

**MINUTES of BRETENHAM AND KILVERSTONE PARISH COUNCIL MEETING**  
**held at the KILVERSTONE ESTATE OFFICE**  
**on 11<sup>th</sup> July 2023 at 1900**

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

Apologies were received and approved by the Chairman: Councillors Exton and Bick

Also in attendance: Councillors Dauny and Poore from Croxton Parish Council and Councillor Chapman-Allen from BDC

2. **Phase 4&5 of the SUE**

The PC had invited a representative from Pigeon to update the PC on progress and plans.

- a. The briefing started off with an update on current status of Phase 1 which was that three different home builders had bought land and were currently building homes (Hopkins, Persimmon and the most recent, Taylor Wimpey).
- b. The next phase was about finding other companies to build in the final two stages and the employment section, so this phase might be brought forward with no timeline offered.
- c. At present no school or health care facilities had been built need as this was not currently perceived as urgent.
- d. A new primary substation will be built in order to provide sufficient power and utilities to include Kingsfleet.

The Chairman thanked Mr Van Cutsem and Councillor Chapman-Allen reiterated that the PC would like to work together with Pigeon and Breckland DC with a clear understanding of what sort of building will be taking place and that Kilverstone Hall and the outlying cottages will remain in a less dense area of housing. The Parish Council had previously successfully argued against a boundary change, requested by Thetford Town Council, which would have incorporated all of the SUE within the Thetford Town boundary. Thus, the Norwich Road remains as the line of the Parish boundary all the way from the A11 to Kilverstone Road, so that all of Phases 4 & 5 of the SUE will be in the Kilverstone Parish. The PC's priority therefore, would be to preserve Kilverstone as a rural village and not be, or even appear to be, an extension of Thetford town. This might be achieved, inter alia, by an open, green, buffer zone along the eastern side of the Norwich Road (and possibly the adjacent western side) to separate, visually, the 2 communities

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

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

5. **Minutes of the Meeting**                   These had been circulated previously, and councillor Dawson proposed and Councillor Skirving seconded the motion to sign the minutes.

**RESOLVED:** To adopt the minutes and these were duly signed by the Chairman.

6. **Matters Arising**   There were none.

7. **Invitation D-Day 80<sup>th</sup> Anniversary 2024**

The 80<sup>th</sup> D-Day Anniversary in 2024 was briefly discussed and the Chairman requested that all councillors consider ideas and suggestions for the next meeting. The PC was reminded they now had flag poles, flags and a beacon that could be used.

## 8. Financial Report

a. The following was reported:

### Treasurer's Account

Balance CF at 9 May (Last Report):	£	<b>14,352.63</b>
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#### Payments Out:

Chq 339/340: Clerk Remuneration Jan-Mar 23	£	536.40
Chq 341: Internal Auditor's Fee	£	60.00
Chq 342: Refund to Chairman for flag poles etc.	£	472.55
Chq 343: Fee to Mr Vincent for installation of flagpoles	£	108.00
Chq 344: Fee to Fiona Davies for repair to Kilverstone Sign	£	176.00
Chq 345: Annual NALC Membership	£	264.94
Chq 346: HMRC Tax for April-June 23	£	16.40
Chq 347/348: Clerk Remuneration Apr-June 23	£	520.20
Chq 349: MS Office Subscription	£	79.99
	<b>£</b>	<b><u>2,234.48</u></b>

#### Payments In:

HMRC Tax Refund	£	189.11
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Payments In Subtotal	£	<u>189.11</u>
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<b>Balance at 11 July 2023</b>	<b>£</b>	<b><u>12,307.26</u></b>
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### Business Instant Access Account

<b>Balance at 11 July (includes interest May &amp; June 2023)</b>	<b>£</b>	<b><u>11,625.04</u></b>
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<b>Balance All Accounts at 11 July 2023</b>	<b>£</b>	<b><u>23,932.30</u></b>
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## 9. Planning

- a. **Breckland Local Plan** – no further updates.
- b. **JNP Review:** The JNP was briefly discussed between Croxton and the PC and agreed that the clerk would contact Councillor Chapman-Allen regarding a one-off grant on behalf of either of the PCs and that the Chairman would contact Andrea Long for a meeting.
- c. **Planning Application:** [3PL/2023/0663/HOU](#) A brief discussion followed regarding the planning application and it was decided that there would be no objection but the clerk to comment on behalf of the PC with suggestions put forward by the PC to improve the rather bland appearance of the proposed extension.

## 10. Greater Thetford Partnership

A new GTP manager is now in place, Emma Crompton and Councillor Chapman-Allen was re-appointed as Chairman. Thetford Place Branding and the A11/A14 still have no updates, however, Thetford Town Council have developed and circulated a Heritage Town Masterplan as part of its Thetford Place Branding work. The TEP remains stalled but employment areas in other

phases of the TEP will be considered. Phases 4 & 5, in Kilverstone, could be moved forward. The next GTP will be held on 12<sup>th</sup> September.

#### 11. Kilverstone Alms Houses

a. It was that a building certificate had finally been obtained and that a meeting had now taken place between Kybird Builders, and Councillors Hughes and Skirving to discuss the outstanding issues and invoices for Bungalow 2. It was also agreed that Kybird builders was to return the original thermostats and floor plans for the heating mats etc. with a view to finally get the underfloor heating to work. Their outstanding invoice in the amount of approximately £1,278 will be paid. The company will also look into replacing the floor joints between the rooms in Bungalow 2 as the current ones are deemed to be trip hazard. A visit by two parish councillors is going to be arranged at both properties to evaluate if any maintenance is required with 14 day's written notice to be given to each tenant. A date suggested was 3<sup>rd</sup> August

#### b. Finance

Balance at the last meeting	£35,033.02
Rent	£ 1740.04
M&G	<u>£ 28.97</u>
<b>Total</b>	<b>£36,802.03</b>

#### 12. Reports by Members

a. **Rural** Nothing to report

b. **Environmental and CPRE** Nothing to report

c. **Community Safety** Parish, District and County Councillors met with NCC Highways on site to discuss accidents at the junction of the A1066 and Steep Hill. Following the meeting NCC Highways agreed to investigate the causes of the accidents and implement any appropriate changes to the junction. Crime statistics for May 2023 not available as yet. Traffic survey data for Rushford was forwarded to PC who forwarded it to the Camera Safety Partnership for their consideration. They had been due to attend the Rushford area w/c 22nd May. Signs have now been put up on the A1066 and the bumps at the bottom of the lane have been rectified.

#### 13. Correspondence for information

a. It was reported that an email had been received from a writer looking to enhance his previous book with more ghost stories from Norfolk, in the Thetford area, in particular Shadwell. After brief discussion it was agreed that the clerk would refer him to Shadwell and Leaping Hare, as they conduct ghost walks.

b. An email had been received from the office of Liz Truss about a newsletter that they will be publishing regularly.

#### 14. Dates for next meeting

The dates for the next full meetings for the year ensuing were decided as per below, all at 7pm in the Kilverstone Estate Office:

- 12<sup>th</sup> September 2023
- 14<sup>th</sup> November 2023
- 9<sup>th</sup> January 2024
- 12<sup>th</sup> March 2024

The meeting finished at 20:00hrs

Minutes agreed:

M Engwell OBE  
Chairman

Date: