

**MINUTES of BRETtenham AND KILVERSTONE PARISH COUNCIL MEETING**  
**Held by Zoom (due to Pandemic)**  
**on 28 July at 1900**

**1. Attendance**

The following were in attendance: Councillors Poulter, Engwell, Dawson and Hughes

Apologies were received and approved by the Chairman: Councillors Bick, Holmes-Stuart and Wright.

Also in attendance: Councillors Chapman-Allen and Kybird (BDC)

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

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

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

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

**6. Financial Report**

**Treasurer's Account**

**Balance CF at 22 Jan 20 (Last Report):** **£ 9,806.54**

Payments Out:

Cheque No. 255: Election Fees May 2019	£ 933.71
Cheque No. 256: Clerk Pay (Jan-Mar 20)	£ 497.40
Cheque No. 257: Clerk Tax	£ 39.20
Cheque No. 258: Cllr Bick Reimbursement for travel re SNAP mtgs	£ 27.00
Cheque No. 259: Top Garden Services grass cutting etc Apr	£ 81.00
Cheque No. 260: Parish Online Subscription	£ 36.00
Cheque No. 261: MCP re Kings' Lease	£ 1,074.00
Cheque No. 262: Clerk Reimbursement for Toner	£ 47.99
Cheque No. 263: Top Garden Services Grass cutting tc. May 20	£ 81.00
Cheque No. 264: Top Garden Services Grass cutting etc. June 20	£ 81.00
Cheque No. 265: Clerk Pay (Apr-Jun 20)	£ 483.80
Cheque No. 266: Clerk Tax	£ 39.20
Cheque No. 267: NALC Subscription 20/21	£ 192.72
<b>Payments Out Subtotal</b>	<b>£ 3,614.02</b>

Payments In:

MCP Refund from Mr & Mrs King re Lease	£ 895.00
<b>Payments In Subtotal</b>	<b>£ 895.00</b>

**Balance at 28 July 20** **£ 7,087.52**

**Business Instant Access Account**

**Balance at 28 July 20 (includes interest Jan-April 20)** **£ 11,578.01**

**Balance All Accounts at 28 July 20:** **£ 18,665.53**

## 7. Annual Accounts & AGAR Form

- a. **Annual Accounts** The Chairman reminded the PC that the Annual Accounts for FY 2019/20 had been previously circulated and asked that the Annual Accounts be adopted.

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

**Resolved:** The Annual Accounts for the year to be adopted.

- b. **Annual Governance and Accountability Return (AGAR) Form** The AGAR Form is completed annually by the PC and reflects the Financial Accounts for the previous year and requires the approval of an internal Auditor. The Clerk reported that the internal Auditor had inspected the documentation and had approved the AGAR Form and accounts and had signed the required page. The Chairman then asked that the AGAR Form be agreed.

Councillor Dawson proposed and Councillor Engwell seconded a motion that the AGAR Form be approved. This was agreed unanimously. Clerk and Chairman to sign Form which will be sent on the PKF Littlejohn

**Resolved:** The AGAR Form be approved for submission.

8. **Annual Report** Chairman reminded the PC that the Annual Report for FY 2019/20 had been previously circulated and he asked that the Annual Report be adopted. Councillor Engwell proposed and Councillor Dawson seconded a motion that the Annual Report be adopted. This was agreed unanimously.

**Resolved:** The Annual Report for the year FY 2019/20 to be adopted.

## 9. Planning

- a. **3PL/2020/0725/LB** – Hill gate Lodge, Kilverstone, single storey extension. Councillor Kybird was reported as having pecuniary interest. Comments were invited and after a brief discussion it was agreed that the PC would respond 'No Comment'.  
<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2020/0725/LB>

- b. **Local Plan** The Chairman reported having no updates but then invited Councillor Chapman-Allen, Leader of BDC to speak. The Leader confirmed the adopted Local Plan was to be reviewed to accommodate new legislation but that this will not affect the adopted Neighbourhood Plans. The public would be informed in writing about the process involved with preparing the new Local Plan. A Group has been formed to lead the review, comprising members from Thetford and Dereham and two further rural members. It was reiterated that this was not a decision-making group but a working group to cabinet. Timescale of completion between 4-5 years depending on whether there will be provision of extra resources and decisions will be taken in a timely manner. It was confirmed that this would not affect the development of the SUE. A hard copy on the final adopted Joint Croxton and B&K Neighbourhood plan is still awaited.

## 10. Greater Thetford Partnership

a/b The Chairman reported that the Group met three weeks ago and The Board Manager (Jack Weaver) is revising the objectives and making them into a Delivery Plan. To assist with this work, the Chairman invited each Board member to submit 3 strategic and 3 short term objectives. B&K PC offered 3 short term objectives.

- Place the A11/A14 improvements to allow traffic from Norwich to turn left to Felixstowe and vice versa in the appropriate 5 year Road Improvement Strategy (RIS).
- Place the improvements to the 5 ways junction at Mildenhall in the appropriate RIS.
- Identify the intended improvements planned for Ely Junction

The long-term objective submitted by the PC was to identify how the primary care facilities would be delivered and by whom for the SUE population. In the event, the following have been adopted:

### Short term:

- Provision of walking & cycling routes and associated infrastructure
- Improve the general attractiveness of the town centre
- Feed in to the new business case for Ely rail junction and explore early influencing opportunities

### Long term:

- Strategic infrastructure improvements
- Primary healthcare and access to health services
- 'Pop-up'/small retail units at 'Lower Market' (Carnegie Apron)

c. The Chairman reported the next draft "[Thetford Network Improvement Strategy](#)" has been published and still omits improvements to 5 Ways at Mildenhall and rail improvements, parking and access to Thetford Station. He went on to commend the [Norfolk Growth Prospectus](#), which can be found on the NCC website. It supports the vision to extend the Oxford/Cambridge economic corridor to Norwich.

## 11. Kilverstone Alms Houses

a. <b>Balance brought forward</b>	<b>£11,211.28</b>
Expenditure	
Almshouse Association	£ 140.00
Income	
Rent 6 x £184	£ 1,104.00
Rent 2 x £410.02	£ 820.04
M & G	<u>£ 28.97</u>
Total	£ 1,953.01

**Balance at 28 July20**

**£ 13,024.29**

b. It was reported that the heating controls were changed in no. 2 and is considered a success.

12. **Peddars Way** Peddars way is on the PC's eastern boundary and where it moves north from the Bridge Little Ouse River from Knettishall Heath, the path has been constricted by an 8' high fence and a live electric cable, 6" off the ground as an otter prevention. The path, in places, is now not suitable for wheel or push chairs and NCC is investigating the issues. In addition, this bridge at Blackwater over the Little Ouse River, is to be repaired by Suffolk CC in due course, which will add a 1½ mile diversion for walkers.

### 13. Reports by Members

- a. **Environmental and CPRE** Nothing to report.
- b. **Community Safety** The Chairman reported scrambling bike nuisance, mainly at weekends, seems to have migrated from Knettishall Heath to Rushford and Euston coming from Knettishall. The Chairman met the Police team dealing with this together with the Euston Estate Director to discuss the issue. It has also been reported that a new form of anti social behaviour has started at Knettishall Heath with drug misuse and sports car speeding and loud engine noise. It has also emerged that B&K is no longer part of the Attleborough Safer Neighbourhood Team and have been moved to the Thetford Team, although attendance at the Attleborough Safer Neighbourhood Action Panel is still considered appropriate. The Chairman agreed to discuss this with the local Policing Inspector.
- c. **Rural** Nothing to report.

14. **Correspondence for information** The Clerk reported that she had received an email from Breckland on how to report Drainage and Flooding incidents. To be placed on PC website.

### 15. Dates for next meetings

Clerk to approach all councillors on dates for provisional and full meetings.

The meeting finished at 19.32 hrs

Minutes agreed:

A M Poulter OBE  
Chairman

Date: