

MINUTES of BRETtenham AND KILVERSTONE PARISH COUNCIL MEETING
held at the KILVERSTONE ESTATE OFFICE
on 12th March 2024 at 1900

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

Apologies were received and approved by the Vice Chairman: Councillor Engwell
2. **Any Declared Matters of Urgent Business** There were none.
3. **Any Declarations of Interest** Councillors Exton and Wright declared an interest in item 6.
4. **Minutes of the Meeting** These had been circulated previously, and Councillor Skirving proposed and Councillor Wright seconded the motion to sign the minutes.

RESOLVED: To adopt the minutes and these were duly signed by the Vice Chairman.
5. **Matters Arising** Increase in Clerk's salary to be increased to NALC's scale level 10 £13.28 per hour. Councillor Skirving proposed and Councillor Wright seconded a motion to increase the clerk's salary to £13.28 (level 10)

RESOLVED Clerk's salary to be increased to £13.28 per hour and budget adjusted accordingly and published.
6. **Woodland Creation Project** This item was discussed at some length which is summarized as per below:
 - The project involves non-native trees that will be made sterile by genetic engineering.
 - The trees will be cut 50% every 5 years
 - Euston Estate has two similar plantations which are good income generators.
 - Trees will be planted on arable land
 - The squares of non-native trees will be bordered by native species.
Councillor Exton will make enquiries as to why non-native species has been chosen rather than fast growing native species.
7. **Balance Pond Perimeter** It was reported that the perimeter fence of the Balance Pond was collapsing in some sections and that ownership needed to be established with the Land Registry as it is considered a matter of urgency to make repairs. Councillor Exton to establish land ownership with HM Land Registry. (Councillor Exton since acquired HM Land Register documents showing that Anglian Water Services owned the balancing pond).
8. **Financial Report**
 - a. The following was reported:

Treasurer's Account

Balance CF at 9 January (Last Report): £ 13,021.75

Payments Out:

Chq 359: HMRC Clerk Oct-Dec 2024	£	104.00
Chq 360: Clerk Remuneration Oct-Dec 24	£	416.00
Chq 361: Clerk Expenses Oct-Dec 24	£	16.60
Chq 362: VOID		-
Chq 363: Chairman Travel Expenses	£	22.50
Chq 364: Councillor Skirving Travel and Parking for training	£	70.00
Chq 365: Councillor training for Councillor Skirving	£	36.00
	£	<u>665.10</u>

Payments In:

No Payments in £ -

Payments In Subtotal £ -

Balance at 12 March £ **12,356.65**

Business Instant Access Account

Balance at 12 March (incl Interest Feb-Mar) £ **11,714.34**

Balance All Accounts at 12 March 2024 £ **24,070.99**

- b. **Budget/Clerks Salary** Budget to be amended allow for Clerk's salary increase and anticipated training for councillors and clerk.
- c. **Year End Report** Vice Chairman requested on behalf of the Chairman that draft reports for the end of the Financial Year be prepared in readiness for the Annual Meetings in May.

9. Planning

- a. **Breckland Local Plan** – no further updates.
- b. **JNP Review:** Links to policies pertaining to Neighbourhood retained plans received. Anomalies regarding the Croxton/Thetford boundary shown in maps of the norther part of the SUE have been raised with the Head of Planning.
- c. **POS – Community Orchard Scheme** Councillor Skirving circulated both an outline and proposal via email, which was extensively discussed. The main issue raised was watering the newly planted trees sufficiently for the first two years. Top Garden Services to be contacted for a quote to water the trees during dryer times, perhaps using a bowser. A flyer to be circulated during the year to consult local residents in Arlington Way and ask for volunteers to assist with the project. Initial feedback seemed very positive.
- d. **SUE Planning Application:** A meeting with Pigeon took place on 22nd February. Some changes were agreed which included the proposed usage of the community hub and the location of the primary school north of Kilverstone Hall (if required). Pigeon also offered to reduce the height/density opposite the Kilverstone Estate; no revised drawings received yet. PC to request revised drawings.

10. **Greater Thetford Partnership** Very little to report. Fewer meetings are now held; PC to request re-introduction of sub headings on agenda to cover station enhancement and transport/highways which no longer appear on the agenda. A meeting was attended on 6th May by Councillors Engwell and Bick. The Substation would be going live in May and there was concern raised about the start of the primary school in Phase 1. Presentations were given about the Abbey and Barnham estates, a county deal for Norfolk, which is part of the Levelling Up Agenda and the Thetford Conservation appraisal.

11. **Kilverstone Almshouse**
Kilverstone Almshouse Trust 211599

Report to B&KPC Committee Meeting 12-03-24

Financial.

Balance at last meeting. **£38,117.68**

Money out.

Cheque 100282 Peter King Fitting Electric Radiators £504.00

Cheque 100283 Almshouse Association Membership £267.00

Cheque 100284 Training fee £105.00

Total Money out. **£876.00**

Money in.

Rent No.1 Jan £368.00

Rent No.2 Jan £410.02

Rent No.1 Feb £368.00

Rent No.2 Feb £410.02

Total Money in. **£1,556.04**

Balance at 26 Feb 2024 **£38797.72**

Investments

M & G investments at 31-12-23 **£3,252.38**

CCLA investments at 30-09-23 **£38,903.35**

Maintenance

Roof cleaning to No.1 & No.2 completed. Invoice received for £1,470.00.

Kitchen sink tap replaced in No.2. Invoice awaited.

A number of maintenance items remain to be completed from the survey undertaken in August 2023 and these will be progressed during the next couple of months.

Trust Management

Councillor John Skirving attended the training course The Almshouse Way, on 1st February 2024 hosted by The Almshouse Association. Notes can be made available to councillors.

Councillor John Skirving is now registered as the primary administrator for the trust with the Charity Commission and has set up the Trusts Charity Commission Account. He will invite other Trustees to have access to the account following agreement as to who should be added. He has also completed and submitted the necessary paper work to be identified as a signatory on the Barclays bank account and is awaiting their confirmation that it has been accepted.

Lorna McGraffin has advised that she will no longer be available to provide Management services to the trust after 5th April 2024 other than arranging insurances and septic tank emptying.

Given the departure of Lorna McGraffin it is proposed that the Trustees define the assistance that they require to appropriately manage the Kilverstone Almshouse Trust and that they advertise for and appoint a Clerk to the trust to provide the necessary assistance.

- a. Lloyds Bank has now been approached to move the bank accounts from Barclays to Lloyds. A non fee paying charity bank account to be opened.
- b. Lorna McGraffin to be approached for a job description so that a successor can be appointed
- c. Councillor Skirving to contact local fire department to undertake a fire safety check for both bungalows in order to safeguard residents.
- d. Clerk to contact M&G and CCLA to change contact details.

12. Invitation D-Day 80th Anniversary 2024

The 80th D-Day Anniversary in 2024 was briefly discussed. Councillors Bick and Skirving to meet with the Chairman prior to next PC meeting to discuss further.

13. **Local Council Award Scheme** Councillors Engwell, Bick and Skirving joined a webinar explaining the Award Scheme. Councillor Skirving had explored the option of a Local Council Award Scheme and had presented this to the PC. It was proposed that the PC go for the basic award, which was generally agreed. Action plan to be put together and circulated by Councillor Skirving.

14. **Cottages behind Arlington Way** It had been reported to the councillors that couriers, van drivers and food deliverers were still trying to access the cottages at the other end of Arlington Way by going down a designated footpath. Clerk forwarded complaints to Councillor Askew who in turn had forwarded to Darren Walmsley and Norfolk County Council – Clerk to follow up.

15. Reports by Members

- a. **Environmental, CPRE and Rural** A complaint has been made to Highways regarding the big puddles on the road (A1066 junction with C149) despite all the drainage work taking place. This has now been reported twice.
- b. **Community Safety** The Parish are now part of the new Safer Neighbourhood Action Plan (SNAP) which covers Thetford, Bedingfeld and Forest. First meeting was held on 12th February in Mundford and the three police priorities were agreed as ASB in Thetford, vehicle ASB (which includes speeding and off road); speeding on the A134 at Cranwich Crime Report for January shows one crime for B&K which involved a vehicle. Next SNAP meeting will be held in Gooderstone on 13th May.

16. **Correspondence for information**

- a. An email from Liz Truss had been circulated with an update on her work.
- b. An email from Councillor Askew with the NCC report for February.

17. **Dates for next meeting**

- 14th May 2024
- 16th July 2024
- 10th September 2024

The meeting finished at 20:40hrs

Minutes agreed:

M J Engwell OBE
Chairman

Date:

DRAFT