

**MINUTES of the
BRETENHAM AND KILVERSTONE PARISH COUNCIL
held at the KILVERSTONE ESTATE OFFICE on Tuesday 14 March 2017**

1. **Attendance** Apologies had been received from Councillors Gorge Brown and Martin Wixey.

The following were present:

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

The following were in attendance:

Councillor Bob King, Chairman Croxton Parish Council

2. **Any Declared Matters of Urgent Business** Councillor Wright declared an interest in Item 7a.

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

4. **Minutes of Meeting of 18 Jan 16** These had been circulated previously, were agreed and duly signed by the Chairman.

5. **Matters Arising**

- a. **Clerk** Unfortunately Ms Ross has been unwell and for this and other reasons has decided not to take up the position. The Vice Chairman reported he was going to canvas the residents of Arlington Way to try and find suitable candidates.

6. **Financial Report** The Vice Chairman as RFO presented the following financial report.
a. The PC's financial position is::

Treasurer's Account	
Balance CF at 18 Jan 17:	£ 12,969.07
Payments Out:	
Cheque No: 000153. 121 Computer Services (Clerk)	£ 538.97
Payments In: None	
Balance at 14 Mar 17[#]	£ 12,430.10[#]

[#]Cheque No: 000153 not yet presented.

Business Instant Access Account

Balance at 18 Jan 17	£11,559.23*
Balance All Accounts at 14 Mar 17:	£23,989.33*

* Excludes Interest for Feb & Mar 17 and includes cheque not yet presented.

- b. **2016/17 Annual Return** As was explained at the last meeting, as a smaller authority, with an annual turnover under £25,000, the PC does not need to submit its Annual Accounts for External Audit but an Auditor must be available to deal with any question or objection made by an elector to the accounts. The Annual Return must be available for public inspection for a

single period of 30 working days (excluding bank holidays and weekends) which must include the first 10 working days of July. The first date for our Annual Return to be available for inspection for 30 working days would be Mon 5 Jun 17.

If, within these 30 days a local elector wishes to ask the auditor a question or make an objection to the accounts, the local elector will have to contact the appointing body who will then assign an auditor (Mazars) to deal with the question or objection.

- c. **Clerk's IT Equipment** A claim of £488.98 for a grant under the Transparency Code has been submitted through Suffolk ALC for the laptop, printer/scanner and software purchased for the Clerk. The claim has been acknowledged and the outcome is awaited.
- d. **S137** The DCLG has confirmed that the appropriate sum for parish councils for the purposes of section 137 (4) (a) of the Local Government Act 1972 ("the 1972 Act") for 2017-2018 is £7.57. This is the amount that results from increasing the amount for 2016-2017 (£7.42) by 2% - the percentage increase in the retail index between September 2015 and September 2016, in accordance with Schedule 12B to the 1972 Act.

7. Planning

- a. **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.

<http://planning.breckland.gov.uk/OcellaWeb/planningDedetails?reference=3PL/2017/0199/F>

The PC considered the application and agreed to comment:

- The PC is concerned that this new application for 2 stables of 30 horses each might be a fore runner of further similar applications, which the PC considered would not be appropriate
- The PC is concerned the site is only 50m from an SSSI. (albeit with a road in between)
- The removal of nearly 100 hectares of agricultural land seems excessive, especially as the horses are more likely to eat specialised food rather than just grazing
- The PC recommends this application is considered by the Planning Committee or full Council, if it is to be recommended for approval.

- b. **Emerging Local Plan**

The Chairman reported that BDC is working towards the pre submission document but the timing has slipped 1 month to May/June this year, after it will be published for a 6 week period. The draft plan is due to go before BDC's Cabinet in April, before which there will be are some Local; Plan Working Group meetings. More details can be found by following this link: <http://www.breckland.gov.uk/Emerging-Local-Plan> .

- 8. **GTDP – Update** The Board last met on 17 Feb 17 and the draft minutes are awaited. It next meets on 21 Apr 17. The Board has however met twice in private session to develop the aim and strategy and will meet again, also in private, session to further this work. Thus far the emerging draft aim and objectives are:

Vision	Greater Thetford: an outstanding place with opportunities for all
Strapline	Greater Thetford: a destination of choice
Aim	Develop Greater Thetford into a thriving, prosperous and attractive place to be
Objectives	

1. Revitalise Thetford town centre and improve connectivity to public and other forms of transport
 2. Ensure a good supply and mix of quality housing with choice and opportunity for all
 3. Improve access to health services and the opportunities for people to adopt healthier lifestyles
 4. Seek and lobby for investment and improvement in strategic infrastructure
 5. Promote the Greater Thetford area as a 'destination of choice'
 6. Encourage business development and enhance education provision to ensure residents can access jobs and skills in close proximity to where they live and to ensure the economic vitality of the town
9. **Joint Neighbourhood Plan** The Chairman reported that the revised draft JNP (Policies and Character Appraisal) are now available to councillors for comment. The Basic Conditions Statement and the Consultation Statement, which are both process documents, are currently being drafted. It is becoming clearer that a Strategic Environment Assessment will not be required and it is still intended that the formal consultation period of 6 weeks will start in early May. However, the current drafting process has been delayed by the late receipt of comments on the informal draft by the Development Management Team of BDC and so the date for agreement of formal consultation drafts of all 4 documents by both PCs has yet to be scheduled.

10. Kilverstone Alms Houses

a. Financial Update:

Balance brought forward:	£50,176.28
Expenditure ;	
Council Tax	£246.00
Management fees	£600.00
Buildings Insurance	<u>£487.26</u>
Total	£1,333.26
Income:	
Rent	£736.00
M and G distribution	<u>£28.97</u>
Total	£764.97
Balance at 9 Mar 17:	£49,607.99

- b. **Almshouse upgrade** Councillor Holmes-Smith reported the builders are now on site and all the wood work/floorcoverings have been removed and new doorways are ready and old openings are blocked up. Electrical and drainage works will be next. He went on to report that he had made a few minor on site decisions but no added expenditure has been required yet. In terms of the electrical supply, he has started to explore energy suppliers as there may only be a few months until a beneficiary is ready to occupy the alms house and the contract cancellation cost outweigh the benefit in the short term.

11. Reports by Members

- a. **Environmental and CPRE** Nothing to report.
- b. **Community Safety** The Vice Chairman reported the SNAP meeting scheduled for 23 Feb 17 was cancelled at the last moment because of the inclement weather and is now scheduled for Thursday 16 Mar 17 at 1900 at Attleborough Town Hall.

- a. **Rural** Councillor Wright reported the sign post in Brettenham village had been destroyed and agreed to report this to the Highways Authority.

12. Correspondence

- a. **Planning Seminar** There will be 2 planning seminars for councillors and clerks at 1830 on 27 Apr 17 at Attleborough Town Hall and a repeat 1830 on 11 May 17 in the Anglia Room at BDC.
- b. **Kissing Gates** The Chairman of the Communities Sub Group has written to ask if the PC had arranged for kissing gates to be installed on Ford Meadow. It was agreed this was not at the behest of the PC and indeed negated the intention for the riverside Path to be “wheel chair” friendly. The PC would respond TTC accordingly.
- c. **Mr Cruse** Mr Cruse has written again in follow up to the PC’s letter 16 Nov 16 and the PC will consider its position in due course.
- d. **Thetford Town Council** The Clerk to TTC has written to the PC to invite both B&K and Croxton PCs to join TTC to discuss a possible governance review. The Council agreed it would not take part in such a process.
- e. **C147** Norfolk Highways authority has indicated the 2 week traffic survey in Rushford would start on Monday 20 Mar 17 in the same location as the previous one south of the Crabapple/C147 junction. The Chairman reported that the weight limit about to be imposed on B1111 in East Harling might increase the HGV volume on C147 (or in Brettenham) and this survey might assist in identifying if there will be an increase in volume through Rushford.

13. Date of Next Meeting

Tuesday 18 Apr 17 at 1930 in the Kilverstone Estate Office (Provisional for Urgent Matters only)

Tuesday 10 May 17 at 1930 in the Kilverstone Estate Office

Minutes agreed:

A M Poulter OBE
Chairman

Date: