

MINUTES of BRETtenham AND KILVERSTONE PARISH COUNCIL MEETING
held at the KILVERSTONE ESTATE OFFICE
on Wednesday 13th April 2022 at 1900

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

Apologies were received and approved by the Chairman: Councillor Wright
2. **Any Declared Matters of Urgent Business** There were none.
3. **Any Declarations of Interest** Councillor Exton declared an interest in item 8c.
4. **Minutes of the Meeting** These had been circulated previously, were agreed and duly signed by the Chairman.
5. **Matters Arising** There were none.

6. **Financial Report**
a. The following was reported:

Treasurer's Account

Balance CF at 8 Feb (Last Report):	£	9,677.11
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Payments Out:

Chq 313: Clerk Remuneration (Oct-Dec 21)	£	494.80
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Chq 314: Clerk Tax (Oct-Dec)	£	41.80
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	£	<u>536.60</u>
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Payments In:

Breckland Precept	£	3,000.00
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	£	<u>3,000.00</u>
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Balance at 13 April 2022		£12,140.51
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Business Instant Access Account

Balance at 13 April (includes interest Feb & Mar)	£	<u>11,581.73</u>
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Balance All Accounts at 13 April 2022	£	<u>23,722.24</u>
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- b. **End of Year Position/Annual Accounts** The clerk reported the PC was in a good position and that the Year End Accounts were almost finalized and was just waiting on details before finalizing. She said that the report would be circulated the following week once all final figures were obtained.
- c. **Audit Arrangements** It was reported that the current Internal Auditor, Helen Carrier, had taken another position and was not going to be taking on any internal audits. The Clerk then reported that she had contacted another clerk, Ms Sonya Blythe, who took on other PCs internal audit as she was qualified and said that Ms Blythe had confirmed that she would be happy to carry out the internal audit for the PC for a fee of £40. After a brief discussion it was unanimously agreed to name Ms Blythe the Internal Auditor for the year ending 2021/22.

It was then mentioned that the PC had been selected as one of the required 5% sample of those requiring an intermediate review of the accounts rather than the basic review. The clerk reassured the PC that accounts would be completed and audited as per every year and an exemption certificate would be applied for as usual. The only difference this year would mean that the accounts would be under closer scrutiny than previous years, but this was not a cause for concern.

- 7. **Annual Report & Meeting** It was reported that the clerk had contacted Councillors Kybird, Chapman-Allen and Askew, as well as Ranger Norris and PC Gilluley to invite them to the Annual Meeting on 11th May as well as requesting a report. Clerk to commence the draft of the annual report and circulate once the Year End Financial Report was ready.
- 8. **Planning**
 - a. **Breckland Local Plan** No current updates.
 - b. **JNP Review** The PC was reminded that the publication of the white paper will affect the JNP. Andrea Long had contacted the Chairman to discuss but currently the Chairman is waiting for an update from Councillor Kybird.
 - c. **Call for Sites** An email had been sent from Breckland requesting sites in order to add another 5000 houses to the plan. Councillor Exton reported that Shadwell had received the same call for sites upon which the number and type of housing was discussed but as the plans are still at an informal stage no further discussion took place.
- 9. **Greater Thetford Partnership**
 - a. It was reported that none of the councillors could attend the meeting on 26th April and possibly not even 23rd May; Clerk to contact and inform Theresa Smith.
 - b. No further updates to add to previous comments regarding priorities.
 - c. "Wemadethat" held a public consultation meeting on 17th March about the future of Thetford. The meeting was poorly advertised resulting in attendance of about 30, most of a certain age and not a true representation of the public. The workshop was to focus on discussing shortlisted projects emerging from The Thetford Delivery Plan. Post workshop feedback to the participants was just a thank you for attending. After discussion about the Board and Management arrangements the PC concluded that the GTP seemed to be concentrating on Thetford Town issues, and that the Board should be focusing on more strategic issues such as transport links in and out of the area.
- 10. **Kilverstone Alms Houses**
Councillor Hughes reported the following:

- a. **Finance Report** The Year End Statement had been received from M&G which totalled £3,110.44 on 31st December 2021.

Bank Statement 27/1-25/3: £26,352.51

Income

Rent	£ 1,556.04
M&G	<u>£ 28.97</u>
Total Income	£ 1,527.07

Expenses

Tap for Bungalow 2	£ 160.00
Almshouse Trust	<u>£ 146.00</u>
Total Expenses	£ 306.00

Balance remaining **£27,631.52**

- b. Councillor Hughes also reported that she had now obtained a copy of the insurance documents for the bungalows and that the CCLA had confirmed the revised details for the authorized signatories.
- c. Electrical checks have now all been carried out and certificates issued after the remedial work had been carried out in order to fix the heating problem. It was also reported the tenant in Bungalow 1 would be contacted with a date for the works to be carried out, giving at least 2 weeks' notice.
- d. The tenancy agreements will be scrutinized to determine if they are compliant and fit for purpose the M&G arrangements and procedures also to be scrutinized to improve transparency.
11. **Peddars Way** No further updates, despite the unsatisfactory arrangements as mentioned in previous minutes.
12. **Queen's Platinum Jubilee** As outlined in previous meetings regarding the celebrations, Rushford and Arlington Way were considered to be prime contenders for a Beacon Lighting venue and after discussion it was agreed that Rushford was the better venue. The Chairman then invited Councillor Sexton to arrange the event which would be held on land owned by Shadwell Estate. Councillor sexton agreed and suggested that the ideal venue was the previous Sports Field to the east of Arlington Way. Post meeting, the Vice Chairman, Councillor Engwell, tasked Councillor Sexton with purchasing the Beacon and confirming our participation with the central Platinum Jubilee coordinator Bruno Peek. Once arrangements were finalised, the local communities would need to be advised of arrangements. Celebrations will be taking place in the communities as well, separate from the PC.

It was then proposed by Councillor Engwell and seconded by Councillor Dawson to purchase the beacon. This was agreed unanimously.

RESOLVED The PC to proceed with the purchase of the beacon.

13. Reports by Members

- a. **Environmental and CPRE** Nothing to report
- b. **Community Safety** Councillor Bick reported having contacted All Terrain UK in order to set up cameras. Due to various logistical issues the cameras are due to be set up 2nd week of May.
- c. **Rural** Speeding still an issue in Rusford and it was reported that the Chairman had requested another survey from the NCC. Councillor Bick reported having attended the STAG meeting on 7th April and confirmed that speeding and illegal off road motorbike scrambling was still priorities. Safety Camera Partnership to be requested to visit Rushford.

14. Correspondence for information

Nothing to report.

15. Dates for next meeting

The following meetings were announced for 11th May 2022 in the Kilverstone Estate Office

1830 Parish Council Meeting

1900 AGM

1930 APM

The meeting finished at 2030.

Minutes agreed:



A M Poulter OBE
Chairman

Date: 11 May 2022