

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

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

Apologies were received and approved by the Chairman: Councillors Dawson

Also in attendance: Councillor Kybird

2. **Any Declared Matters of Urgent Business** The clerk reported that a letter and invoice had been received from Breckland Council in the amount of £75 for charges relating to the uncontested election which she had queried with Breckland, but so far had received no reply to. Councillor Kybird offered to check with Breckland about this new election cost, which has now been done.

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

4. **Minutes of the Meeting** These had been circulated previously, and the Chairman and Councillor Skirving seconded the motion to sign the minutes.

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

5. **Matters Arising**

a. Planning Application number: 3PL/2023/0663/HOU has been approved.

b. The clerk raised the question of fuel compensation being at £0.45 per mile and whether that should be adjusted, however, it transpired that any compensation above that would be taxed.

6. **Financial Report**

a. The following was reported:

Treasurer's Account

Balance CF at 12 Sep (Last Report): £ 11,967.26

Payments Out:

Chq 351: R Dawson for Norton Antivirus 50/50 with Croxton	£	49.99
Chq 352: Clerk Remuneration Jul-Sep 23	£	328.40
Chq 353: Clerk Expenses Jul-Sep	£	16.60
Chq 354: HMRC Tax Jul-Sep 23	£	191.60
Chq 355: NALC Councillor Skirving Conference	£	25.00
Chq 356: Clear Insurance (former BHIB)	£	681.52
	£	1,293.11

Payments In:

Precept £ 3,000.00

Payments In Subtotal £ 3,000.00

Balance at 14 Nov £ 13,674.15

Business Instant Access Account

Balance at 12 September (includes interest Sep-Aug 2023) £ 11,676.04

Balance All Accounts at 12 September 2023 £ 25,350.19

- b. **Draft Budget 24/25**

The draft budget was briefly discussed. Some minor adjustments were made; the clerk

reported that she had now received the quote from Top Garden Services for the ensuing year and would add that to the budget. The clerk's remuneration was also discussed as the PC was reminded of the Internal Auditor's comment in May that the clerk's salary should be increased. To be further discussed at the next meeting, when the budget will be fully approved. On view of current inflationary pressures, it was agreed that future costs should be increased by 5%.

c. **Precept 24/25**

After discussing the draft budget and the financial position of the PC, the precept was discussed. The Chairman then proposed and then seconded by Councillor Skirving to increase the precept request by 5% to £6,300. This was unanimously agreed.

RESOLVED: The Precept to be increased to £6,300.00 for 2024/25

7. **Planning**

- a. **Breckland Local Plan** – Local Plan was still under development and further iterations would be open for consultation. The Revised Local Plan was expected to be published in 2024.
- b. **JNP Review:** Amendments to the JNP has been discussed previously but in view of the fact that Croxton was no longer directly affected by the Thetford SUE developments it was felt that there might be a case for developing a B&K only Neighbourhood Plan (NP). Councillor Kybird advised that it would like be more costly to develop a new NP rather than update the existing JNP. The current JNP, suitably modified, with a B&K specific addendum may be a more cost effective solution. Councillor Kybird advised that policies within the existing TAAP might apply and said he would be sending a link to these policies which might apply to any amendments to our JNP or nay NP. Options to be further discussed by the Chairman and Councillor Bick at their upcoming meeting with Breckland Planners (see next item)
- c. **Planning Application:3NM/2023/0075/NMA** This planning application by Pigeon is specifically to bring forward parts of Phase IV of the SUE within Kilverstone. The PC has formally objected to the application in view of the scale, proposed density and urban nature of the developments within rural Kilverstone. The Chairman had produced, and circulated to the councillors, a more detailed case for our objection to the SUE Phase IV plans for Kilverstone and these will be discussed with Pigeon and Breckland planners at a meeting planned for Monday 27th November at Elizabeth House. It was also further reported that by Councillor Kybird that Breckland had developed a 'Rural Prosperity Fund' of just over £1M which could benefit capital projects. Details would be posted on the Breckland website.

8. **Greater Thetford Partnership**

No further updates until next meeting on 27th November.

9. **Kilverstone Alms Houses**

- a. Thresholds have been replaced by Kybird Builders in No. 2 but invoices not yet received.
- b. Three quotes have now been obtained for roof cleaning, all around £1,500.00. Local firm will be contacted to carry out work.
- c. DDH supplied and fitted new thermostats for the underfloor heating in No. 2. The only ones that work are the two bedroom ones, therefore electric panel heaters in lounge and kitchen will be fitted out and one in the bathroom. Kings Electrical were the best quote (£316.97) and had been asked to complete the work as soon as possible. It was confirmed that the work had now been completed, all panels fitted and working.
- d. The question of insurance certificates was raised and the PC were assured that these would now be included in all quote.

e. **Finance**

Balance at the last meeting £36,031.16

Income

M&G	£ 32.59
Rent	£ 1,740.04
Sub Total	£ 1,772.63

Outgoings

ICO	£ 35.00
Kings Electrical (socket No. 1)	£ 93.60
Septic Tank	£ 93.50
	£ 222.10

Balance as at 26.10.23 £37,581.69

10. D-Day 80th Anniversary

- a. The Chairman, Vice Chairman and Councillor Skirving to form a subcommittee to make decisions and deal with the planning of the event, e.g. official notifications to be sent out, police to be notified regarding parking, bag piper to play at event, dignitary to be invited etc.

11. Reports by Members

- a. **Rural** The PC was reminded about the BFWN which stands for Breckland Farmers Wildlife Network . A website has been created if anyone is interested in looking at it . The aim is to promote a better environment for wildlife by putting in cultivated margins round the edges of our fields which are rich in various plants and invertebrates. They have also been selected for a two year DEFRA project to look into Landscape Recovery which the government is actively promoting . This will look at several aspects of nature conservation and how it aligns with food production.
- b. **Environmental and CPRE** Nothing to report
- c. **Community Safety** Since signs were put up on the A1066 and the bumps at the bottom of the lane been rectified there have been fewer accidents. Crime was very low, as just one recorded since the last meeting. Enquiries to be made about improving the safety of the crossing just outside Arlington Way onto the other side.

12. Correspondence for information

- a. It was reported that there was a Budget Consultation Meeting taking place on 16th November that people could attend to find out how Norfolk County Council will be allocating their budget. Seeing the short notice it was not sure who might be able to attend.
- b. Councillor Skirving recently attended a NALC conference and introduced the concept of the Quality Awards Scheme that PCs could sign up to improve their quality of service; an email will be circulated for discussion at the next meeting.

13. Dates for next meeting

- 9th January 2024
- 12th March 2024

The meeting finished at 20:39hrs

Minutes agreed:

M Engwell OBE
Chairman

Date: