

**ANNUAL MEETING of  
BRETTENHAM AND KILVERSTONE PARISH COUNCIL  
held at the  
KILVERSTONE ESTATE OFFICE  
on Wednesday 16 May 2019 at 1930**

1. **Election of Chairman and Vice Chairman** The Chairman opened the meeting by welcoming everyone to this Annual Parish Council Meeting.

He then asked for nominations to take the chair of the Parish Council. There being no other nominations, Councillor Dawson proposed and Councillor Wright seconded a motion that 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.

2. The Chairman then asked for nominations for Vice Chairman. There being no other nominations, Councillor Wright proposed and Councillor Dawson 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.

3. **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.

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

Apologies had been received and approved by the Chairman: Councillor Bick

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

6. **Any Declarations of Interest** There were none.

7. **Minutes of Meeting of 24 Apr 19, Annual Meeting of the Parishioners 9 May 18 and Annual Meeting of the Parish Council 9 May 18.**

These 3 sets of minutes had been circulated previously, were agreed and duly signed by the Chairman.

8. **Matters Arising**

- a. **Riverside Path** The Vice Chairman reported that the grass had been cut and the herbicide applied to the riverside path. The extension of the path connecting to the rest of Arlington Way has not yet been started.
- b. **PC complaint of LPA handling of 3PL/2017/0578/O** The Chairman reported that despite the three PC letters of complaint which had been sent to BDC, as the LPA, no real progress had been made about the handling of the planning application regarding the 115 houses. It was proposed and accepted that the Chairman write to the leader of the BDC.

9. **Appointment of Internal Auditor** Carole Herries having kindly agreed to remain as Internal Auditor, the Chairman proposed that Carole Herries be reappointed Internal Auditor for one more year and this was seconded by Councillor Wright and was agreed unanimously.

**Resolved:** Mrs Carole Herries to be reappointed as Internal Auditor for the year ensuing.

10. **Annual Review of Internal Controls** The Chairman reminded the PC of the steps it needed to take to ensure proper financial management was being applied. In addition to the ongoing revision of its financial Regulations, he reported the RFO and Internal Auditor had undertaken the annual review of internal controls and a of its, asked for the PC's agreement to the revised documents below:
- Internal Controls
  - Duties of the Responsible Finance Officer
  - Annual Review of the Effectiveness of Internal Audit
  - Annual Review of Internal Controls
  - Financial Standing Orders

They were then agreed, signed and are attached to these minutes. They will be shown on the PC web site.

11. **Financial Report** The Clerk reported as follows:

|  |                          |
|--|--------------------------|
| <b>Treasurer's Account</b>                                     |                          |
| <b>Balance CF at 24 Apr 19 (Last Report):</b>                  | <b><u>£11,010.36</u></b> |
| Payments Out:  |                          |
| Cheque No. 231: HMRC Clerk Income Tax                          | £44.40                   |
| Cheque No. 232: A M Poulter (reimbursement Fasthosts)          | £23.98                   |
| Cheque No. 233: Top Garden Services - Grass Cutting/weed spray | £99.00                   |
| Payments Out Subtotal:   | <b><u>£167.38</u></b>    |
| Payments In:   |                          |
| No Payments in   |                          |
| <b>Balance at 12 May 19</b>                                    | <b><u>£10,842.98</u></b> |
| <b>Business Instant Access Account</b>                         |                          |
| <b>Balance at 23 Apr 19 (Last statement)</b>                   | <b><u>£11,572.21</u></b> |
| <b>Balance All Accounts at May 19:</b>                         | <b><u>£22,415.19</u></b> |

12. **Annual Report** The Chairman reminded the PC that the Annual Report had been previously circulated and discussed at the last meeting and agreed. The Chairman then asked that the Annual Report be adopted. Councillor Wright proposed and Councillor Engwell seconded a motion that the Annual Report be adopted. This was agreed unanimously and the report is attached and is shown on the PC's web site.

**Resolved:** The Annual Report for year to be adopted.

13. **Adopt Annual Accounts** The PC is an Exempt Authority because both income and expenditure are each below £25,000 per annum. The External Auditor has been presented with the PC's Certificate of Exemption, to be found on page 3 of the Annual Return. The Clerk then reported that the Annual Internal Audit has been completed and could be found at page 4 of the Annual Return. The next part being 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; this has now been completed. Finally, the Accounting Statements for 2018/19 has now also been 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 and the Clerk are 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. 1 to 12 July inclusive this year. In practice, this means that public rights may be exercised at the earliest, between Monday 17 June and Friday 26 July 2019; and at the latest, between Monday 1 July and Friday 9 August 2019. In addition, the notice must be displayed the day before the inspection period commences. It was agreed that the Notice period would be the between 17 June and 26 July.

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

**Resolved:** The Annual Accounts for year to be adopted. (included in the Annual Report)

14. **Adopt GDPR Documents** The Chairman reported that the Clerk had circulated various GDPR documents prior to previous meetings, including a policy for the retention and disposal of documents which included a list. He then asked that it be agreed. Councillor Holmes-Smith proposed and Councillor Wright seconded. This was agreed unanimously.

**Resolved:** GDPR documents be adopted and placed on the website

15. **Planning**

- a. Local Plan Update – The Chairman reported that the PC comments on the three Main Modifications collated were submitted by the Clerk on behalf of the PC to Breckland.  
<https://breckland.gov.uk/article/10585/Consultation-on-the-Main-Modifications-to-the-Local-Plan>

16. **Greater Thetford Development Partnership** The Chairman reported that there was no new no other update.

17. **Kilverstone Alms Houses**

a. **Financial Update**

|                                |                   |
|--------------------------------|-------------------|
| <b>Balance brought forward</b> | <b>£17,081.11</b> |
| Expenditure                    |                   |
| Council Tax                    | <u>£ 115.00</u>   |
| Total                          | £17,196.11        |

Income  
Investments

|                                 |                       |
|---------------------------------|-----------------------|
| M&G at Jan 2019                 | £ 3,621.00            |
| CCLA at March 2019              | £28,166.23            |
| Rent 2 x £184                   | <u>£ 368.00</u>       |
| <br>Total                       | <br>£31,787.23        |
| <br><b>Balance at 16 May 19</b> | <br><b>£48,868.34</b> |

**b. Refurbishment of houses**

It was reported that the completion of the refurbishment was nearing. In addition, the following was reported:

- i) It was agreed at the last meeting that fencing and hard standing was to be done; this has now been completed together with the landscaping of the garden. The seeding of the grass will take place as soon as the heavy machinery is removed.
- ii) The bathroom flooring and sanitary ware are though some items outstanding due to essential alterations.
- iii) The Inspection Fee charged by Breckland has now been refunded.
- iv) Due to an injury sustained by one of the carpenters, means that unfortunately the porch is still being awaited, as well as another fix internally.
- v) Councillor Holmes-Smith to inform the Chairman of when the annual accounts are due.

**18. Reports by Members**

**a. Environmental and CPRE** Nothing to report.

**b. Community Safety** Nothing to report. The Chairman requested that a councillor attend the next SNAP meeting on 25 June. Contact details from PC Gilluley to be placed on the website and notice boards.

**c. Rural** Nothing to report.

**19. Correspondence** The following correspondence was reported:

- a. Exchange regarding the new Mast; a response was drafted, circulated, finalised and sent off essentially agreeing to the new mast but with a request that it be disguised as a tree. The response was that Croxton needed to be approached in order to agree, which they have. This will be reported to the GTDP.
- b. As previously reported, there have been three letters sent by the PC with respect to the Planning Complaint.
- c. The latest PC response to Councillor Askew regarding the SCRAP scheme.
- d. After discussion, it was agreed that a letter of thanks be drafted and sent out to outgoing councillors in order to thank them for their service.

**20. Dates of Next Meeting**

Wednesday 12 Jun 19 at 1930 in the Kilverstone Estate Office (Provisional)  
 Wednesday 17 Jul 19 at 1930 in the Kilverstone Estate Office (Full)

The meeting finished at 2045

Minutes agreed:

A M Poulter OBE  
Chairman

Date:

**Attachments:**

AR and Annual accounts

GDPR docs

Financial docs