

**MINUTES of the MEETING of
BRETtenham AND KILVERSTONE PARISH COUNCIL**
held at the KILVERSTONE ESTATE OFFICE on Wednesday 13 December 2017 at 1930

1. **Attendance**

Apologies had been received and approved by the Chairman from Councillors Herries and Brown

The following were present:

Councillors Poulter, Engwell, Holmes-Smith, Wright. The Chairman welcomed Councillor Dawson.

The following was in attendance:

Mr B King, Chairman of Croxton Parish Council

2. **Any Declared Matters of Urgent Business** The chairman reported the BDC Community Governance Sub Group met on 12 Dec 17 to consider the Terms of reference for governance reviews, one being Thetford Parish. The PC has yet to be formally appraised of this, which will affect both Croxton and Kilverstone, but this should happen soon.

3. **Any Declarations of Interest.**

- a. The Chairman declared an interest in Item 9c.
- b. Councillor Wright declared an interest in Item 9b.

4. **Minutes of Meeting 25 Oct 17.**

These had been circulated previously, were agreed and duly signed by the Chairman.

5. **Matters Arising.** There were none.

6. **Financial Report**

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

Treasurer's Account

Balance CF at 25 Oct 17: £ 15,853.79

Payments Out:

Cheque No: 000178: BHIB Annual Insurance	£ 554.99
Cheque No: 000179: M J Engwell (Stamps for RFO)	£ 13.44
Cheque No: 000180: A M Poulter (Travel claim)	£ 27.00

Payments sub-total: £ 595.43

Payments In: None

Balance at 13 Dec 17 £ 15,258.36

Business Instant Access Account

Balance at 9 Oct 17: (Last statement) £ 11,563.55

Balance All Accounts at 13 Dec 17: £ 26,821.91*

(*excludes interest for Nov/Dec 17)

b. **Insurance Renewal**

As was briefed at the last meeting, the PC's previous insurers Aon are no longer offering insurance for local councils. They forwarded the PC's details to BHIB Insurance who have offered

insurance on exactly the same terms as Aon and at the same premium. The insurance was renewed with BHIB commencing 24 November.

- c. **Annual Audit** As was briefed and discussed last year, the Smaller Authorities Audit Appointments Ltd (SAAA) was appointed by the Secretary of State for Communities and Local Government as the Sector Led Body (SLB) for smaller authorities. The PC agreed then not to appoint its own auditor and to 'opt in' to the centralised procurement process.

Under the Regulations, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews, and for managing the contracts with the appointed audit firms.

As the PC agreed to opt-in to the central procurement process an external auditor has been appointed for the PC for the 5-year period commencing with the financial year 2017/18. Mazars no longer cover the area and the external auditor allocated to us is PKF Littlejohn LLP based in Canary Wharf, London. The fee payable for a limited assurance review by our external auditor will be £200.

It was noted that no Councillor had any potential conflict of interest relating to the auditor appointment.

It was noted that the Annual Return will now be known as the "Annual Governance and Accountability Return" and will need to be completed as before.

- d. **Arlington Way POS & Riverside Path** Following the 2-year trial to determine what wildflowers would emerge from an uncut part of the POS, it is considered that the introduction of a suitable wildflower seed mix is now required; different mixtures were discussed and will be considered. This would require preparatory work such as moss treatment and scarifying prior to the introduction of the wildflower seed. The proposal is to introduce East Anglian varieties that would give a broad colour mix. This work needs to take place this winter, and the cost, using our current contractor will be £420. This is a one-off requirement for work to improve the wildflower area of the POS and has been allowed for in the remaining requirement for the 17/18 budget.

Quotes for work on the POS and Riverside Path for 2018 have now been received from the contractor TOPS Garden Services. They are unchanged from this year and are:

- i. Grass cutting: £217.50 + VAT (£261)
- ii. Riverside Path Maintenance: Half share with BTO of £345 + VAT (£207)

7. **2018 Budget** The, Vice Chairman as RFO had previously circulated a draft budget to Councillors via the Clerk by email. Most of the numbers were self-explanatory and based on previous experience, the RFO had the following comments:

The current balances, in blue, are taken directly from the PCs bank statements. The remaining requirement is a best guess based on previous experience and has been increased this year to take account of the cost of the election held on 23 Nov 17 of circa £1300.

The recurring costs are mostly self-evident, but there is an additional line for 'Democratic process' of £900 to cover election costs, such as of the JNP referendum. In later years this line will need to be retained. The RFO noted that the recurring costs remain above the current precept [income] and this shortfall will have to be reduced over time.

Comments or questions were invited but there were none. The RFO then proposed to accept the 2018 budget at Attachment 1, which was seconded by Councillor Holmes Smith and carried unanimously.

Resolved: To adopt the draft 2018 budget

8. **Precept for 2018**

The precept for 2018, having been circulated within the 2018 budget, was duly considered and discussed. Its acceptance was proposed by the RFO and was seconded by Councillor Dawson.

Resolved: to set a precept for 2018 of £4,900.

9. **Planning**

a. 3PL/2017/0578/O - BRETtenham: It was reported that the 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, would not be going to committee on 18 December as the Highways issues had still not been resolved.

<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2017/0578/O>

b. 3PL/2017/0199/F - BRETtenham: No updates were reported on the planning application to 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/planningDetails?reference=3PL/2017/0199/F>

c. 3PL/2017/1430/F – RUSHFORD: The Chair was passed on to the Vice Chairman to consider the new proposal for the building of a new house on the land adjacent to Plane Tree House, Spaldings, Chair Hill, Rushford IP24 2SF. It was reported that the application appeared well-considered and deemed acceptable and it was proposed and accepted to make a positive recommendation. A draft response would be circulated.

<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2017/1430/F>

d. Emerging Local plan: It was reported that the Plan had been issued to the Inspectorate. The Planning Inspector's report is now being awaited.

<https://www.breckland.gov.uk/pre-submission-publication>

10. **Joint Neighbourhood Plan Update.** It was reported that there were a number of outstanding issues to be resolved. A meeting with the Officer, Susan Heinrich, was deemed positive and a time table had been produced. Comments from the Officer are still being awaited. A progress report, at Attachment 2, containing the time table has been added to the website for further information.

11. **Rushford Traffic Survey Update.** Diagrams of the traffic survey were circulated and were to be added to the website. The data from the Safety Camera Team is still awaited and when this is to hand Chairman to write to Rushford Parishioners inviting views on whether to and if so how to mitigate the effects of the increased traffic flow and speed.

12. **Greater Thetford Development Partnership.** A meeting will be taking place on 15 Dec 17 when a Chairman is due to be elected from the reduced group. The main issues reported were electricity and water and a support grant has been requested to resolve the issues. It was reported that the building of the first 343 first houses will start in Jun 18.

13. Kilverstone Alms Houses

a. Financial Report

Balance brought forward	£8,896.00
Expenditure	
Council tax	£ 240.42
	£ 202.00
Kybird Builders	£2,340.75
Total	£2,783.17
Income	
Rent	£ 552.00
Balance at 05/12/2017	£6,664.83

b. Almshouse Report

The following was reported:

- (1) Annual return figures for 2016/17 have been examined by Mrs Carole Herries and passed to the charities commission. It was then proposed that Councillor Holmes-Smith prepares a full asset report for the next meeting.
- (2) Refurbishment:

The Almshouse No 1:

- The window has been repaired but not yet paid for.
- The final bill has been paid to the Builders.
- The pre-payment meter has been installed.
- Plumbing snaggings have been completed.

Almshouse No 2:

- copies of the planned floor layout for No 2 were put together for the PC for their comments. Changes to the current layout were mostly to be able to provide manoeuvring for a wheelchair.
- Elevations and roof design need further discussion with Builders.
- Costing have not been done; further details expected at the next meeting.
- Carpets and floor coverings have been taken out and water has been switched off.
- With respect to electricity, although the property currently has a pre-payment meter standing charge costs will still be incurred however, these are yet to be determined.

Breckland have been contacted with regard to council tax relief on both properties but an outcome is still awaited. To be followed up.

14. Reports by Members

- a. **Environmental and CPRE.** Nothing to report
- b. **Community Safety.** SNAP Meeting is now schedule for 21 December.
- c. **Rural.** The following items were reported:
 - (1) The sign in Brettenham has still not been replaced
 - (2) The road was reported as being 'rough' between the bridges.

15. **Correspondence for information**

- Email requesting permission to metal-detect on PC private property, however, request to be denied. The only land owned by the PC is the Arlington Way POS and, as this was an archaeological site, it would be inappropriate to allow metal detecting.
- Email with new date for SNAP meeting
- Letter from NCC regarding budget consultation inviting views and comments until 2 January 2018
- Email from Breckland regarding Grants and Funding resources.

16. **Dates of Next Meetings**

Thursday 11 Jan 18 at 1930 in the Kilverstone Estate Office (Provisional for Urgent Matters only)

Wednesday 31 Jan 18 at 1930 in the Kilverstone Estate Office (Full)

Wednesday 14 Mar 18 at 1930 in the Kilverstone Estate Office (Provisional for Urgent Matters only)

Wednesday 18 Apr 18 at 1930 in the Kilverstone Estate Office (Full)

Minutes agreed:

A M Poulter OBE
Chairman

Date:

Attachments:

1. Draft 2018 Budget
2. JNP Progress Report

**Attachment 1 to Brettenham and Kilverstone Parish Council
Minutes of 13 Dec 17**

	DRAFT	DRAFT	DRAFT		
Brettenham & Kilverstone Parish Council - Budget FY 2018 - 2019					
Treasurer Balance at 13 Nov 17 (Last Statement)	£15,298.80				
Business Balance at 13 Nov 17 (Last Statement)	£11,563.55				
Balance at 13 Nov 17	£26,862.35				
Remaining requirement 17/18 (inc. Election Cost)	£2,500.00				
Forecast EOY FY 17/18	£24,362.35				
			Earmarked Reserves		
FY 18/19 Requirement	Revenue	Balance	S106 POS	Future Community Facilities	Contingency
			£8,000.00	£10,000.00	£1,000
Estimated Balance (B/F)	£24,362.35				
Proposed Precept	£4,900.00				
Grant	£2.00				
Balance FY 18/19	£29,264.35	£29,264.35			
Recurring costs					
Clerk remuneration	£2,000.00				
Clerk travel and expenses	£400.00				
Stationery	£450.00				
Members expenses	£250.00				
Web site maintenance	£250.00				
Insurance	£555.00				
Memberships & Registrations	£400.00				
Minor repairs	£500.00				
S106 POS maintenance	£260.00				
Riverside Path maintenance (50% with BTO)	£210.00				
Legal fees	£500.00				
Audit fees	£250.00				
Democratic process	£900.00				
Total recurring spend forecast	£6,925.00	£22,339.35			
			£8,000.00	£10,000.00	£1,000.00
One Off Costs					
Neighbourhood Plan Development & Production	£3,000.00	£19,339.35			
		-	£19,000.00		
Forecast end of year balance (ex reserves)		£339.35			
		DRAFT			

**CROXTON and BRETtenham & KILVERSTONE PARISH COUNCILS
JOINT NEIGHBOURHOOD PLAN**

Progress Report December 2017

Purpose of Report The purpose of this report is to provide Croxton and Brettenham & Kilverstone Parish Councillors with an update on progress made in respect of the production of the Joint Neighbourhood Plan (JNP) since August 2017.

Regulation 14 – Formal Consultation – 11 Aug - 29 Sep 17 Following agreement of the Parish Councils on 2 Aug 17, the formal Regulation Consultation was held between 11 Aug and 29 Sep 17. This is the first formal consultation stage and the consultation period must be a minimum of 6 weeks. Hard copies of the documents were available for inspection at:

- Breckland Council Offices in Dereham
- Thetford Library
- Telephone kiosk in Croxton
- Kilverstone Estate Office
- Farm Office, Brettenham Manor

A press release was also issued, and articles published in the EDP and the Thetford and Brandon Times. A flyer was also produced and delivered to all residents. Documents were available electronically on the Joint Neighbourhood Plan website and on the individual Parish Council websites. An email with the links to the document was sent jointly by the Parish Chairman to a wide range of statutory and non-statutory consultees inviting comments.

Following the end of the consultation over 151 individual comments had been made by 11 consultees. Detailed comments were received from a number of the statutory agencies including Natural England, Historic England, Breckland District Council and Norfolk County Council.

Analysis of Representations During October 2017, all comments have been individually recorded (as required by the regulations) and a suggested response to each comment has been produced. Response tables for both the JNP policies and the Conservation Area Appraisal have been produced.

Summary of representations The key issues raised by the consultation can be summarised below:

- Factual updates to text and maps
- Minor changes in policy wording to be consistent with national terminology
- Need to address flooding and surface water drainage
- Greater clarity over the relationship with the SUE
- Suggested additions to the list of non-designated heritage assets
- Need to strengthen rationale for the identified strategic gaps.
- Consolidation of references to protecting the natural environment into one policy
- More photographs to be included in the JNP document to illustrate specific policies.
- Requirement for a glossary

A number of the respondents welcomed the documents and the amount of hard work that had gone into producing the Character Appraisal.

Following, analysis of the representations the following changes have been made to the JNP policies and the Character Appraisal document:

4.45 Following consideration of these representations the following key changes were made to the JNP policies and Character Appraisal documents:

- Changes to the SUE policy to reflect the need for gradual transition between urban and rural character
- New Natural Environment Policy
- New policy on Floodrisk and Surface Water Drainages
- New Policy on Greens and Open Spaces
- Additional wording and rationale to reinforce policy on areas outside of the villages to be protected from development to avoid the coalescence of settlements
- Identification of additional non-designated heritage assets
- Identification of specific traffic concerns within the villages.
- Addition of a glossary, complete list of non-designated heritage assets and photographic credits.

Councillors may recall that the proposed revisions were circulated for comment at the end of October and the beginning of November 2017. Changes suggested by Councillors have also been accommodated and the documents further revised.

In addition, the two process documents required under the regulations – the Basic Conditions Statement and the Consultation Statement have been produced.

Regulation 16 – Submission of the Joint Neighbourhood Plan The next formal stage is Regulation 16 Submission. Once the revised JNP Policies, Character Appraisal, Consultation Statement and Basic Conditions Statement are approved by the Parish Councils they can be submitted to Breckland Council.

Breckland will then make a determination as to whether the documents satisfy the “basic conditions” as set out in the legislation. If Breckland are satisfied, they will then undertake a further period of public consultation and comments received will be passed to the person appointed to Examine the plan.

Breckland have the responsibility to appoint the examiner although they have indicated they would discuss the appointment with the Parish Councils.

Current Position A meeting was held on 4 Dec 17 with Breckland Council Officers. The aim of the meeting was to update on the current status of the documents, agree the process for Regulation 16 and to agree a set of maps to accompany the documents.

Following the meeting the Consultation Statement and Basic Condition Statement have been sent to Breckland in draft for any comments. Breckland Officers agreed to provide any comments before Christmas.

Draft Timeline The current timeline that we are working to is as follows:

4 Dec	Meeting with BDC to agree the way forward
5 Dec	BDC provided revised Maps
	Consultation Statement sent to BDC for review
6 Dec	Basic Conditions Statement sent to BDC for review w/c 11 Dec
	BDC officers to review both documents
w/c 18 Dec	BDC officers to provide comments to PC
22 Dec	Parish Councillors to be provided with copy of all 4 documents for review
11 Jan 18	Joint Steering Group Meeting to sign of Reg 16 versions
19 Jan 18	Submission to BDC
Feb/Mar	BDC to issue advice on Basic Conditions
Apr/May	REG 16 Consultation
June/July	Examination
Autumn	Referendum

AL 7 Dec 17

