

MINUTES of BRETtenham AND KILVERSTONE PARISH COUNCIL MEETING
held at the KILVERSTONE ESTATE OFFICE
on Tuesday 17 August at 1900

1. **Attendance** The following were in attendance: Councillors Poulter, Engwell, Wright, and Holmes-Smith

Apologies were received and approved by the Chairman: Councillors Bick, Hughes and Dawson

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

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 Chairman.

5. **Matters Arising**

- a. It was reported that part of the POS Boundary was queried by a resident, whose deed showed that the fence was not located accurately and did not follow his boundary. The Chairman had met with resident and was shown the deed and plan which was compared to the PCs. It was agreed that the resident was correct and would be allowed to move the fence, but would have to pay for relocation.

6. **Financial Report**

- a. The following was reported:

Treasurer's Account

Balance CF at 22 June (Last Report):	£	11,068.46
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Payments Out:

Cheque No. 293: R Dawson (Clerk Pay May-Jul)	£	497.40
Cheque No. 294: HMRC Clerk Tax	£	39.20
Cheque No. 295: R Dawson refund for new laptop	£	389.00
Cheque No. 296: TOP Garden Services grass cutting/path June	£	81.00
Cheque No. 297: TOP Garden Services grass cutting/path July	£	81.00
Cheque No. 298: R Dawson refund for 2nd Class Stamps	£	7.92

Payments Out Subtotal	£	1,095.52
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Payments In:

No payments in.

Balance at 17 August 21

£9,972.94

Business Instant Access Account

Balance at 17 August 21 (includes interest Jul-Aug)

£ 11,581.05

Balance All Accounts at 17 August 21:

£ 21,553.99

- b. The clerk reminded the council that all invoices out of the ordinary should be approved at meetings and cheques signed at each meeting whenever possible.
- c. Financial Regulations
 - i) The Clerk had circulated a proposal to make payment of invoices and refund payments to members more efficient by switching banks from Lloyds to Unity Trust. This bank was chosen as it seems to understand how parish councils have to arrange payments. It was explained that payment of invoices online saves time and money, no envelopes or stamps required, and the authorisation can be done remotely at any time. The payment is received in the creditor's account within two working days; and the creditor does not have to take a cheque to their bank. The controls and approvals, properly used, are as secure as the existing cheque system. The Responsible Financial Officer may 'view and submit' online but may not authorise a payment. Signatories may 'view and authorise' what the RFO has entered but may not set up a beneficiary or a payment themselves. An account can be set up for each councillor and changes are easy to make.

The RFO would continue to provide Bank Statements and reconciliation to the Council meeting at every meeting. The RFO would continue to make payments by cheque when necessary, following the existing controls and approvals, but would move to online payments when possible. The Council would endeavour to have a minimum of three Councillors as authorised signatories at any one time.

The Chairman will discuss the proposal and legal requirements with the PCs Internal Auditor.

- ii) The clerk then proceeded to propose that contact details for some organisations e.g. HMRC and Fasthosts, be transferred from the Chairman to the Clerk. This will make it more efficient for the clerk to contact said organisations when there is an issue. It would also make handing over in future to another clerk a lot easier.

7. Village Signs

- a. It was reported that the Artist was now at an undercoat stage and had queried some images and colours for Kilverstone, which were passed on and resolved. The Kilverstone had also been taken apart and secured so it would be more stable. The Artist also reported having fixed some damage to the Rushford sign.

- b. The condition and possibilities regarding the refurbishment of the noticeboards was discussed. This is to be further explored by the councillors.
8. **Planning**
- a. No planning issues.
- b. **Breckland Local Plan** No update.
9. **Greater Thetford Partnership**
No further update but Chairman to brief Vice Chairman and Councillor Bicks on latest meeting.
10. **Kilverstone Alms Houses**
- a. **Balance brought forward** **£20,047.24**
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|------------------------------------|----------------------------------|
| Expenditure | £ 1,120.44 |
| Income | |
| M and G | £ 28.97 |
| Rent 1 | £ 1,640.80 |
| Rent 2 | £ <u>1,472.00</u> |
| Total | £ 3,112.80 |
| Balance at August 21 | £22,067.85 |
| Savings held with M & G | £ 3,221.60 as at June 21 |
| Savings held with CCLA | £35,017.11 as at April 21 |
- b. **Community Led Homes**
The Chairman reported that the representative of the Community Led Housing was currently on parental leave and a colleague would brief the PC at the next possible meeting. However, as nothing was concrete and further detail unavailable, it was not deemed urgent.
11. **Peddars Way**
The Chairman reported having met with the Samantha Norrison who had explained the car park charges and the closure of some areas, mostly due to antisocial behaviour. Ms Norrison will be attending the next meeting.
12. **Reports by Members**
- a. **Environmental and CPRE** Nothing to report
- b. **Community Safety** Chairman to contact Councillor Bick as the bike nuisance appeared to have increased.
- c. **Rural** Nothing to report.
13. **Correspondence for information**
- a. Correspondence from NALC regarding various webinars and online training.

14. **Dates for next meeting**

Tuesday 14th Sept at 1900 in the Kilverstone Estate Office (Provisional)

Tuesday 12th Oct at 1900 in the Kilverstone Estate Office (Full)

The meeting finished at 20.15

Minutes agreed:

A M Poulter OBE
Chairman

Date: