

**MINUTES of BRETtenham AND KILVERSTONE PARISH COUNCIL MEETING**  
**be held at the KILVERSTONE ESTATE OFFICE**  
**on Tuesday 17 July 2018 at 1930**

1. **Attendance**

Apologies were received and approved by the Chairman as follows:  
Councillors Dawson and Wright

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

2. **Any Declared Matters of Urgent Business**

There were none.

3. **Any Declarations of Interest**                      The Chairman declared an interest in item 7c.

4. **Minutes of Annual Meeting 9 May 18**                      These had been circulated previously, were agreed and duly signed by the Chairman.

5. **Matters Arising**

a. **Parish Partnership**

The Vice Chairman raised the prospect of acceptable schemes within the Parish Partnership which were:

- A crossing in Castle Street at the existing dropped kerbs, however, this was considered a possible a waste of resources if the planning application for the 115 houses would go ahead as this could fall under aa Section 106 agreement and paid for by the developer;
- A footpath from the Alms Houses through to Tesco/Thetford Garden Centre; and
- Extend the footpath at the start of Arlington Way further along.

It was proposed and accepted that Councillor Holmes-Smith contact, Mr David Jacklin, the Highway Engineer to investigate possibilities.

b. **POS and Riverside Path Maintenance**                      The contract with TOP Garden Services for the cutting of the POS and herbicide treatment and verge cutting of the Riverside Path required this work to commence in late April. However, work had still not commenced by June despite several reminders during May and June. The first treatments were finally completed on 9 July, after several further reminders. Future work will be monitored to ensure that the contract terms are followed for the remainder of the year. Contract to be closely reviewed and considered upon renewal.

Separately, a contract was obtained with TOP Garden Services to prepare the ground and then sow a wildflower mix on an area of the POS to develop a 'wildflower meadow'. This work was delayed by the very wet spring weather, and it remains to be seen if a wider range of wild flowers become established next year, despite the extraordinary dry weather of the last 2 months. It was also reported that ragwort has taken hold in the 'wildflower meadow' and it was proposed and accepted that this should be removed.

It was reported that more of the young trees planted along the fence-line are suffering from the effects of the prolonged draught. If these are lost, then the PC will have to consider whether the should be replaced during autumn. The PC did receive funds from Abbey Homes for the maintenance of the site, and this would seem to be a reasonable use of these funds. It was noted that part of the barrier around the POS had been partly knocked down, possibly by a car.

6. **Financial Report** The Vice Chairman reported as follows:

a. **Balance CF at 14 May 18 (Last Report):**                      **£15,424.94**

## Payments Out:

Cheque No: 000197: A M Poulter, Fasthosts email service	£	22.79
Cheque No: 000198: HMRC, Clerk Income Tax (Apr/May)	£	14.10
Cheque No: 000199: Parish Online Annual Subs	£	18.00
Cheque No: 000200: Clerk Pay (Apr/May 18)	£	375.60
Cheque No: 000201: NALC Role of Clerk Training	£	120.00
Cheque No: 000202: SPC Printers,(Gov. Review Flyers)	£	54.00
Cheque No: 000203: Clerk Pay (Jun 18)	£	141.49
Cheque No: 000204: HMRC, Clerk Income Tax (Jun 18)	£	<u>6.51</u>

Payments out sub-total: £ 752.49

## Payments In:

None

**Balance at 17 July 18 (Not all cheques presented) £14,672.45**

## Business Instant Access Account

**Balance at 17 Jul 18: (Excludes interest for May/Jun/Jul) £11,566.43**

**Balance All Accounts at 17 Jul 18: £26,238.88**

The Vice Chairman reported that he would be handing over the RFO duties to the Clerk at the first opportunity, , he would continue to hold the cheque book.

- b. **Annual Report and Accounts** It was reported that the Annual Return process was now complete for the last financial year. The External Auditor was sent the PC's Certificate of Exemption, and published the Notice of Public rights and unaudited Annual Governance and Accountability Return. The relevant notices were displayed and all required documents made available to the public for the statutory period. No comments had been received from parishioners about the accounts. The notices should now be removed from the Parish notice boards
- c. **Clerk Pension** It was reported that the Clerk had decided to opt-out of the Local Government Pension Scheme (LGPS), as is her privilege; the Norfolk Pension Fund has been advised of her decision, and the relevant opt-out forms completed and returned to them. No formal acknowledgement has been received so far from them, however, no contributions had been paid.

## 7. Planning

- a. 3PL/2017/0578/O - BRETTEHAM: 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. Shadwell have responded to the Highways' objection but currently no other responses. There has also been no response to the draining issue that was raised. Comments to be sent in. <http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2017/0578/O>
- b. 3PL/2017/1576/D – CROXTON: The application with respect to the Vacant Land at Sub-Phase 1a of the proposed Kings Fleet sustainable Urban Extension land north west of the A1075 Thetford has been approved. <http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2017/1576/D>
- c. 3PL/2018/0453/F – PLANE TREE HOUSE SPALDING CHAIR HILL, RUSHFORD: To update on application for a new dwelling. This application has had two local objections and one comment in support. PC has submitted their comments and the application has been recommended for refusal but will be decided at Planning Committee on 30 Jul 18 at which the PC will be represented. <http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2018/0453/F>

- d. 3PL/2018/0401/F3PL/2018/0401/F – KILVERSTONE: The Planning permission application for land re-profiling to address differential settlement through soil recovery at Kilverstone Landfill Site was discussed. PC to respond with 'No Comment'.  
<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2018/0401/F>
- e. Emerging Local Plan – Update. Examination is now complete, one modification resulting in a three-day review after which a six-week Consultation. Adoption anticipated March 19.  
<https://breckland.gov.uk/Emerginglocalplan>
8. **Thetford Community Governance Review.** It was reported by Breckland that approximately 3500 responses were received regarding the Thetford Review, 4 regarding the Gt Ellingham review and 3 regarding the Carbrooke review; these are currently being processed. As a result of the large number of responses the timetable has been revised, and a copy has been published on the Council's website at <https://www.breckland.gov.uk/article/7482/Carbrooke-Great-Ellingham-Thetford-Timetable>. It is understood Croxton PC has withdrawn its objection to the boundary proposal. The next Community Governance Review subcommittee meeting to consider the responses will take place on 8th August 2018 at 10:00am.
9. **Joint Neighbourhood Plan Update** A disagreement between Croxton PC and the Examiner regarding a nature boundary has resulted in a delay. In addition, the Habitat Regulation Assessment has not been carried out yet. Referendum estimated to be called for Sep/Oct 18.
10. **Greater Thetford Development Partnership.** The Chairman attended a meeting on the 11<sup>th</sup> June and reported that the Board now had two politicians from each representation; it was resolved and accepted that the PC nominate another Councillor to attend. Councillor Holmes-Smith volunteered for the privilege. At the last meeting it was decided to clarify that the agenda is set by the Board and that the Board should do any consultations. No dates have been set for any future meetings although a Stakeholder Workshop will take place in September and the next meeting in October.
11. **Kilverstone Alms Houses**

a. Financial Update

<b>Balance brought forward</b>	<b>£8,202.29</b>
Expenditure	
Alms House Association	£ 130.00
Council tax	£ 165.00
89 trust administration	£ 600.00
Building insurance	<u>£ 444.81</u>
<b>Total</b>	<b>£1,339.81</b>
Income	
Rent 7 x £184	£1,288.00
M and G	<u>£ 28.97</u>
<b>Total</b>	<b>£1,316.97</b>
<b>Balance at 15<sup>th</sup> July 2018</b>	<b>£8,179.45</b>

**Annual Return to the Charities Commission** It was reported that the annual return for 2017/18 was now due and the Internal Auditor has, as required, examined the books. It was proposed and accepted that the following was sent to the Commission.

Income to 31/3/18	£ 4,907.04
Expenditure to 31/3/18	£32,744.67

- b. **Refurbishment of the second Alms House** As agreed at the previous meeting the Surveyors were instructed to draw up plans for extending No 2. A date was fixed for July but brought forward;

drawings have been circulated to the PC for comments and planning has now commenced. On May 30th the Chairman and Councillor Holmes-Smith met with James Heaton and Anna Clark from Breckland who may now help with pre-planning and to investigate whether permission will be granted. They may also be helpful contacts in future further expansion of the site. It was then reported that Councillor Homes-Smith had spoken to Mr Heaton on Monday and who is aware that the Surveyors have already applied for planning and should there be anything else they require he will be in touch with the PC. Should the site be expanded it will be the appropriate time to seek additional funding from the Alms House Association and by then hopefully the developers of the SUE. The estate has cut the grass on a couple of occasions but it was proposed to look to fence both gardens when the builders are in; a gate is to connect the two.

The Chairman expressed his thanks to Councillor Holmes-Smith on behalf of the PC for his continuing work.

12. **Data Protection Updated** The Clerk reported that the website had been updated as appropriate and further documents for approval would be circulated before the next full meeting. An email was also received from NALC stating that according to Section 7(3) of the DPA 2018 Parish councils are not public authorities for the purposes of the GDPR and as such are not required to appoint their own Data Protection Officer.
13. **Reports by Members**
  - a. **Environmental and CPRE.** Nothing to report.
  - b. **Community Safety** Chairman reporting having attended the SNAP meeting on 28<sup>th</sup> June. Speeding and Road Safety were the main topics; priority was therefore anti-speeding particularly in Attleborough, Great Ellingham, Old Buckenham, Garboldisham and South Lopham. NCC has requested three quotes for a speeding survey on C148; for two weeks and for 1 week. It was proposed and accepted that once the quotes were in that the Chairman and Vice Chairman would proceed with the most appropriate quote.
  - c. **Rural.** Nothing to report
14. **Correspondence for information** The Clerk reported following correspondence had been received:
  - a. Email from Kickstart regarding the most recent information regarding funding for scooters. Website to be updated.
  - b. Email from Garden Organic regarding a community event in Swaffham on 31<sup>st</sup> July; poster to be added to website.

#### 15. **Dates of Next Meetings**

Wednesday 22 Aug 18 at 1930 in the Kilverstone Estate Office (Provisional)

Tuesday 18 Sep 18 at 1930 in the Kilverstone Estate Office (Full)

The meeting finished at 2030.

Minutes agreed:

M Engwell OBE  
Vice Chairman

Date: