

**ANNUAL MEETING of  
BRETtenham AND KILVERSTONE PARISH COUNCIL  
Held by Zoom (due to Pandemic)  
on Tuesday 4 May 2021 at 1900**

**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. Councillor Dawson proposed and Councillor Engwell 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 Poulter 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.

It was recorded by the clerk that the newly appointed Chairman and Vice Chairman would bring and sign the documentation at the next meeting.

**2. Members Register of Interests**

The Clerk asked Councillors for any updates to their Notices of Interest. No changes were registered.

**3. Attendance** The following were present: Councillors Poulter, Engwell, Wright, Bick, Hughes and Dawson.

Apologies had been received and approved by the Chairman: Councillor Holmes-Smith

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

**5. Any Declarations of Interests** There were none.

**6. Minutes of the Meeting of 23 February 2021** These having been circulated previously were approved and will be signed at the next meeting.

**7. Matters Arising**

a. Village Signs – The clerk reported that the artist had enquired about collecting the signs and requested dates on which these could now be collected safely. Councillor Hughes and Poulter to inform the Clerk by when the signs will be ready for collection.

b. Councillors to arrange for individual notice boards to be inspected and make arrangements for their repair and refurbishment.

8. **Appointment of Internal Auditor** The Chairman proposed that Mrs Helen Carrier be appointed Internal Auditor and this was seconded by Councillor Dawson and agreed unanimously.

**Resolved:** Mrs Helen Carrier to be appointed as Internal Auditor.

9. **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 asked for the PC's agreement to the revised documents below:

- a. Internal Controls
- b. Duties of the Responsible Finance Officer
- c. Annual Review of the Effectiveness of Internal Audit
- d. Annual Review of Internal Controls
- e. Financial Standing Orders

They were then agreed, and will be signed and attached to these minutes at the next meeting upon approval by the internal auditor. They will be then be shown on the PC web site.

## 10. Financial Report

### Treasurer's Account

|                                     |                   |
|-------------------------------------|-------------------|
| Balance CF at 23 Feb (Last Report): | <b>£ 9,127.79</b> |
|-------------------------------------|-------------------|

#### Payments Out:

|   |                |
|---|----------------|
| Cheque No. 284: Void                          | £ -            |
| Cheque No. 285: AM Poulter Zoom Invoices      | £ 57.56        |
| Cheque No. 286: NALC Subscription             | £ 192.72       |
| Cheque No. 287: R Dawson Jan-Mar 21 Clerk Pay | £ 496.40       |
| Cheque No. 288: HMRC, Clerk Tax               | <u>£ 39.20</u> |
| Payments Out Subtotal                         | £ 785.88       |

#### Payments In:

|                      |                   |
|----------------------|-------------------|
| Precept              | £ 2,850.00        |
| Payments In Subtotal | <u>£ 2,850.00</u> |

|                            |                    |
|----------------------------|--------------------|
| <b>Balance at 4 May 21</b> | <b>£ 11,191.95</b> |
|----------------------------|--------------------|

### Business Instant Access Account

|   |                    |
|---|--------------------|
| <b>Balance at 4 May 21 (includes interest Mar &amp; April 21)</b> | <b>£ 11,580.65</b> |
|---|--------------------|

|  |                           |
|--|---------------------------|
| <b>Balance All Accounts at 4 May 21:</b> | <b><u>£ 22,772.56</u></b> |
|--|---------------------------|

11. **Annual Report and Annual Accounts** The Chairman reminded the PC that the Annual Report had been previously circulated. He went to say that the report was not yet ready for agreement as Community Safety needed to be completed and include a comment about need to increase reserves to be ready to support the building of community facilities in the SUE development in Kilverstone. He then asked that, once this was done, the report could be agreed out of committee in time to be presented at the APM. This was agreed.

The Accounts were agreed, subject to the assets and reserves being shown, and included in the Annual Report. The Chairman then asked that the Annual Accounts be agreed, subject to the inclusion. 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. (to be included in the Annual Report).

## 11. Planning

- a. **3OB/2020/0037/OB: Variation of Planning Obligation regarding affordable housing on 3PL/2011/0805/O**  
<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3OB/2020/0037/OB>: After discussion and agreement it was decided that a suitable response was to be discussed by Chairman and Vice Chairman.
- b. Local plan update: Councillor Kybird reported that although work is proceeding, next planning committee should have a clearer update.

Two queries on Joint Neighbourhood plan were put to councillor Kybird who will look into providing answers.

## 12. Local Government Boundary Commission consultation on the new proposed NCC divisions

Councillor Askew reported that the proposal had gone through councillor meetings and the Boundary Commission's recommendations were due to be released on 11 May 2021.

14. **Greater Thetford Partnership** It was reported that last meeting seemed positive but there is still no overall programme plan. The Partnership has 6 objectives and some 30 sub objectives but these exclude the build programme of 5,000 new homes and the release of S106 money. Moreover, the current 30 objectives are a mix of outputs and outcomes and these need to be rationalized into things which can be delivered and the outcomes [hopefully benefits and not dis-benefits] which should be realized.

There are also some major infrastructure projects still need to be progressed, such as the A11/A14 junction to allow traffic to head into East Anglia or to Felixstowe from East Anglia. The shortage of primary care provision is being addressed but no long term solution has yet been identified. While the Healthy Living Centre in Thetford is underutilised, it could be made to provide more care but it will not cater for the anticipated 12,000 additional patients associated with the SUE and the additional shortages in the

area will exacerbate the problem. It is clear a new build surgery will be required but the Section 106 allocation of £172,000 (NHS) is clearly insufficient although there is land allocated in the SUE (in Kilverstone). It may be possible to obtain agreement with us regarding the £1.2m stipulated for a new library compared to £70M but negotiation would be required between the Partnership and developer. At the end of the day, the responsibility for primary care facility provision rests with NHS Midlands and East. Councillor Chapman-Allen acknowledged the efforts of the PC with respect to essential services but further conversations are needed for the Thetford Regeneration and Rejuvenation.

### 13. Kilverstone Alms Houses

|    |                                |                   |
|----|--------------------------------|-------------------|
| a. | <b>Balance brought forward</b> | <b>£18,462.23</b> |
|    | Expenditure                    | 0.00              |
|    | Income                         |                   |
|    | M and G                        | £ 28.97           |
|    | Rent 1                         | £ 820.04          |
|    | Rent 2                         | £ <u>736.00</u>   |
|    | Total                          | £ 1,584.11        |
|    | <b>Balance at May 21</b>       | <b>£20,047.24</b> |

**Savings held with M & G £ 3,027.88**

**Savings held with CCLA £35,017.11**

- b.
- Following an unprecedented year the normality of day to day oversight of the Almshouses will hopefully be able to resume. The Almshouses continue to provide modern housing for the two beneficiaries.
  - Small maintenance issues have been dealt with, even in difficult situations and thanks was expressed to Kybird Builders for continued support. Robert Kybird registered an interest.
  - The finances are in a reasonable state and should withstand unforeseen upkeep demands. The continued aim of the trust must be to provide further houses if possible. Further expansion of local housing will give more impetus for this with hopefully access to grants and donations.

### 14. Peddars Way

No further updates but a reminder, in light of the electric fence wire on the Peddars Way public footpath north of the Blackwater at Knettishall Heath, NCC has conducted a risk assessment but the situation was not deemed unsafe as it is not specifically illegal. It is, however, dangerous and several reports of shocks to dogs have been received. Some 30 complaints have been received and the Knettishall Heath Warden has been asked to collate a list of new complaints.

### 15. Reports by Members

- a. **Environmental and CPRE** Nothing to report
- b. **Community Safety** More increased reports on speeding.
- c. **Rural** There is more road kill, particularly pheasants, on the roads currently.

16. **Correspondence for information**

- a. New newsletter and further road works were reported and placed on the website.

17. **Dates for next meeting**

Tuesday 22 June at 1900hrs – Venue to be confirmed

The meeting finished at 1958hrs

Minutes agreed:



A M Poulter OBE  
Chairman

Date: 11 May 21