

MINUTES of BRETtenham AND KILVERSTONE PARISH COUNCIL MEETING
held at the KILVERSTONE ESTATE OFFICE
on 7th February 2023 at 1900

1. **Attendance** The following were present: Councillors, Engwell, Bick, Wright, and Hughes

Apologies were received and approved by the Vice Chairman: Councillors Exton, Dawson and Poulter

Also in attendance: Councillor Kybird

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 Vice Chairman.

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

6. **Elections**

- a. The PC was reminded of the date of the elections for Parish Councillors and that photo ID would now be required. Further information can be found here:
<https://www.breckland.gov.uk/elections/voter-id>
- b. If a parishioner does not have photo ID (ie Photo Authority Certificate) this can be applied for on the Breckland website by clicking here:
<https://www.gov.uk/apply-for-photo-id-voter-authority-certificate>
- c. With regard to the local elections, the Vice Chairman read out the timeline as follows:
 - Publication of Election: 24th March 2023
 - Deadline for receipt of Nominations: 4th April 2023 by 4pm. All nominations to be hand delivered.
 - Election Day: 4th May 2023
 - Verification and Count to take place on 5th May 2023.

7. **Financial Report**

- a. The following was reported:

Treasurer's Account

Balance CF at 30 November (Last Report):	£	11,613.31
Payments Out:		
Chq 335: Travel Expenses to meeting Councillor Engwell	£	21.60
Chq 336: Clerk Remuneration Oct-Dec 22	£	497.40
Chq 337: HMRC Tax	£	39.20
	£	<u>558.20</u>
Payments In:		
BTO	£	150.00
		<hr/>
Payments In Subtotal	£	150.00
Balance at 7 February 2023	£	11,205.11
Business Instant Access Account		
Balance at 7 Feb (includes interest Dec 22 & Jan 23)	£	<u>11,592.32</u>

- b. The Clerk reported that the Precept Request had been completed, signed and sent off in good time.

8. Planning

- a. **Breckland Local Plan:** No major updates, however, it was reported that part of the Local Plan was a call for sites. Most of the sites registered in the call for sites are from Shadwell and included land along the A1066 and A1088. As well as some smaller sites in Brettenham, Kilverstone and Rushford. The 'Partial Update' of the Local Plan will be examined by the Planning Inspectorate in Spring 2023.
- b. **Planning:** It was reported that Planning Reference No. **3PL/2022/0751/VAR** has now been refused. Further details can be found by clicking this link: [Search Planning Applications - Breckland](#). Councillor Kybird reported that a new planning application framework is being introduced, e.g. JNP will be valid for 5 years instead of 2 and there will no longer be a need to demonstrate a 5 year supply of land. Planning applications submitted before 30th June 2025 will be considered under the old system.
- c. **B&K and Croxton JNP Review:** It was reported that a Zoom meeting had taken place between B&K and Croxton to discuss the minimum requirements of the JNP Review. Andrea Long had been contacted and her response is now being awaited but generally it was decided that the review would consist mostly of the boundary changes and amendments to the NPPF and the Partial Update to the Local Plan.

9. **Greater Thetford Partnership**

- a. Meeting was attended by Councillors Bick and Engwell and there were no major updates or progress, however, the following was reported: The Thetford Place Brand (for both working and living areas) were discussed at the meeting.
- b. The subject of LEP (Local Enterprises Park) was discussed, however, no real progress has been made and there is now a delay of about 4 years.
- c. Power and water for the Kings Fleet development remains an issue.
- d. Some progress on the Healthy Living Centre, e.g. car parking application has been submitted and has been approved.
- e. Thetford Train Station's new car park has been agreed in principle, however, this would be located in the current allotment area. No other location has been found to move the allotments to and until such time the car park cannot be progressed.
- f. Refurbishment of the Thetford Train Bridge will be completed by the end of the year.
- g. Land to build a school for Kings Fleet has now been acquired.
- h. Improvements of Five Ways roundabout still under discussion though it is considered essential as traffic is steadily increasing. The PC requested that 'Road' and 'Rail' issues remain standing items, which was agreed by the Chairman.

10. **Kilverstone Alms Houses**

- a. Income since November

Rent £2,518.04
M&G £ 39.83

Outgoings

Almshouse ass fee £195.00
ACW Builders £153.00

Funds in hand at 26-01-23 £32,850.17

- b. General Repairs and Update:
 - i) Residents handbook has now been updated and issued to residents, the next of kin and GP authorisation forms have been returned by both tenants.
 - ii) Tenant in Bungalow 1 has been asked to provide a key for Bungalow 1 as there is no way to gain access in an emergency, but so far no response. To be followed up. The tenant is now also receiving the electricity vouchers.
 - iii) A further two water leaks have now been repaired in Bungalow 2, the second of which was in a pipe that had been installed under the bathroom floor, this has now been bypassed above ground level. In addition, the bathroom flooded and it became necessary for the first inline trap to be removed from the wet room floor, this has sorted the problem in the short term but will need a long term solution.
 - iv) Kybird builders have made a start on the issues to get the building certificate signed off on bungalow 2. The smoke alarm has been replaced and the window hinges have been ordered. To be followed up.

- v) It was considered prudent to arrange to inspect the inside of both bungalows to see if any routine issues need to be put right and the Tenant in Bungalow 1 has now been renting for over 5 years.
- vi) In addition Bungalow 1 has boxes piled up inside his front door [can be seen from outside] and there are reports of someone running a woodworking lathe and grinding/polishing noises coming from within.
- c. **Audit:** Annual Audit was completed and examined by an external examiner; return has now gone to the Charity Commission. It was requested that next year the audit was viewed by the PC before it was dispatched to the Charity Commission.

11. Reports by Members

- a. **Environmental and CPRE** Nothing to report
- b. **Community Safety**
 - i) **Accidents:** Accidents on the A1066 were discussed at length. It became apparent that as the police is not always involved in the accidents so the real number are not known to Highways and they appear to have a required number of accidents before any action is taken. Councillor Bick to follow up.
 - ii) three crimes listed as sexual/violence were reported in December 2020 in the Kilverstone/Brettenham area.
 - iii) **SAM2:** Traffic surveys/SAM2: Councillor Bick to further investigate borrowing Thetford town Council's SAM2 and establish if B&K can meet the requirements and whether it is feasible to use.
- c. **Rural** Nothing to report.

12. **Coronation** The Parish Council may bid for funding to purchase flagpoles and flags to mark the King's Coronation and it was agreed that the PC would bid for 2 sets, one for Rushford and one for Arlington Way.

13. **Correspondence for information** No further correspondence.

14. Dates for next meeting

21st March at 1900 in the Kilverstone Estate Office (Full)

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

The meeting finished at 20.30hrs

Minutes agreed:

M Engwell MBE
Vice Chairman

Date: