

MINUTES of BRETtenham AND KILVERSTONE PARISH COUNCIL MEETING
be held at the KILVERSTONE ESTATE OFFICE
on Wednesday 16 January 2019 at 1930

1. **Attendance** The following were present:
Councillors Poulter, Engwell, Wright, Dawson, Herries, Holmes-Smith and Brown
2. **Any Declared Matters of Urgent Business** There were none.
3. **Any Declarations of Interest** Councillor Herries declared an in interest in item 7a.
4. **Minutes of Annual Meeting 21 November 18** These had been circulated previously, were agreed and duly signed by the Chairman.
5. **Matters Arising**
 - a. **Knettishall Heath** Charlie McMurray from Knettishall Heath briefed the PC that they would be trialling Bagot goats on the heath for two years. They do not need fencing in as they are free ranging. The decision was made to bring the goats in as most of the work on the heath is cutting back birch saplings and then killing them with chemicals, which was not considered ideal. Goats would take care of any birch saplings, therefore minimising the work and the need for chemicals. The goats are considered low risk to the public, dogs and traffic. They are not inclined to flee therefore would not be arouse the hunter instinct in dogs. The only other possible concern reported was anti-social behaviour, but as the goats are by nature quite shy, this was deemed unlikely. On 9th February a drop-in session will take place for the public and a flyer to advertise this will be placed on the PC website. Due to funding no other ponies are planned, but this may change.
 - b. **Arlington Way POS** The Vice Chairman reported that he has requested quotes for the repair of the fencing surrounding the POS but had not yet had replies.
 - c. **Parish Partnership** The Vice Chairman reminded councilors that the PC had been given a quote of £7,418.13, together with a specification for the path, and that he had requested a further quote from the contractor who had built the Riverside Path. NCC Highways, had implied that a part of the Parish Partnership scheme was that we should use the NCC contractor. However, the PC's Financial Regulations require us to get alternative quotes.
6. **Financial Report**
 - a. The Clerk reported the state of the PC's finances and transactions

Treasurers Account

Balance BF at 18 Sep 18 (last report) £14,800.82

Payments Out:

Cheque No. 212: AM Poulter (Printer Paper) £39.13

Cheque No. 213: Top Garden Services (Riverside Path) £252.00

Cheque No. 214: Top Garden Services (POS Grass Cutting)	£108.00
Cheque No. 215: SPC Printers (JNP Booklets v1)**	£198.00
Cheque No. 216: SPC Printers (JNP Booklets Final)	£174.24
Cheque No. 217: SPC Printers (JNP Referendum Flyers)	£50.00
Cheque No. 218: R Dawson (Clerk Pay and Expenses Oct-Dec)	£488.30
Payments Out Subtotal:	<u>£1,309.67</u>

**Incorrect Version

Payments In:

None £0.00

Balance at 16 Jan 19 £13,491.15

Business Instant Access Account

Balance at 9 Apr 18 (Last statement) **£11,566.43**

Balance All Accounts at Jan 19: (Exc. interest as above) £25,057.58

- a. **Budget Preparations 2019/2020** The draft budget had been previously, circulated and was agreed with the following adjustment to the Precept request.
- b. **Precept** The Vice Chairman outlined several alternative levels of precept of 5%, 10% and 15%. The Chairman then outlined his concerns that the Council was continuing to set deficit budgets and then using capital to make up any shortfall. He went on to recommend the Council starts the process to remedy this with the aim of reaching a balanced budget so any surpluses could be added to the reserves for use when the development of the SUE is further forward and funding is needed to support the development of community facilities. This was agreed. The Vice Chairman then proposed to set the precept at £5,145 (a 5% increase on last year) to move toward a non-deficit budget, seconded by Councillor Dawson and unanimously agreed.

Resolved: to set a precept for financial year 2019/20 of £5,145

c. **Financial Regulations**

The first draft of the new Financial Regulations has been prepared and will need to be further reviewed at the Annual Meeting in May. The Chairman requested comments and inputs from councillors.

The Chairman then proposed that the Clerk be added as a signatory to the bank accounts.

7. 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 considered by the Planning Committee at its meeting on 1 Oct 18 and the application refused. This decision was ratified by Full Council on 25 Oct 18. However, the planning portal still showed the application as undecided, despite several queries by the PC and several parishioners. In December, mitigation measures for the loss of some 90 Scots pines protected by TPOs was submitted by the applicant and this was published by the LPA for consultation by 20 Jan 19.

The PC considered this new information and agreed that the proposed mitigation measures did not mitigate the loss because the protected trees were mature and any new trees would take years to reach the same maturity. Moreover, this mitigation was an attempt to circumvent the TPOs and thus would defeat the purpose of the orders. In addition, it is difficult to understand the logic of mitigating the loss of trees on the A1088 with some on the A1066. In addition, the development also infringed Policy 3 of the Joint Neighbourhood Plan. In view of this the PC agreed to continue to object to the application and send a letter to the Chairman of the Planning Committee, copied to other interested officers and members, outlining its opposition to the application and building on its statement up to the time of the Planning Committee meeting last October.

The Vice Chairman then outlined his view that the planning application had been mishandled and that a formal complaint letter should be submitted to Breckland District Council. This was agreed. The Chairman and Vice Chairman agreed to draft such a letter and circulate it for comment/agreement.

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

- c. **3PL/2018/0897/HOU – KILVERSTONE:** to update the proposed single storey extension & alterations. This was reported as approved.
<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2018/0897/>
 - d. **3PL/2018/1548/HOU – BRETENHAM:** To discuss single storey extension to No. 2. The planning application was discussed and it was proposed that the Clerk submit the PC's comment as 'No Comment' on the website.
<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2018/1548/>
 - e. **3PL/2018/1549/HOU – BRETENHAM:** To discuss single storey extension to No. 1. The planning application was discussed and it was proposed that the Clerk submit the PC's comment as 'No Comment' on the website.
<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2018/1549/>
 - f. **FCE REG 01 dated 27 Nov 18** Application to the Forestry Commission for tree felling on Brettenham Heath. The tree felling/planting application was discussed and the Clerk agreed to contact the Forestry Commission to verify whether a response is expected. If so, the PC's response will be 'No Comment'.
 - g. **Emerging Local Plan** – The council is now preparing for the final consultation and is expected to be implemented by the end of the year or possibly the start of 2020.
<https://breckland.gov.uk/Emerginglocalplan>
8. **Joint Neighbourhood Plan Update** The Chairman reported that the Referendum had passed with a 31% turnout, with 90% voting in favour. There will be a BDC Full Council meeting held on the 24th January at 10.00am, to be attended by the Vice Chairman.

The PC agreed to seek recompense for the printing of the incorrect JNPs issued for the referendum by BDC.

9. **Greater Thetford Development Partnership.** After attending the Board Meeting held on 27 Nov 18. Two candidates have been interviewed for the 4 places on the CSG, which is meeting at the same time as this PC meeting. It was then proposed that PC recommend that the CSG should have an appropriate and relevant agenda.

10. **GDPR Documents** The Clerk reminded the PC she had attended a course on GDPR and had updated some of the PCs documents. It was agreed to review these in conjunction with those already adopted by the PC with a view to adopting them at the Annual meeting.

11. **Highways Issues**

- a. **A1066** Tree to be felled at the north end of Nursery lane and vegetation to be removed on 3 km the stretch to the east of the Rushford bend. The double white lines at the junction into Rushford and double white lines to be extended to 140M but no additional double white lines would be made on this stretch are planned . The signs on the Rushford bend will be moved to improve sight lines at the junction. The Chairman agreed to contact Highways to reconsider painting double white line on the other 2 bends. A new sign has been erected on the A1066 one road into Rushford but not the other. The sign is intended to deter HGVs from using the road. The Chairman will press for similar signage at the north end of Nursery lane.
- b. **C149** It was reported that Highways had agreed to install 3 hard wood posts at the oblique cross roads in Rushford but at the PC's expenses. Highways to be asked for a quote to undertake thus work.

12. **Kilverstone Alms Houses**

a. Financial Update

Balance brought forward	£15,378.48
Expenditure	
Council tax	£ 260.00
Kybird Builders	£ 10,115.00
National Association of Almshouses	<u>£ 133.00</u>
Total	£ 10,508.00
Income	
Rent 4 x £184	£ 736.00
M&G	<u>£ 36.21</u>
Total	£ 772.21
Balance at 10 Jan 19	£ 5,642.69

The 2017/18 finance figures have been submitted to the Charities commission. These were examined by the internal auditor in July and presented to the PC.

b. **Refurbishment of the second Alms House** The following was reported:

- i. Following the Christmas break, building has now recommenced and the roof is almost completely tiled. Much of the carcass electrics are done and insulation laid prior to concrete screed which should be poured on 17 Jan 19.

- ii. The required form to transfer the necessary funds from the PC's investments in order to complete the project have been completed and will leave the PC with some funds in the current account. Approval will be sought for any other items.

13. Reports by Members

- a. **Environmental and CPRE.** Nothing to report.
- b. **Community Safety** The Vice Chairman stated that he had attended the SNAP meeting on 27 Nov18. He had raised the road safety issues of the A1066 and had asked for support. It was pointed out that it is Thetford and not Attleborough that covers the A1066. However, Norfolk Fire and rescue may be also able to advise. Having asked for more information on speed checks in Rushford, it was stated that these took place regularly, but there was not a regular police presence. The potential problem of the school bus stopping at the junction of Castle St and Arlington Way was raised, but was advised that it is not a police matter as no laws are being broken. This problem seems now to have subsided, but we will continue to monitor and consider an alternate stopping place along Arlington Way if the problem re-emerges. The next SNAP meeting is on Wed 7 Mar 19 at 1100 at Attleborough Town Hall
- c. **Rural.** Nothing to report except to note the ongoing fly-tipping.

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

- a. Poster warning about scammers issued by Norfolk Police.
- b. Email received from Norfolk County Council Highways Authority regarding a drainage ditch which is blocked on land near Manor Farm which seems to preclude effective drainage from the highway gullies. The Clerk to agreed to contact the Authority inform them who owns the land on which the ditch is sited and forward email to Councillor Wright.

15. Dates of next meetings There being no other business, the PC agreed the following dates:

Wednesday 13 Feb 19 at 1930 in the Kilverstone Estate Office (Provisional)
Wednesday 13 Mar 19 at 1930 in the Kilverstone Estate Office (Full)

The meeting finished at 2045.

Minutes agreed:

A M Poulter OBE
Chairman

Date: