

MINUTES of BRETtenham AND KILVERSTONE PARISH COUNCIL MEETING
held at the KILVERSTONE ESTATE OFFICE
on 20 November 2019 at 1930

1. Attendance

The following were present:

Councillors Poulter, Engwell, Bick, Wright, Hughes and Holmes-Smith

Apologies were received and approved by the Chairman: Councillor Dawson

In attendance:

Councillor Kybird, Breckland District Council and Mrs Herries, Internal Auditor

2. Any Declared Matters of Urgent Business

There were none.

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

4. Minutes of the Meeting

Minutes of the Meeting These had been circulated previously, were agreed and duly signed by the Chairman.

5. Matters Arising

a. **Norfolk Refuse Centre Charging** The Chairman reported that, after the last meeting that fly tipping appeared to have increased. In addition, the policy for fly tipping does not appear to include private land. It was proposed writing to the NCC to point out these issues as well as the lack of clarity on charges. Chairman will draft letter.

b. **Trod** It was reported that the trod had been built and was already being well used. Picture to be posted on the website once the leaves have gone.

6. Financial Report

a. **Financial Position and Transactions**

Treasurer's Account

Balance CF at 18 Sep 19 (Last Report):

£ 8,972.43

Payments Out:

Cheque No. 244: Top Garden Services - Grass Cutting August	£	81.00
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Cheque No. 245: Top Garden Services - Grass Cutting Sept	£	81.00
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Cheque No. 246: Clerk - 2nd Class Stamps	£	7.32
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Cheque No. 247: Clerk payslip Jul-Sep 19	£	348.60
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Cheque No. 248: HMRC Clerk Tax	£	191.60
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Cheque No. 249: BHIB Insurance*	£	554.99
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Payments Out Subtotal	£	1,264.51
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Payments In:

VAT Refund	£	243.32
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Breckland Council Precept	£	2,572.50
Payments In Subtotal	£	2,815.82
Balance at 20 Nov 19	£	10,523.74
Business Instant Access Account		
Balance at 20 Nov 19 (includes interest Oct & Nov 19)	£	<u>11,575.64</u>
Balance All Accounts at Nov 19:	£	<u>22,099.38</u>

*Insurance Certificate to be displayed in the Kilverstone office once received.

- b. **Approve Financial Regulations** The Draft Financial Regulations had been circulated previously and was discussed. Councillor Engwell proposed and Councillor Holmes-Smith seconded a motion to adopt the Financial Regulations..

Resolved: To adopt the Financial Regulations

7. **FYE 20/201**

- a. **Budget** The draft budget had been previously circulated and was discussed. A Statement is to be added to the above-referenced Financial Regulations about the reserves. The Parish Partnership payment had come out of the reserves but PC not informed at the time, which was unintentional. It was also clarified that the maintenance of the POS and riverside path had been paid in full by the S106; however, Clerk to investigate when this will no longer be available. Clerk also to investigate if there was any possibility of Audit Charges being introduced. Councillor Engwell then proposed and Councillor Holmes-Smith seconded a motion to approve the Budget.

Resolved: to approve the budget.

- b. **Precept** The precept was discussed and it was proposed that the precept be set at £5,400, an increase of 5% over last year in an effort to stay within the precept and in order to start building up the reserves again. Councillor Engwell then proposed and Councillor Holmes-Smith seconded a motion to increase the precept FY 20/21 by 5% to £5,400. This was agreed unanimously.

Resolved: to increase the precept by 5% to £5,400.00

8. **Planning**

a. **Planning Applications**

- (1) 3PL/2019/1244/HOU - BRETTENHAM: The planning application regarding removal of conservatory and erection of a single storey rear garden room at 22 Arlington Way was discussed and it was proposed that the Clerk submit the PC's comment as 'No Comment' on the website. This application has now been approved.

<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2019/1244/HOU>

- (2) 3PL/2019/1347/F – KILVERSTONE: The single storey side extension to the Garden Centre was discussed and it was proposed that the Clerk submit the PC's comment as 'No Comment' on the website.

<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2019/1347/F>

- b. **Joint Neighbourhood Plan** It was reported that the BDC website still has not been updated to show that the plan had been adopted and a map is still inaccurate. Chairman to follow up.
9. **Emerging Local Plan** It was reported that the local plan would be reviewed by Breckland District Council would be going to council on 28th November at 11am on recommendations. Primary care still not featuring in the final plan.
10. **Greater Thetford Partnership**
- a. **Update** Currently there are now two public board meetings a year; other meetings are now private. As previously reported, primary care is not featuring.
- b. **Thetford Network Improvement Strategy** This was produced without input from the PC. PC did comment and put forward recommendations by the deadline though no acknowledgement was received. The comments were regarding:
- Traffic flow around Fiveways roundabout at Mildenhall
 - Traffic flow around Thetford and
 - The A14/A11 junction
- c. **PC Board Membership** In addition to the Chairman, who is a member; Councillor Engwell is now the secondary member; Councillor Bick to stand in when the Chairman or Councillor Engwell is unavailable.
11. **Kilverstone Alms Houses**
- a. **Balance brought forward** **£7,467.57**
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|---------------------------------------|------------------|
| Expenditure | |
| Breckland council tax (final payment) | £ 49.64 |
| Data Protection Fee | <u>£ 35.00</u> |
| Total | £ 84.64 |
| Income | |
| Rent 5 x £184 | £ 920.00 |
| Rent 2 x £410.02 | £ 820.00 |
| M & G | <u>£ 28.97</u> |
| Total | £1,768.97 |
| Balance at 20 Nov Sep 19 | £9,151.90 |
- b. **Investment Valuation**
- CCLA Charities Investment Fund at 30 Sep was £31,060.48 and M&G (NAACIF) at 20 November was £3,182.86 making a total of £43,366.31.

c. **Almshouse Report**

It was reported that the agreed retention money would now be paid to the builders. The balance due is £1,634.60. A breakdown of all expenses for both properties has been provided and are attached to these minutes. Briefly, the total spend on No. 1 was £44,723.62 and for No. 2 it was £83,776.77. Thanks was expressed on behalf of the PC to Kybird builders for making the transformations possible.

12. **Reports by Members**

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

b. **Community Safety** Councillor Bick to attend SNAP meetings in future and he reported that the meeting revolved around three main issues:

- Crime Statistics remain the same
- Speeding: PC is still on the list for a speed camera test, however, PCs have been colour-banded by urgency.
- Police has spoken to several estates regarding heavy vehicles using small roads and speeding.

Next SNAP Meeting taking place on 16 January 2020 at 11am.

c. **Rural** An increasing number of fly tipping was reported.

13. **Correspondence for information**

a. October Newsletter from PC Gilluley has now been placed on the website.

b. Email regarding an increasingly longer list of scammers has now been placed on the website.

c. Letter regarding reduction in bus services to market towns. The Clerk commented that this was for information only as Brettenham, Kilverstone and Thetford were not affected.

14. **Dates for next meeting**

Wednesday 18 December at 1930 in the Kilverstone Estate Office (Provisional)

Wednesday 22 January 2020 at 1930 in the Kilverstone Estate Office (Full)

The meeting finished at 20.30.

Minutes agreed:

A M Poulter OBE
Chairman

Date: