding weekends and Bank Holidays.

In line with the Transparency Code, smaller authorities with annual turnover below £25,000 will in most circumstances, be exempt from external audit although an auditor must be available to deal any question or objection made by an elector to the accounts. Exempt authorities will not have to have an auditor appointed automatically, unless an elector wishes to ask the auditor a question or make an objection to the accounts. In these circumstances, the local elector will have to contact the appointing body (Mazars for the PC) who will then assign an auditor to deal with the question or objection.

## 8. Planning

- a. **3PL/2016/1136/HOU – BRETTEHAM** Rushford College Church Lane  
Rushford – Forming of pool and alterations to outbuilding to incorporate support

facilities. The Chairman reminded the PC of this application which has now been granted. [http://planning.breckland.gov.uk/OcellaWeb/viewDocument?file=dv\\_pl\\_files%5C3PL\\_2016\\_1136\\_HOU%5CApplicationFormNoPersonalData.pdf&module=pl](http://planning.breckland.gov.uk/OcellaWeb/viewDocument?file=dv_pl_files%5C3PL_2016_1136_HOU%5CApplicationFormNoPersonalData.pdf&module=pl)

b. **Emerging Local Plan**

The Chairman reported that BDC is working towards the pre submission document in Apr/May this year, after it will be published for a 6 week period. More details can be found by following this link: <http://www.breckland.gov.uk/Emerging-Local-Plan>

9. **GTDP – Update** The Board last met on 21 Oct 16 and the draft minutes are on the web site. It next meets on 17 Feb 17. The Board has however met once in private session to develop the aim and strategy and will meet again, also in private, session to further this work.

10. **Joint Neighbourhood Plan – Update (Following Joint SG Meeting)** There was nothing further discussed.

11. **Kilverstone Alms Houses**

a. **Financial Update:**

Balance brought forward	£49,508.00
Income	<u>£1,140.21</u>
	50,648.21
Expenditure:	
Green star	£99.15
Almshouse association	£127.00
Council tax*	<u>£245.79</u>
	£471.94
<b>Balance (18 Jan 17)</b>	<b>£50,176.28</b>

\*Note that council tax is being paid at present but should be exempt as soon as work starts

In addition, Management fees to Kilverstone Trust are now due (£600) as is insurance to the buildings (£487.26).

b. **Almshouse upgrade** Councillor Holmes-Smith reminded the PC that the Trust received a quote for the works at No 1 for £38,485.00 plus VAT. Following the on-site visit, an updated quote (exclusive of VAT) has been received:

Outside paving and pathways	£1,430
3 dusk to dawn exterior lights	£270
Additional 150 mm insulation in the roof	£450
Upgrade windows to meet fire escape regulations	<u>£1,140*</u>
	£3,290

\*Following discussions about the possibility of improving the insulation qualities, it has been noted that the present windows do not comply with fire escape regulations. At the stated cost of £1,140 plus VAT, the windows could be changed the windows to 600mm wide modular openers. Triple glazing was explored but would be overly expensive for little gain

The trust budgeted for steps and a hand rail from the rear door however, as there is a width problem regarding the door, it is necessary to compromise and ensure access to

the garden from the front door. The funding will be put towards the driveway changes to allow for easier access and egress from cars.

Councillor Holmes-Smith proposed the Trust proceeds with the upgrade to No 1, including the additions above at a cost of £41,775 plus VAT. This was agreed.

He then recommended that on completion of the upgrade to No 1, the Trust offers it the Beneficiary in No2. This would allow an upgrade to No2. He then explained that No 2 is not fully compliant with Document M of the building regulations and in order to rectify this, the property would have to be extended at some £73,000 plus VAT. As the Trust does not have sufficient invested capital, Councillor Holmes-Smith proposed that the Trust explores possibilities for fund raising. Furthermore, BDC is undertaking a major review of its Housing and Homelessness strategy and this may be to the Trust's advantage. Councillor Herries also suggested that the Trust explore whether the rent should be increased to improve the Trust's cash flow to rebuild the capital investments. This approach was agreed.

- c. **Annual Return** Councillor Holmes-Smith reported the FY 15/16 accounts have been examined by the Internal Auditor and the 15/16 Annual Return submitted to, and acknowledged by, the Charities Commission. The Chairman thanked the Internal Auditor for assisting with the independent examination of the Trust accounts. Councillor Holmes-Smith said the Trust was now in a position to more orderly in its approach to the end of financial year work following the problems encountered during the handover of the Trust for the former Trustees.

## 12. Reports by Members

- a. **Environmental and CPRE** Nothing to report.
- b. **Community Safety** The Chairman reported the SNAP met on 18 Nov 16 when it agreed the following priorities:
- Speeding and Vehicle ASB in Attleborough
  - Speeding and Parking Issues In Old Buckenham
  - Speeding and Vehicle ASB in Rocklands
- The SNAP next meets on 23 Feb 17.
- c. **Rural** Councilor Wright reported that the road between Bridgham and Brettenham has not been gritted and as this road has been gritted in the 2 villages, drivers do not appreciate the danger of suddenly driving over the untreated road in between, and indeed there had already been an accident which could have been serious.. The Chairman agreed to approach the County Council over this omission.

## 13. Correspondence

- a. **Draft BDC Housing and Homelessness Strategy 2017 - 2021 Consultation** BDC is undertaking a major review of its Housing and Homelessness Strategy. The draft Strategy covers a wide range of housing matters, including;
- (1) How BDC will seek to prevent and mitigate homelessness, including how we will identify and support those at greatest risk of losing their accommodation
  - (2) The ambitions that the council has for housing growth across the district
  - (3) How BDC will respond to government changes to housing policy, including support for the delivery of these policy objectives in way that ensures that locally identified needs are met and planned for
  - (4) The means through which BDC will support the delivery of improvements to the private housing stock

- (5) How BDC will seek to add to housing supply, including through the council's direct investment in new housing and activity in relation to addressing long term empty homes
- (6) How BDC will align our housing ambitions with the wider health agenda, including our strategic approach to addressing fuel poverty
- (7) How we BDC will meet the needs of specific groups, such as older people, those with dementia and members of the armed forces
- (8) The steps BDC will take to prepare our residents for reform to the welfare benefits system

BDC is consulting with the public and partners to get feedback on the draft strategy document. All comments received will be carefully considered and will help shape the final document before it is adopted. The consultation will run until 1 February 2017 and the document can be found at: <https://www.breckland.gov.uk/housing-strategy-consultation>

- b. **Community Housing Fund** DCLG has announced a £9 million boost for the East of England to tackle issues relating to second home ownership and community led housing. The Government recognises the issues regarding the availability of housing stock in areas where second home ownership is popular. This reduces not only the availability of homes but in some cases development land and opportunities. Community-led housing was given a new annual £60 million fund which will help almost 150 councils tackle the problem of high levels of second homeownership in their communities. The Community Housing Fund will put local groups in the driving seat and help them deliver affordable housing aimed at first-time buyers in response to the problem second homes can cause in reducing supply. One third of the funding - almost £20 million - will be allocated directly to local authorities in the South West as this is the most popular region for second homes in England. It accounts for 21% of all second homeownership. Second home ownership in England is at an all-time high and is crowding out first time buyers and causing a shortage of available properties. Often second homes stand empty for a large proportion of the time which can also affect community cohesion, affect the demographics of an area and distort local housing markets.
- c. **NCC Single Issue Silica Sand Review of the Minerals Site Specific Allocations DPD Notification of Submission and availability of documents for inspection** NCC submitted the document for independent examination on 8 Dec 16. Information on the examination process, the appointed Planning Inspector and the Programme Officer can be found online at [www.norfolk.gov.uk/nmwdf](http://www.norfolk.gov.uk/nmwdf), and then click on the Silica Sand Review page.

#### 14. **Date of Next Meeting**

Tuesday 14 Feb 17 at 1930 in the Kilverstone Estate Office (Provisional for Urgent Matters only)

Tuesday 14 Mar 17 at 1930 in the Kilverstone Estate Office (Full Meeting)

Minutes agreed:

A M Poulter OBE  
Chairman

Date: