

MINUTES of BRETtenham AND KILVERSTONE PARISH COUNCIL MEETING
be held at the KILVERSTONE ESTATE OFFICE
on Wednesday 18 April 2018 at 1930

1. **Attendance**

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

The following were present:

Councillors Poulter, Engwell, Holmes-Smith and Brown.

Councillor Wright offered his apologies for arriving late

The following was in attendance:

Mrs C Herries, Internal Auditor; Councillor Sam Chapman-Allen, Forest Ward

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

There were none.

3. **Any Declarations of Interest**

There were none.

4. **Minutes of Meeting 31 Jan 18**

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

5. **Matters Arising**

There were none.

6. **Financial Report**

The Vice Chairman and RFO reported

a. **Balance CF at 31 Jan 18 (Last Report):** **£13,014.38**

Payments Out:

Cheque No: 000188: LCPAS Annual Subscription	£ 100.00
Cheque No: 000189: Clerk Pay & Exp., Nov 17 to Jan 18	£ 328.80
Cheque No: 000190: Breckland DC, Election Fee	£ 1,568.19
Cheque No: 000191: A M Poulter, Gov. Review Flyers	£ 61.25
Cheque No: 000192: Clerk Training	£ 35.00
Cheque No: 000193: Clerk Pay & Exp., Feb to Mar 18	£ 285.50
Cheque No: 000194: HMRC, Clerk Income Tax FY 17/18	<u>£ 57.11</u>

Payments out sub-total: £ 2,235.85

Payments In:

VAT Refund:	£ 736.01
BTO Refund for path maintenance:	£ 189.00
JNP Costs repayment:	<u>£ 1,511.10</u>

Payments in sub total: £ 2,436.11

Balance at 18 Apr 18 (Not all cheques presented) **£13,214.64**

Business Instant Access Account

Balance at 9 Mar 18: (Excludes interest for April) **£11,565.94**

Balance All Accounts at 18 Apr 18: **£24,780.58**

b. VAT Return

VAT refund paid for the period May 2015 to end Feb 2017 for the sum of £736.01.

c. Annual Accounts

The Annual Accounts were tabled at the meeting and will be circulated to councillors for adoption at the annual PC Meeting in May. Councillor Engwell, as RFO, will be meeting with the Internal Auditor to complete the internal review of the accounts and completion of the Annual Audit return prior to the Annual PC Meeting in May, after which the Annual Return will be forwarded to the External Auditor and a Notice to Parishioners prepared for display on Notice boards.

7. Planning

- a. 3PL/2017/0578/O - BRETtenham: The outline application for up to 115 dwellings located to the east of Arlington Way is still on hold as two issues are still to be resolved: Highways Access and Drainage; currently awaiting comments with a deadline of the beginning of June.
<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2017/0578/O>.
- b. 3PL/2017/0199/F - BRETtenham: Permission has now been granted for the conversion and erection of two new yards including dwelling, garage, horse walker and a couple of barns.
<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2017/0199/F>
- c. 3PL/2017/1430/F – RUSHFORD: The Application for the building of a new house on the land adjacent to Plane Tree House, Rushford has been refused.
<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2017/1430/F>
- d. 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 is now out for consultation. The PC discussed the application and the lack of adequate infra-structure details was discussed. It was agreed that these comments would be forwarded onto the Planning Committee.
<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2017/1576/D>
- e. 3PL/2018/0008/F – SHADWELL: The application to build a horse exerciser has now been granted.
<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2018/0008/F>
- f. 3PL/2018/0327 – TREBLE CLEF, RUSHFORD ROAD: With respect to the proposal to increase the footprint of the bungalow, Chairman reported that he had spoken to the planners and the application remains undecided. The PC noted that 2 residents had concerns and advised these be passed to the LPA.
<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2018/0327/VAR>
- g. 3PL/2018/0276/HOU & 0227LB – SHADWELL: The proposal for a ground floor extension is currently undecided; an archaeological report is being awaited therefore this will be on hold until further notice.
<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2018/0276/HOU>
- h. Emerging Local plan Update. Local Plan being examined after being submitted.
<https://www.breckland.gov.uk/pre-submission-publication>

10. **Thetford Community Governance Review.**

The Second stage to begin in July after the second round of consultation ends on 22 Jun 18. PC Website has been updated and residents will be encouraged to take part in the consultation.
<https://www.breckland.gov.uk/CGR-review-2018>

11. **Joint Neighbourhood Plan Update**

It was reported that all comments from the Regulation 16 draft submission has been received from BDC and the PC would now consider them in preparation for being asked about them by the Examiner. The PC had recommended one of three nominations for examiner and the examination is likely to start at the end of April.

12. **Greater Thetford Development Partnership.**

The Board met on 9 Apr 18 and the draft minutes are awaited. The Clerk was asked to ensure there was a link on the PC site to the GTDP site to facilitate parishioners staying abreast with developments. The Chairman reported the Board had accepted two sites for the cemetery provision for the SUE and the Chairman was asked to work up a more detailed proposal with Pigeon on how this provision might be managed. He went on to say the Director of Public Health had still not agreed to identify the requirement for Primary Care for the residents of the Sue. He also reported the papers for the selection of local independent members of the Communities Sub Group are imminent and the selection will be conducted by the Board Chairman and the 3 T/PC representatives.

13. **Kilverstone Alms Houses**

a. Financial Update

Balance brought forward	£7,231.37
Expenditure	
Replacement Window	£ 83.47
Council Tax	£ 21.00
	<u>£ 57.57</u>
Total Expenditure	£ 160.04
Income	
Rent 6 x £184	£1,104.00
M&G Shares	<u>£ 28.97</u>
Total Income	£1,132.97
Balance as at 5th April 2018	£8,202.29

b. **Refurbishment of the second Alms House**

Following the dreadful weather this has not progressed as expected on the refurbishment for no.2. It was proposed and accepted to appoint the Surveyor that was contacted and progress with a site visit and drawings to submit the plans as soon as possible. Costs will be approximately £900 for Survey fees, £206 for Planning fees, £252 Building Regulations and a possible Inspection Fee of £372.

It was proposed and accepted for Councillor Holmes-Smith to take on the Project Management of this refurbishment and for plans to be prepared.

14. **Preparations for Implementation of General Data Protection Regulations**

The Clerk reported that significant effort had been made to have as much documentation and information ready for the GDPR implementation on 25 May 18. The Clerk also reported that she would be attending a training session organised by NALC and would consult with the trainer with all the paperwork that had been prepared and then meet the Chairman in May.

15. **Reports by Members**

a. **Environmental and CPRE**

Nothing to report.

b. **Community Safety**

Councillor Engwell reported that during the SNAP meeting the Kilverstone Rd speeding issue was discussed. Apparently it is not possible to use cables as there is no power source, no viable location for camera safety team, and a vehicle presence would slow traffic anyway. Councillor Engwell took the opportunity to ask about community safety input to planning re: footpath/cycleway along rear of Arlington Way. Quote from "Safe by Design" will be used in objection statement. Next SNAP Meeting to take place on Thu 28 Jun 18. The Chairman reported that the recent SNT newsletter, Bedingfield and Forest, made no mention of the break ins in Rushford and would therefore be raising this with the SNT Inspector.

c. **Rural**

Nothing to report

16. **Correspondence for information**

The Clerk reported following correspondence had been received:

- a. Email from Parishioner regarding rubbish
- b. Advertisement for a moped scheme from the Moped Charity
- c. Email from NCC regarding a second roadshow to take place in Diss
- d. Email from BDC regarding a review of local government ethical standards inviting responses.
- e. Email from NALC reference L10-17 entitled Data Protection Officer.

17. **Dates of Next Meetings**

Wednesday 9 May 18 at 1930 in the Kilverstone Estate Office: This meeting has been now cancelled and in its stead the following meetings will be held:

- 1830 – Annual Meeting of the Parish
- 1930 – AGM and PC Meeting.

Wednesday 13 Jun 18 at 1930 in the Kilverstone Estate Office (Full)

The meeting finished at 2030.

Minutes agreed:

A M Poulter OBE
Chairman

Date: