

MINUTES of BRETtenham AND KILVERSTONE PARISH COUNCIL MEETING
held at the KILVERSTONE ESTATE OFFICE
on 14th April 2023 at 1900

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

Apologies were received and approved by the Chairman: Councillor Exton

2. **Any Declared Matters of Urgent Business** It had been reported by the clerk that the Brettenham Rangers had circulated an email regarding work to be done in the parish. The Vice Chairman requested any works to be done by rangers to be sent to him and the clerk to be passed on to Rangers. Deadline for work to be passed on to Rangers is 24th April.

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** It was confirmed that there was no contested election for the PC, although elections would still be held for the District Councillors.

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

Treasurer's Account

Balance CF at 14 April (Last Report):	£	11,205.11
Payments Out:		
Chq 338: Clerk refund for toner cartridges	£	52.48
		52.48
Payments In:		
Flag Grant	£	200.00
		200.00
Payments In Subtotal	£	200.00
Balance at 14 April 2023	£	11,352.63
Business Instant Access Account		
Balance at 14 April (includes interest Mar 23)	£	11,611.04
Balance All Accounts at 14 April 2023	£	22,963.67

- b. **Budget/Precept** The budget for 22/23 will be recirculated by the clerk reflecting no increase in precept for 22/23 and will also show no election costs.
- c. **Annual Accounts/Audit** The clerk reported that the year end finance report was nearly ready and would be circulated; the clerk also confirmed that the Internal Auditor had been contacted to confirm appointment.
8. **Annual Reports and Meeting** The Annual Meeting and the Annual Parishioners Meeting will be held on 9th May. The clerk reported that the District Councillors, the Police Representative as well as Knettishall Ranger had been contacted and invited to the Annual Parishioners Meeting (APM). Attendance had been confirmed by police and one NCC Councillor. The clerk also requested annual reports from councillors for each of their areas of responsibilities to be incorporated into the Parish Council Annual Report.
9. **Planning**
- a. **Breckland Local Plan** No further updates. The Vice Chairman requested any views to be sent to him for passing on as part of a Parish Council reply. Councillors were reminded that they could make an individual response if they so wished. The vice chairman reminded the meeting that not all of the proforma questions needed to be answered and that the deadline for submissions was 19 May 23
- b. **JNP** The Vice Chairman reported that he had contacted Andrea Long and it was agreed that the immediate requirement was to update the JNP to reflect the boundary change between Croxton and Thetford. The Vice Chairman had subsequently contacted the Croxton Chairman who agreed to submit the necessary amendment to Breckland who, as the owners of the JNP will need to make the amendment. Clerk to follow up.
10. **Greater Thetford Partnership**
It was confirmed that Jack Weaver had resigned but that there was no further information on his successor. No further meetings have been held since the last one.
11. **Kilverstone Alms Houses**
- a. The following was reported:
Opening Balance £33,448.19
- Income since last meeting on 21.3.23
M&G £28.97
- Outgoings
None
- Funds in hand at 14.04.23 £34,255.18
- b. The following was reported:
- New hinges have been fitted to bungalow 2.
 - All details have been sent to the building inspector though Paul Kybird now away for two weeks but PC to follow up in the meantime with building inspector; a meeting also to be set up with Paul Kybird on his return regarding floor joints, heating and outstanding invoice
 - Letters to be sent to tenants for maintenance inspection giving 14 days'

notice.

- c. **Kilverstone Notice board:** It was reported that this was in a bad state of repair with hinges needing to be replaced. This has now been made safe but recommended contractors to be passed on to the Vice Chairman to be contacted to arrange for repair of both Kilverstone and Arlington Way notice boards.
12. **Kilverstone Sign** It was reported that the Kilverstone Sign had not yet been repaired; clerk to contact artist again.
 13. **Reports by Members**
 - a. **Environmental and CPRE** Nothing to report
 - b. **Community Safety** It was reported that there was now a new police contact for Brettenham and Kilverstone Area: Les Maguire. There were no criminal activities to report.
 - c. **Rural** Nothing to report.
 14. **King's Coronation** The purchase of flag poles was discussed at length. It was eventually decided that one removable one would be purchased for Arlington Way and a fixed one for Rushford Church, depending on the Church's response through Councillor Exton. The cost for both flag poles and flag would exceed the £200 by possibly £400 but this was unanimously deemed acceptable.
 15. **Correspondence for information** No further correspondence.
 16. **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:

 - 9th May 2023 (AGM and APM)
 - 11th July 2023
 - 12th September 2023
 - 14th November 2023
 - 9th January 2024
 - 12th March 2024

Provisional meetings to be decided at the end of each full meeting.

The meeting finished at 8.00pm

Minutes agreed:

M Engwell OBE
Vice Chairman

Date: