

**ANNUAL MEETING of
BRETTENHAM AND KILVERSTONE PARISH COUNCIL
held at the
KILVERSTONE ESTATE OFFICE
on Wednesday 9 May 2018 at 1930**

1. **Election of Chairman and Vice Chairman**

The Chairman opened the meeting by welcomed everyone to this Annual Parish Council Meeting.

He then asked for nominations to take the chair of the Parish Council. Councillor Herries proposed and Councillor Brown seconded a motion that the Councillor Poulter be re-elected as Chairman and this was carried unanimously.

Resolved: Councillor A M Poulter OBE be re-elected Chairman for the year ensuing.

The Chairman then asked for nominations for Vice Chairman. Councillor Brown proposed and Councillor Wright seconded a motion that Councillor Engwell be re-elected as Vice Chairman and this was carried unanimously.

Resolved: Councillor M Engwell OBE be re-elected Vice Chairman for the year ensuing.

2. **Members Register of Interests**

The Chairman asked Councillors for their updated completed Notices of Interest, which would be submitted to Breckland District Council BDC for Democratic Services and used to update the register on its web site, with copies retained by the Council.

3. **Attendance** The following were present: Councillors Poulter, Engwell, Holmes-Smith, Wright, Herries and Dawson.

The following were in attendance: Mrs Carole Herries, Internal Auditor

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

5. **Any Declarations of Interest**

The Chairman declared an interest in item 14d.

6. **Minutes of Meeting of 18 Apr 18**

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

7. **Matters Arising**

a. **Appointment of new RFO**

The Chairman asked for the appointment of the new RFO. Councillor Herries proposed and Councillor Wright seconded a motion that the Clerk be elected as the new RFO and this was carried unanimously.

Resolved: The Clerk to take on responsibility as RFO.

b. **Riverside Path**

Councillor Engwell confirmed that the cost with regard to the Riverside Path would continue to be split evenly with the BTO.

11. **Annual Report and Accounts**

The Vice Chairman reported that, as previously mentioned at the previous meeting, the PC is an Exempt Authority as both income and expenditure are each below £25,000 per annum. The External Auditor has to be presented with the PC's Certificate of Exemption, to be found on page 3 of the Annual Return. The Vice Chairman then reported that the Annual Internal Audit has been completed and could be found at page 4 of the Annual Return. The next part is the completion of the Annual Governance Statement in which the PC confirm that there is a sound system of internal accounting controls, which can be found at page 5. Finally, the Accounting Statements for 2017/18 will need to be prepared. This is on page 6 of the Annual Return, and which now needs to be considered and approved, by resolution. Finally, after approval, the Chairman is required to sign the Accounting Statements.

It will then be necessary to publish a Notice of Public Rights & Publication of Unaudited Annual Governance & Accountability Return over a period which must include the first 10 working days of July, i.e. 2 to 13 July inclusive this year. In practice this means that public rights may be exercised at the earliest, between Monday 4 June and Friday 13 July 2018; and at the latest, between Monday 2 July and Friday 10 August 2018. In addition, the notice must be displayed the day before the inspection period commences. It was agreed that the Notice period would be 4 Jun to 13 Jul.

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

Resolved: The Annual Report for year to be adopted.

12. **Adopt Rules of Meeting**

The Clerk reported she had been advised that it would be beneficial to adopt Rules of Meeting. It was proposed and accepted that she prepare a draft for circulation as soon as it was feasible.

13. **Adopt GDPR Policy and Appointment of DPO**

It was then proposed that the Clerk be appointed Data Protection Officer for the PC. Councillor Engwell proposed and Councillor Wright seconded. This was agreed unanimously.

Resolved: The Clerk be appointed DPO.

The Chairman reported that the Clerk had circulated the new GDPR and accompanying Publication Policy, prepared by the ICO's Office in preparation for the new rules on 25 May. He then asked that it be agreed. Councillor Engwell proposed and Councillor Wright seconded a motion that the GDPR and Publications Policies be adopted. This was agreed unanimously.

Resolved: The GDPR and Publication Policies be adopted and reviewed the following year.

The Chairman then reported that further policies and a statement of commitment would be circulated for approval for the next meeting in line with GDPR.

14. **Planning**

a. 3PL/2017/0578/O - BRETENHAM: The Chairman reported no further update was available on the outline application.

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

b. 3PL/2017/1576/D – CROXTON: The Chairman reported that no further update was available on the application, but that comments had been submitted.

<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2017/1576/D>

- c. 3PL/2018/0327 – TREBLE CLEF, RUSHFORD ROAD: The Chairman reported that this has been approved.
<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2018/0327/VAR>
- d. 3PL/2018/0453/F – PLANE TREE HOUSE SPALDING CHAIR HILL, RUSHFORD: The Vice Chairman took the Chair and reported that the proposal on the increase of the bungalow's footprint had been re-submitted. The revised Planning Application did not greatly differ from the original other than the foot print being somewhat smaller. It was proposed and accepted that the Vice Chairman submit similar comments as previously, and to circulate these to councillors for comment before submission.
<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2018/0453/F>
- e. Emerging Local Plan – The Chairman reported that the this had been the first week of examinations and the plan had been returned to Breckland for answers.
<http://www.breckland.gov.uk/Emerging-Local-Plan>

15. **GTDP**

The Chairman reported that no other update was available. The date for the next meeting has not yet been sent. Flyers were reported ready and are to be distributed throughout parishes.

16. **JNP**

It was reported that an Examiner has now been appointed who has submitted preliminary questions to the 2 PCs and BDC which will be considered and answers proposed after which they will be shown on the various web sites.

17. **Kilverstone Alms Houses**

a. **Update**

There have been no significant changes to the finances as reported last meeting apart from the usual rent income and two cheques out, one for estate management fees and one (annually) for the Almshouse trust. A full report will be presented at the next scheduled meeting.

b. **Refurbishment of houses**

Surveyors have been instructed but can only attend at the earliest in July, unless they have a cancelation.

18. **Reports by Members**

a. **Environmental and CPRE**

Nothing to report.

b. **Community Safety**

Attleborough to be included on the regular newsletter as well as instructions on how to report a crime online.

c. **Rural**

Nothing to report.

19. **Correspondence**

The following correspondence was reported:

- a. Letter from Calor Gas regarding a new funding scheme.
- b. Letter from UEA regarding courses for over 21s.
- c. Poster regarding an Evening with the Clergy for 11 May.
- d. Letter from Tower Mint regarding Royal Wedding commemorative medals for schools and councils.

All items except Poster to be placed on the Website.

20. **Dates of Next Meeting**

Wednesday 13 Jun 18 at 1930 in the Kilverstone Estate Office (Provisional)
Tuesday 17 Jul 18 at 1930 in the Kilverstone Estate Office (Full)
Wednesday 22 Aug 18 at 1930 in the Kilverstone Estate Office (Provisional)

Minutes agreed:

A M Poulter OBE
Chairman

Date: