

**MINUTES of BRETtenham AND KILVERSTONE PARISH COUNCIL MEETING**  
**held at the KILVERSTONE ESTATE OFFICE**  
**on Wednesday 24 April 2019 at 1930**

**1. Attendance**

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

The following were in attendance:  
 Mrs C Herries, Internal Auditor  
 Councillor Sam Chapman-Allan, Breckland District Councillor – Forest Ward

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

**3. Any Declarations of Interest** Councillor Herries declared an interest in item 8a, Councillor Wright declared an interest in item 8b and the Chairman declared an interest in item 8d.

**4. Minutes of Meeting 12 Mar 19** These had been circulated previously, were agreed and duly signed by the Chairman.

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

**6. Financial Report**

a. The Clerk reported the state of the PC's finances and transactions:

<b>Treasurer's Account</b>	-
<b>Balance CF at 12 Mar 19 (Last Report):</b>	<b>£12,737.86</b>
<b>Payments Out:</b>	
Cheque No. 226: Payment to Clerk for 2nd Class stamps	£ 6.96
Cheque No. 227: NALC Annual Subscription, hosting website.	£ 150.24
Cheque No. 228: Payment to NCC for Parish Partnership bid	£ 3,709.00
Cheque No. 229: AMP Travel Claim	£ 27.00
Cheque No. 230: Clerk Pay Jan-Mar 19	£ 406.80 *
<b>Payments Out Subtotal:</b>	<b>£ 4,300.00</b>

\* clerk pay to be included in Annual Account 18-19 - cheque not yet paid in.

<b>Payments In:</b>	
Precept	£ 2,572.50
<b>Balance at 12 Apr 19</b>	<b>£11,010.36</b>

**Business Instant Access Account**

<b>Balance at 9 Apr 19 (Last statement)</b>	<b>£11,572.21</b>
Including 1 year's interest.	

**Balance All Accounts at Apr 19: (interest as above) £22,582.57**

- b. Annual Accounts, Asset Register and audit arrangements** The Clerk reported that the draft Annual Accounts had been prepared and circulated after being agreed with the internal auditor. The Annual Governance and Accountability Returns (AGAR) Form has been printed and these will be completed by the Clerk and audited by the Internal Audit after the Annual Accounts have been agreed and approved. The Asset Register has been checked and remains unchanged. Timeline for audit and publication of result to be circulated once confirmed by the clerk.

The Chairman then asked that the Annual Accounts be agreed. Councillor Herries proposed and Councillor Engwell seconded a motion that the Annual Accounts be agreed. This was agreed unanimously.

**Resolved:** The Annual Accounts for FY 2018/19 agreed

- c. Repair and Maintenance of the Arlington Way POS Fencing** The Vice Chairman reported that the repair still had to take place of the fencing, but expressed the hope that this should take place in the near future. Further damage to the fencing was reported and it was proposed and accepted that the damaged fencing near the bungalows be removed and hedge planted. Vice Chairman to action.
- d. Consider (re)draft: Financial Regulation, Financial Standing Orders, Financial Instructions, Duties of RFO and Internal Controls.** The Clerk reported that these documents had been prepared with the assistance of the Vice Chairman but that they still required further work to enable them to be agreed at the Annual Parish Council Meeting. RFO to re-circulate and confirm with NALC protocols with respect to adjusting the Financial Regulations.

- 7. Annual Report** The draft Annual Report had been circulated and the Chairman then asked that the Annual Report be agreed. Councillor Dawson proposed and Councillor Wright seconded a motion that the Annual Report be agreed. This was agreed unanimously.

**Resolved:** The Annual Report for FY 2018/19.

## **8. Planning**

- a. 3PL/2017/0578/O - BRETtenham:** 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 application was refused by the Planning Committee. However, the PC's complaint, sent on 19 Feb 19 has still to be answered. It has been hastened and remains outstanding.

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

- b. 3PL/2019/0161/VAR – BRETtenham:** The Variation of Condition No 2 & removal of condition 3 on 3PL/2017/0199/F (Change of use to equine use and erection of two new yards including dwelling & garage, barns, horse walker & access roads). This has been approved.

<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2019/0161/VAR>

- c. Breckland Local Plan –** The update and Main Modifications 18, 119 and 148 were discussed and considered. The main issues being the Special Protection Area and

HOU 5. The Chairman would draft a further letter to the PC's response to the main modifications for the 3 items 18, 119 and 148. The Vice Chairman would discuss the SPA issue with BTO with a view to BTO sending a separate response.

<https://breckland.gov.uk/article/10585/Consultation-on-the-Main-Modifications-to-the-Local-Plan>

- d. 3PL/219/0283/VAR – BRETtenham (Plane Tree House Rushford) – Variation of conditions no.2 and no.13 to replace wide dormer with reduced width dormer to omit cat slide roofs and substitute gable dormer roofs and to change external cladding to the dormers from vertically hung to UPVC cladding was discussed. PC agreed to respond with 'No Comment'.  
<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2019/0283/VAR&from=planningSearch>

9. **Greater Thetford Development Partnership.** The meeting took place on 20 Mar 19 and the Chairman reported that the main issues remain Primary Care and power. The Chairman had attended a meeting with the Developer and an expert on NHS facility provision to formulate a possible way forward to deliver a new NHS surgery to cater for the anticipated population of the SUE. The Board Chairman had agreed to a further meeting, which he would attend, and include the senior partners of the 2 local surgeries. In parallel, the Board will pursue the provision through the Director of Public Health. The Board next meets in closed session in June and the Community Sub Group has yet to fill all its places and identify a Chairman.
10. **GDPR Documents** The GDPR Documents had been circulated and were agreed. To be adopted at the next meeting.
11. **Highways Issues Update** Cheque and form for the Partnership Bid have been sent to NCC and acknowledged. The issue of two diseased and leaning trees was raised. Vice Chairman has had no response from Abbey Homes so had contacted Highways requesting help in resolving the issue of these dangerous trees close to the roadside. Mr David Jacklin, Highway Engineer at NCC Highways has drafted a letter to be sent to Abbey Homes. Clerk to contact Highways to enquire when the Rushford Bollards will be installed.
12. **Norfolk Waste Disposal Policy.** Views were invited and discussed. The possible correlation between being charged for waste disposal and fly-tipping was discussed. Generally agreed that the main object was to attempt to address the culture of fly-tipping and to educate the public about the correct disposal of waste. Councillor Dawson to draft a letter and circulate to the PC.

### 13. Kilverstone Alms Houses

#### a. Financial Update

<b>Balance brought forward</b>	<b>£16,143.66</b>
Expenditure	
Kybird Builders	£15,000.00
Kybird Builders	£14,682.17
Council Tax	£ 116.38
Total	<b>£29,798.55</b>
Income	
Funds	£30,000.00
Rent 4 x £184	£ 786.00
Total	<b>£30,786.00</b>

**Balance at 22 Apr 19**                      **£17,081.11**

b. **Refurbishment of the second Alms House**    The following was reported:  
It was agreed that fencing and hard standing is to be done identical to no. 1. The fencing will be done to known measurements and the rest will be a grassed area.

- (1) Bathroom awaits flooring and sanitary ware.
- (2) The porch will be built matching no. 1 plus some second fix internally.
- (3) It was proposed and accepted that another £4,000 will need to be with a view to complete building work in May.

**14. Reports by Members**

- a. **Environmental and CPRE.**            Nothing to report.
- b. **Community Safety**            Nothing further to report. Next SNAP meeting schedule for 25 June and the emphasis will be on anti-social behaviour in Attleborough as well as speeding generally.
- c. **Rural.**            Nothing to report

15. **May Elections**            The Clerk reported that the next elections were contested as eight candidates had been confirmed. The various documentation required after the next election have been prepared and will be brought in at the next meeting. The Clerk reported that the next Full meeting had to take place between Monday 13 and Tuesday 21 May. Clerk to circulate forms to be completed.

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

- Police Bedingfeld & Forest Newsletter for March, which has been added to the PC's website.
- Email from Clarke-Telecom inviting comment for the installation of a new telecom mast on the A11/A1075 roundabout. Clerk to circulate.

17. **Dates of next meetings** There being no other business, the PC agreed the following date:

Thursday 16 May 19 in the Kilverstone Estate Office

1830 – Annual Meeting of the Parish

1930 – AGM and PC Meeting.

Minutes agreed:

A M Poulter OBE

Chairman

Date: