

**MINUTES of BRETtenham AND KILVERSTONE PARISH COUNCIL MEETING
be held at the KILVERSTONE ESTATE OFFICE
on Wednesday 21 November 2018 at 1930**

A minute silence was held to remember a recently deceased Parishioner who attended all PC meetings and was a very active member of the Parish.

1. Attendance

Apologies had been received and approved by the Chairman as follows:
Councillors Dawson and Herries

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

In attendance: Breckland Councillor Sam Chapman-Allan

2. Any Declared Matters of Urgent Business There were none.

3. Any Declarations of Interest There were none.

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

5. Matters Arising

a. **Arlington Way POS and Riverside Path** It was agreed at the last meeting to look at replacing the 2 dead trees either side of the bench at the POS; Vice Chairman has now received a quote from the POS maintenance contractor for this and for the routine grass cutting including the wildflower area and for maintenance of the Riverside Path as follows:

- 1) £105 for two replacement trees
- 2) £261 for next year's grass cutting including the wildflower area.
- 3) £414 for herbicide treatment and verge cutting

Vice Chairman to confirm details and exact amounts for the trees and whether or not they will require support and watering during the summer period. Invoices have now been received for this year's grass cutting, and riverside path maintenance which are both lower due to the exceptionally dry summer.

b. **Parish Partnership** The Vice Chairman confirmed that he had just about completed the Parish Partnership bid pro forma which will need to be submitted to NCC Highways by 7 December. A quote for the work from NCC Highways has been provided in the amount of £7,418.13, together with a specification for the path. A request for a second quote with another provider has now been submitted.

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

Treasurer's Account

Balance CF at 18 Sep 18 (Last Report): **£13,543.31**

Payments Out:

| | |
|--|-------------------------|
| Cheque No. 206: M Engwell Travel Expenses re SNAP Meeting | £13.50 |
| Cheque No. 207: SPC Printers A5 Leaflet for JNP | £50.00 |
| Cheque No. 208: Clerk Pay (Jul-Sep) | £508.00 |
| Cheque No. 209: M J Engwell Travel Expenses Planning Committee | £27.00 |
| Cheque No. 210: BHIB, Annual Insurance | £554.99 |
| Cheque No. 211: ICO, Data Protection Fee | £40.00 |
| Payments Out Subtotal: | <u>£1,193.49</u> |

Payments In:

Precept & Grant, Stage 2 Payment £2,451.00

Balance at 18 Nov 18 (Above cheque no. 211 not yet presented) **£14,800.82**

Business Instant Access Account

Balance at 9 Apr 18: (Last Statement. Exc. Interest) **£11,566.43**

Balance All Accounts at Nov 18: (Exc. interest as above) **£26,367.25**

- a. **Budget Preparations 2019/2020** The draft budget had been previously circulated and was discussed. There were 2 items of significant additional expenditure for the next financial year. An increase in POS maintenance due to some tree replacement and repairs to the boundary fence, and a possible Parish Partnership capital expenditure for a pedestrian footpath link from the existing footpath to connect with the Riverside Path entrance. Both these were discussed at the last meeting. Other

changes reflect likely inflationary increases of regular expenditure items. Of note, the proposed increase in Precept from £4900 to £5050 represents a 3% increase.

Reserves Of note is the reduction in the S106 reserve for the POS to account for past maintenance expenditure, noting the POS maintenance figure would need to be absorbed into the running costs once the reserve had been expended. It was agreed that the Community Facility reserve figure be increased by £1,000 with the aim of ensuring there would be sufficient money to contribute to the proposed new facilities in the SUE, to support the S106 contribution.

Running Costs It was agreed budget be reviewed in Jan 19 to enable the precept to be set once the FY 19/20 Precept information was to hand. It was also agreed that then PC should increase its precept over time to ensure its running costs could be met by the precept each year.

6. **Planning**

- a. 3PL/2017/0578/O - BRETENHAM: 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. This was refused at the Planning Committee meeting in October but it is still showing as 'undecided' on the BDC website. The Chairman agreed to follow this up following the rather unsatisfactory response to Vice Chairman's enquiry to BDC.
<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2017/0578/O>
- b. 3PL/2018/1310/LB – KILVERSTONE: To discuss replacement of damaged cobbled paving with reclaimed gault clay bricks. The PC supported this application.
<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2018/1310/LB>
- c. 3PL/2018/1315/HOU – BRETENHAM: To discuss Garden Room rear extension. PC agreed to respond with 'no comment'.
<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2018/1315/HOU>
- d. Emerging Local Plan – the examination remains open but the Hearings have concluded ,and are now closed, and examinations are underway. There will be a consultation in the New Year for the modifications which will cover, inter alia, the housing caps. Adoption of the new Local Plan estimated in the second half of 2019. <https://breckland.gov.uk/Emerginglocalplan>

7. **Thetford Community Governance Review.** At the most recent Sub Group meeting on 19 Oct 18 it was decided to recommend to the full BDC Council in December that the number of councillors for Thetford be increased by two; the new Thetford ward formed by the land to the south of the A11 and west of the A1075 be named New Saxon; and the current Brettenham and Kilverstone boundary remains unchanged.

8. **Joint Neighbourhood Plan Update** The Chairman reported that the plan had been examined and signed off by BDC but that there were still no [electronic] copies of the final version available. It was agreed to proceed to referendum in January provided sufficient copies of the agreed final version were available. The Chairman agreed to approach the Director of Place to try and expedite the production of the final version of

the JNP.

9. **Greater Thetford Development Partnership.** The next Board Meeting will be held on 27 Nov 18 Main issues remain Primary Care facilities and Cemetery provision. It is expected Norfolk Public Health will be represented to unlock the former and there are now 2 plots allocated for cemetery provision and Councillor Holmes-Smith has attended a short course on cemetery management and arrangements. Chairman agreed to update the PC at the next meeting.
10. **Highways Issues** It had been reported that there had now been 3 fatal accidents on the A1066 and the Chairman reported he had contacted the County Councillor for our Division. The Highways Authority had responded that some work will be implemented to reduce the inherent dangers on this road by cutting back trees and foliage to improve visibility and introduce some additional road markings but that double white lines and a speed limit are not envisaged. The PC considered this and agreed more should be done especially as there are numerous exit and entry points along the section between the Rushford bend and the road to West Harling. The Chairman agreed to approach NCC to press for more action to reduce the risk along this dangerous section of the A1066.

The PC Village signs are in need of repainting/restoring but it has proven difficult to find a suitable sign painter so far. The search for a suitable contractor continues and Shadwell Estate has kindly agreed to consider a repair to the brick and stone plinth to the Rushford sign.

The Chairman has also asked Highways to consider introducing stout wooden marker posts to the south of the triangle formed by C147 and Crabapple Lane to try and stop inconsiderate drivers of large vehicles driving over it.

11. **Kilverstone Alms Houses**

a. Financial Update

| | |
|--------------------------------|-------------------|
| Balance brought forward | £ 7,893.23 |
| Expenditure | |
| Council tax | £ 259.75 |
| Data Protection | £ 40.00 |
| David Cutting | £ 450.00 |
| Kybird Builders | £17,075.00 |
| David Cutting (architect) | <u>£ 450.00</u> |
| Total | £23,434.75 |
| Income | |
| Rent 5 x £184 | £ 920.00 |
| CCLA | <u>£30,000.00</u> |
| Total | £30,920.00 |
| Balance at 18 Nov 18 | £ 7,893.23 |

Refurbishment of the second Alms House

The following was reported:

- 1) There is now a formed extension up to plate level and the truss roof is being fixed at present.
 - 2) Windows have been purchased, however, the delivered door was the wrong size and will be replaced, the windows are to be put in as the roof progresses.
 - 3) Internally the new wet room studwork is up and a new loft hatch is formed.
 - 4) There has been a slowing down of works due to the great work done on the war memorial by the same team, but works are now back on track.
 - 5) At the last meeting it was discussed whether the PC could ask The Almshouse Trust for a grant, however, it would appear that the PC does not qualify.
 - 6) The projected costs are as follows

| | |
|-----------------------|-------------------|
| <u>Invested money</u> | |
| CCLA | £75,794.08 |
| M & G | £ 3,179.60 |
| Cash in the bank | <u>£15,378.48</u> |
| Total | £94,232.16 |
| | |
| Refurbishment budget | £75,995.00 |
| Paid so far | <u>£22,685.00</u> |
| Remainder: | £53,310.00 |
 - 7) £40,922.16 is estimated as there will be additional costs for paving, fencing and a drive way.
 - 8) It was discussed to advertise the availability of this property to the catchment area and it was proposed and accepted that Councillor Holmes-Smith to approach the Breckland Housing department to find a suitable tenant. It was proposed and accepted to have a 'Fair Rent' Assessment of No. 2.
- b. **War Memorial** Refurbishment work on the memorial was just about complete for the hundred year anniversary of the Great War. Councillor Holmes-Smith reported that it had been decided to have a rededication service in the Spring to allow all those involved to attend. The estate will send out invitations in the New Year and it is hoped that as many as possible from the Parish council and the Parish will attend.

12. **Reports by Members**

- a. **Environmental and CPRE.** Nothing to report.
- b. **Community Safety** There has been no SNAP meeting since the last PC Meeting. However, the Chairman did raise a couple of issues with Stephen Askew recently, one of which was regarding the spate of accidents on the A1066. Vice Chairman will raise this at the next SNAP meeting, as well as the speeding checks in Rushford.
- c. **Rural.** Nothing to report

13. **Correspondence for information** The Clerk reported following correspondence had been received:

- a. Poster from the NHS advising on flu. Posted on website and noticeboards.
- b. Poster from Royal Mail advising on scammers. Posted on website and noticeboards.
- c. Email from East Harling PC requesting advice on Neighbourhood Plans. Clerk to respond to the email suggesting they contact the Chairman.

14. **AOB**

- a. Litter picking was suggested. Clerk to contact council to request kits as well as collection of any rubbish collected.

15. **Dates of Next Meetings**

Wednesday 19 Dec 18 at 1930 in the Kilverstone Estate Office (Provisional)
Wednesday 16 Jan 19 at 1930 in the Kilverstone Estate Office (Full)

The meeting finished at 2045.

Minutes agreed:

A M Poulter OBE
Chairman

Date: