

MINUTES of BRETtenham AND KILVERSTONE PARISH COUNCIL MEETING
held at the KILVERSTONE ESTATE OFFICE
on Tuesday 17 August at 1900

1. **Attendance** The following were in attendance: Councillors Poulter, Engwell, Wright, and Holmes-Smith

Apologies were received and approved by the Chairman: Councillors Bick, Hughes and Dawson

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 duly signed by the Chairman.

5. **Matters Arising**
 - a. The Vice Chairman reported that he had been approached by the owner of the house adjacent to the SE side of the POS who asked if it would be permissible for him to move a fence, currently within his boundary, to adjacent to the existing POS fencing. The Vice Chairman had met with the owner to view the situation and agreed that, as the owner's fence would remain within his property's boundary, moving the existing fence would be acceptable. The Vice Chairman stressed to the owner that he would be liable for any costs of the fence move and that he should check his deeds to ensure that the new location for his fence did not conflict with any easement or limitation set by the deeds. The Vice Chairman explained to councillors that the hedge along the POS fence line, which had been planted by Abbey Homes prior to handover of the POS, would be unaffected and would, in fact, hide the re-positioned fence from view from the POS. A benefit of the fence move would be that the PC would not need to maintain or replace that section of POS post and rail fencing in future

6. **Financial Report**

a. The following was reported:

Treasurer's Account

Balance CF at 22 June (Last Report): £ **11,068.46**

Payments Out:

Cheque No. 293: R Dawson (Clerk Pay May-Jul) £ 497.40

Cheque No. 294: HMRC Clerk Tax £ 39.20

Cheque No. 295: R Dawson refund for new laptop £ 389.00

Cheque No. 296: TOP Garden Services grass cutting/path June £ 81.00

Cheque No. 297: TOP Garden Services grass cutting/path July £ 81.00

Cheque No. 298: R Dawson refund for 2nd Class Stamps £ 7.92

Payments Out Subtotal £ **1,095.52**

Payments In:

No payments in.

Payments In Subtotal £ -

Balance at 17 August 21 £ **£9,972.94**

Business Instant Access Account

Balance at 17 August 21 (includes interest Jul-Aug) £ **11,581.05**

Balance All Accounts at 17 August 21: £ **21,553.99**

b. **Financial Regulations** The Clerk reminded Councillors of the need to adhere to its Internal Controls Financial Regulations and Financial Standing Orders, noting its delegation in the Duties of the RFO.

c. **Proposal to move to Internet Banking**

The Clerk had circulated a proposal to make payment of invoices and refund payments to members more efficient by switching banks from Lloyds to Unity Trust. This bank was chosen as it seems to understand how parish councils have to arrange payments. It was explained that payment of invoices online saves time and money, no envelopes or stamps required, and the authorisation can be done remotely at any time. The payment is received in the creditor's account within two working days; and the creditor does not have to take a cheque to their bank. The controls and approvals, properly used, are as secure as the existing cheque system. The Responsible Financial Officer may 'view and submit' online but may not authorise a payment. Signatories may 'view and authorise' what the RFO has entered but may not set up a beneficiary or a

payment themselves. An account can be set up for each councillor and changes are easy to make.

The RFO would continue to provide Bank Statements and reconciliation to the Council meeting at every meeting. The RFO would continue to make payments by cheque when necessary, following the existing controls and approvals, but would move to online payments when possible. The Council would endeavour to have a minimum of three Councillors as authorised signatories at any one time. Financial regulations will be adjusted accordingly and new Banking Policy prepared by RFO.

The Chairman will discuss the proposal and legal requirements with the PCs Internal Auditor and then to be discussed and considered at the next meeting.

- d. **PC Administrative Arrangements** The clerk then proceeded to propose that contact details for some organisations e.g. HMRC and Fasthosts, be transferred from the Chairman to the Clerk. This will make it more efficient for the clerk to contact said organisations when there is an issue. It would also make handing over in future to another clerk a lot easier and ensure the costs are borne by the PC.

7. **Village Signs**

- a. It was reported that the Artist was now at an undercoat stage with both signs and had queried some images and colours for the Kilverstone sign, which were passed on and resolved. The Kilverstone had also been taken apart and secured so it would be more stable. The Artist also reported having fixed some damage to the Rushford sign as the sill had snapped off when the sign was removed. The sill has now been glued and screwed back on.
- b. The condition and possibilities regarding the refurbishment of the noticeboards was discussed. The Chairman reported that the Rushford board was in his workshop and that he had replaced the rotten plywood backing. However, he went on to state that the fixing arrangements of the board to the posts was unsatisfactory and that another method should be found. This was echoed by the Vice Chairman who said that the Arlington Way board had also been examined and expressed similar doubts about the fixing arrangements. The Brettenham and Kilverstone boards had yet to be examined. Councillors then agreed to pursue the refurbishment of the notice boards.

8. **Planning**

- a. No planning issues.
- b. **Breckland Local Plan** No update.

9. **Greater Thetford Partnership**

No further update but Chairman to brief Vice Chairman and Councillor Bicks on latest meeting.

10. **Kilverstone Alms Houses**

- a. **Balance brought forward** **£20,047.24**

Expenditure	£ 1,120.44
Income	
M and G	£ 28.97
Rent 1	£ 1,640.80
Rent 2	£ <u>1,472.00</u>
Total	£ 3,112.80
Balance at August 21	£22,067.85
Savings held with M & G	£ 3,221.60 as at June 21
Savings held with CCLA	£35,017.11 as at April 21

b. Community Led Homes

The Chairman reported that the representative of the Community Led Housing had left the council and her superior was currently on parental leave. However, he had agreement that an appropriate Community Lead Housing representative would brief the PC at the next possible meeting. However, it was noted that the funding had yet to be released and that thus the pressure was not now as great as had been feared. The links explaining the outline of the schemes are:

<https://www.gov.uk/government/publications/community-housing-fund-prospectus>

This link is for the Community Housing Fund prospectus. The community Led Housing is an element of this.

<https://www.communityledhomes.org.uk/chf-revenue-programme-202122>

There is a bit more information in this link and this link will also provide more information when the programme is launched.

11. Knettishall Heath

The Chairman reported having met with the Samantha Norrison who had explained that the car park charges and the closure of the middle car park had been introduced both to raise funds for the Trust and in response to antisocial behaviour, both scramble bikes and nighttime raves. Ms Norrison will be attending the next meeting. The Chairman then said that now this had been established he would write to NCC to express concern over the other electric fence, placed at low level on the footpath eastern side of public foot path, north of the Blackwater bridge.

12. Reports by Members

- a. **Environmental and CPRE** Nothing to report
- b. **Community Safety** Chairman to contact Councillor Bick as the bike nuisance appeared to have increased.
- c. **Rural** Nothing to report.

13. Correspondence for information

- a. Correspondence from NALC regarding various webinars and online training.

14. **Dates for next meeting**

Tuesday 14th Sept at 1900 in the Kilverstone Estate Office (Provisional)

Tuesday 12th Oct at 1900 in the Kilverstone Estate Office (Full)

The meeting finished at 8:15pm

Minutes agreed:

A M Poulter OBE
Chairman

Date: