

MINUTES of BRETENHAM AND KILVERSTONE PARISH COUNCIL MEETING
held at the KILVERSTONE ESTATE OFFICE
on 9th January 2024 at 1900

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

Also in attendance: Councillor Kybird

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

3. **Any Declarations of Interest** Councillor Exton declared an interest in item 7d.

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

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

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

6. **Financial Report**

a. The following was reported:

Treasurer's Account

Balance CF at 14 Nov (Last Report): £ 13,674.15

Payments Out:

Chq 357: Travel Expenses Chairman £ 21.60

Chq 358: Top Garden Services £ 862.80

£ 884.40

Payments In:

BTO 50% Share £ 232.00

Payments In Subtotal £ 232.00

Balance at 14 Nov £ 13,021.75

Business Instant Access Account

Balance at 9 January (includes interest Dec-Jan) £ 11,701.42

Balance All Accounts at 9 January 2024 £ 24,723.17

- b. **Budget/Clerks Salary** The Clerk reported that she was now below minimum wage, which would have to be adjusted in the next financial year. Councillor Exton raised the issue that she felt the clerk's remuneration did not reflect the clerk's work and abilities. Clerk was then instructed to check NALC guidelines and advise the Parish Council who will then consider adjusting the budget accordingly and re-circulate. In the meantime, Councillor Bick proposed and Councillor Dawson seconded the motion to approve the budget as it currently stood.

RESOLVED: To approve the budget allowing for adjustment of clerk remuneration.

7. Planning

- a. **Breckland Local Plan** – no further updates other than that an email had been circulated by Breckland on 8th January referring to the Development Strategy Consultation running from 8th January until 19th February. The key issues in this extra phase of consultation include Local Service Centres, different ways to define settlements, alternative development strategy options and proposed criteria to assess sites shared during the Call for Sites. Maps included show the call for sites locations using a traffic light system. It was agreed that it was essential to comment constructively but more information will become available after the Local Plan meeting at the Guildhall on 23rd January. A Provisional Meeting has now been set for 13th February so this matter can be fully discussed and decisions made if required.
- b. **JNP Review:** The JNP was briefly discussed. Clerk to circulate appropriate section from Croxton’s last draft minutes. Councillor Kybird to circulate a link to all the policies pertaining to Neighbourhood Plans, including full policies as well as retained policies.
- c. **POS – Community Orchard Scheme** As per Councillor Chapman-Allen suggestion regarding the Community Orchard Scheme the scheme had been explored by Councillors Engwell, Bick and Skirving as it was felt that a small orchard would add character to the POS. In order to ascertain the correct number of fruit trees the POS has now been measured and the number needed set at around 90 trees. The quote for this was £2025 for 90 (three to four year old) trees. The following was then discussed:
 - The appropriate type of tree (pear and apple) due to poor soil conditions.
 - Ways of watering, a community effort or perhaps an ‘adopt a tree’ scheme in Arlington Way.
 - Location of the trees, pear trees around the perimeter and a variety of apple trees in a group to the Northern end of the POS thereby retaining open space to the middle and south.
 - Secure storage of the trees and the planting of them, possibly Top Garden Services, but a quote will need to be obtained.
 - Leaflets of the proposed orchard to be circulated in Arlington Way in due course.
- d. **SUE Planning Application:** As previously reported, Pigeon have submitted an application to move forward parts of Phase IV in Kilverstone, which was objected to by the PC; a meeting was recently held with Pigeon to discuss Phase IV plans and the PS’s objections at length. The Pigeon representatives were sympathetic to the PC’s position and the meeting was quite positive, although no concrete plans have yet been made, however, It is hoped that these will be forthcoming before then. It was reiterated that it was essential to make sure the parish councils views are formally recorded.

8. Greater Thetford Partnership

- a. The last meeting (November) was cancelled. An email had been received from the Project Manager that they would like to start meeting quarterly so the next meeting to take place on 6th February. Flagship will be re-appearing on the agenda are they are about to submit detailed planning. The PC was reminded that the GTP had originally been set up to cope with the SUE Development and Feedback is expected from Pigeon before that meeting.

9. Kilverstone Alms Houses

- a. Heaters fitted by Peter King Electrical – invoice received for £504.00
- b. Invoices also received from the Almshouse Association: £267 Annual Membership and £105 training session for Councillor Skirving.
- c. GB Cleaning has now been engaged for the roof cleaning at the end of February 2024. They have been asked to provide insurance certificates before starting work.

d. Finance

Balance at the last meeting	£37,581.69
M&G	£ 47.07
Rent	<u>£ 1,556.04</u>
Sub Total	£36,802.03

Outgoings

Heaters	£ 316.97
PDH Electrical	£ 750.15
	£ 2,327.09

Balance as at 22.12.23 £38,117.68

10. **Invitation D-Day 80th Anniversary 2024**

The 80th D-Day Anniversary in 2024 was briefly discussed as follows:

- a. A £500 grant has been made available for Community Groups.
- b. A £300 match funding grant has been made available towards the purchase of a beacon. The location of the PC's Jubilee beacon is not certain; Councillor Exton to explore.
- c. The following as discussed and agreed:
 - The event to be low key, ie. no hospitality
 - Short ceremony, e.g a formal declaration before the lighting of the beacon.
 - Suitable individual to light the beacon to be decided and invited.
 - Music to be decided.
 - Short leaflet outlining the event to be circulated. Draft shown at the meeting

11. **Local Council 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 from NALC for (£50) which consisted of, for example:

- Financial Records
- Keeping of Minutes
- Development plan for Councillors, e.g. training to be identified and organized.

Action plan to be put together and circulated. It was then Proposed by the Chairman and Seconded by Councillor Bick to proceed. This as then carried unanimously.

RESOLVED: To apply for the Local Council Award Scheme at the basic level.

12. **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.
- b. **Community Safety** The Crime Report in November show that no incidents were reported in the Parish. Councillor Bick has been unable to attend any SNAP meetings recently but has attempted to attend the STAG meetings. Councillor Engwell will attempt these in rotation with Councillor Bick.

13. **Correspondence for information**

- a. An email from Liz Truss had been circulated with an update on her work.
- b. An email from NALC explaining their forthcoming annual invoice.
- c. An email from Councillor Askew with the NCC report for November.

14. Dates for next meeting

- 13th February 2024 (Provisional)
- 12th March 2024

The meeting finished at 20:29hrs

Minutes agreed:

R Bick
Vice Chairman

Date: