

**MINUTES of BRETtenham AND KILVERSTONE PARISH COUNCIL MEETING**  
**be held at the KILVERSTONE ESTATE OFFICE**  
**on Wednesday 31 January 2018 at 1930**

**1. Attendance**

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

The following were present:

Councillors Poulter, Engwell, Dawson, Holmes-Smith, Wright.

The following was in attendance:

Mr B King, Chairman of Croxton Parish Council

Mr I Andrews, Vice Chairman of Croxton Parish Council

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**

a. The Chairman declared an interest in Item 9c.

b. Councillor Wright declared an interest in Item 9b.

**4. Minutes of Meeting 13 Dec 17**

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

**5. Matters Arising**

There were none.

**6. Financial Report**

**a. Financial Position & transactions**

**Balance CF at 20 Dec 17:**

**£ 15,258.36**

Payments Out:

Cheque No: 000181: R Dawson (Clerk Pay)	£ 322.50
Cheque No: 000182: Cheque cancelled	£ —
Cheque No: 000183: A M Poulter (Printer Paper)	£ 59.40
Cheque No: 000184: A M Poulter (Binders for JNP docs)	£ 11.98
Cheque No: 000185: SPC Printers (JNP docs printing)	£ 1,511.10*
Cheque No: 000186: TOP Garden Services (Path maint.)	£ 378.00**
Cheque No: 000187: TOP Garden Services (POS grass)	£ 261.00

Payments sub-total:

**£ 2,243.98**

\*This amount will be refunded by Breckland DC

\*\* 50% will be refunded by the BTO

Payments In:	None
<b>Balance at 31 Jan 18</b>	<b><u>£ 13,014.38</u></b>
<b>Business Instant Access Account</b>	
<b>Balance at 9 Jan 18: (Last statement)</b>	<b><u>£ 11,565.01</u></b>
<b>Balance All Accounts at 31 Jan 18:</b>	<b>£ 24,579.39</b>

**b. VAT Reclaim**

It was reported that the clerk had sent the VAT Reclaim to HMRC covering the period from May 2015 until 28 Feb 2017. The amount claimed was £736.

**7. 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. Highways issue with respect to the Entrance. No committee date available yet.  
<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2017/0578/O>
- b. 3PL/2017/0199/F - BRETENHAM: No update 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 proposal for the building of a new house on the land adjacent to Plane Tree House, Spaldings, Chair Hill, Rushford IP24 2SF has been refused on the grounds of lack of a bus stop. Applicant to appeal. Councillor Engwell expressed his disappointment that the application had been refused on the basis that there was no bus service at Rushford. This reason for refusal was unreasonable as it meant that any village without an existing bus service could not have any small scale development of the sort needed for our villages to thrive. He also expressed disappointment that the PC's endorsement of the application had not been acknowledged or taken into consideration by the planning officer. The meeting was in general agreement with these sentiments.  
<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2017/1430/F>
- d. 3PL/2017/1576/D – CROXTON: 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; this would mean the building of the first 343 houses.  
<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2017/1576/D>
- e. 3PL/2018/0008/F – SHADWELL: An decision with respect an appeal regarding a Horse Exerciser is being awaited.  
<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2018/0008/F>

- f. Emerging Local plan Update: Following consultation the plan is being updated and will be examined in April/May. <https://www.breckland.gov.uk/pre-submission-publication>

10. **Thetford Community Governance Review**

A bid by Thetford Council to take over the SUE to gain an extra four councillors. Presently out for consultation; PC was not included but was not mentioned. Leaflet drop was proposed and accepted. A discussion followed regarding the way forward. Brettenham & Kilverstone PC together with Croxton PC to write to BDC to oppose as it goes against JNP. The Chairman agreed to prepare a draft submission for consideration by Councillors.

<https://www.breckland.gov.uk/CGR-review-2018>

11. **Joint Neighbourhood Plan Update**

Website has been updated and will now go out for consultation on Friday 2 February until 16 March. Not all paperwork has been received back from Breckland. Follow up flyer to be designed ready for leaflet drop in order to inform parishes. Hard copies of the JNP papers are to be held for public perusal at Kilverstone, Brettenham and Thetford Library.

12. **Greater Thetford Development Partnership**

The Director Public Health to be asked in April on his opinion. Board will next meet on 16 Feb. Chairman is Councillor Chapman-Allen, Vice Chairman is Chairman Poulter.

13. **Kilverstone Alms Houses**

a. **Financial Report**

Balance brought forward	£ 6,664.83
Expenditure	
Council tax	£ 21.68
Total	£ 21.68
Income	
Rent	£ 184.00
	£ 184.00
	£ 184.00
M and G	<u>£ 36.21</u>
Total	£ 588.21
Balance at 23/01/2018	£ 7,231.36
For information the invested monies as follows	
M and G	£ 3,227.76
CCLA	£102,683.02
Total including bank cash	£113,142.14

b. **Almshouse Report**

The following was reported:

- Council tax relief for both properties has now been credited to our account hence the small sum in the figures.
- As discussed in the last meeting further contact with the builders has been made and finding an architect has been slow.
- Therefore progress has not been as good as it could have been. The builders reportedly are busy until May/June but drawings and planning will be pushed to try to be the next project on their list.
- It is about this time of year that the management fee to the estate is due and it was proposed and accepted that this continues at last year's rate of £600 including VAT.
- Insurance is also due at about £450 but this is to be confirmed.

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

Advice to PCs has been patchy and thin. Clerk to remain main person in charge of GDPR until further notice though an overseer may be appointed. Further instructions awaited.

15. **Reports by Members**

a. **Environmental and CPRE.** None to be reported.

b. **Community Safety.** PCSOs to be disbanded.

The following was reported regarding the most recent SNAP Meeting:

- One current PCSOs to be made a constable (not necessarily in our area).
- There will be a second beat manager.
- Numbers will be up in real terms by an extra 14 officers however there will be a time lapse for recruitment of up to a year.
- Thetford and Dereham enquiries offices to close.

Rushford speed enforcement

September 2017

6th	9 offences highest	44mph
14th	12 offences	44mph
26th	4 offences	38mph

October 2017

7th	10 offences	53mph
11th	6 offences	42mph

November 2017

1st	5 offences	
7th	7 offences	53mph
23rd	6 offences	49mph

December 2017

7th	4 offences	41mph
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Total offences 63

Changing of limits were discussed in general and it was noted that the approximate cost of a change to a limit is £6,000.

The Kilverstone and Brettenham road was to be prioritised for speeding over the period to the next meeting which will be 21st March at 11am.

- (1) C149 Brettenham Traffic Survey to be requested after road opens.
- (2) Rushford Speeding/traffic calming. PC to take advice from residents.

c. **Rural.** Nothing to report.

**16. Correspondence for information**

- Letter from Norfolk Constabulary outlining plans regarding PCSOs as per SNAP meeting (item 15b).
- Email from Breckland regarding litter picking scheme with equipment being made available in various location.

**17. Dates of Next Meetings**

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)

Wednesday 9 May 18 at 1930 in the Kilverstone Estate Office (Provisional for Urgent Matters only)

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: