

MINUTES of BRETtenham AND KILVERSTONE PARISH COUNCIL MEETING
held at the KILVERSTONE ESTATE OFFICE
on 16th July 2024 at 1900

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

Apologies were received and approved by the Chairman: Councillors Bick, Skirving and Wright

Also in attendance: Councillor Chapman-Allen
2. **Any Declared Matters of Urgent Business** There were none.
3. **Any Declarations of Interest** Councillor Exton declared an interest in item 9c.
4. **Minutes of the Meeting** These had been circulated previously, and Councillor Engwell 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** Bus shelter in Rushford: It was reported that the Rushford bus shelter was in need of repair. After discussion it was agreed that Councillor Exton would obtain quotes for repair and whether or not it qualified for a grant.
6. **Defibrillators** It was reported that from October parish councils could apply for fully funded defibrillators from the British Heart Foundation ("BHF"). This included the cabinet, spare batteries and pads as required. The possible locations for defibrillators was discussed, however, needing an electric power source might limit where these could go. After some discussion it was agreed to discuss more fully at the next meeting as more information was obtained by Councillor Hughes.
7. **Orchard Scheme** The Chairman reminded the meeting of the plan to plant 90 fruit trees in the POS, however, after discussion with residents overlooking the POS it was agreed to reduce this number as too many trees would obscure the line of site of residents' drives. The other reason would be so as not to infringe on the use of the POS by resident children. The challenges of planting and watering was further discussed. Top Garden Services to be approached as to planting and watering. Councillor Chapman-Allen to report on the timing and amount available for the grant.
8. **Financial Report**
 - a. The following was reported:

Treasurer's Account

Balance CF at 14th May (Last Report): £ 14,599.72

Payments Out:

Chq 374: Vice Chairman travel	£	45.00
Chq 375: NALC Annual Membership	£	205.82 (not paid in yet)
Chq 376: NALC Website fee	£	70.00 (not paid in yet)
Chq 377: Chairman Expenses	£	21.60
Chq 378: HMRC Tax Apr-Jun	£	138.00 (not paid in yet)
Chq 379: Clerk Remuneration Apr-Jun part 1	£	500.00 (not paid in yet)
Chq 380: Clerk Remuneration Apr-Jun part 2	£	52.56 (not paid in yet)
Chq 381: MS Office Annual Membership	£	79.99 (not paid in yet)
Chq 382: Clerk Office Expenses Apr-Jun	£	16.00 (not paid in yet)
Chq 383: Chairman D80 Anniversary Expenses	£	109.98 (not paid in yet)

£ 1,238.95

Payments In:

R King POS rent £ 100.00

Payments In Subtotal £ 100.00

Balance at 16 July £ 13,460.77

Business Instant Access Account

Balance at 16 July (inc interest Jun & July) £ 11,777.46

Balance All Accounts at 14 May 2024 £ 25,238.23

9. Planning

- Breckland Local Plan** – The site acquisitions from the call for sites is moving along; 5,000 homes have been deemed sufficient. There are three main locations, Larling, Dereham and Swanton Morley and it is hoped that one of those will produce a viable plan. If not, then another call for sites will be necessary. Many local concerns have been reported, e.g. the high level of density in rural areas, the needs for schools, surgeries, etc. There are ecology and utility challenges with all the site. The question was asked whether the new government would affect the local plan, however, this was not considered an issue as the plan had moved too far along, but this could change if none of the sites were viable. The target remains at 661 homes annually.
- JNP Review** No further update, the JNP remains valid, as the Local Plan has not yet been completed.
- 3PL/2024/0556/F3** Harlingwood Stables: The planning application was discussed; there is no change of purpose; new fencing required as well as a menage. After discussion it was agreed to comment with: 'No Comment'.
- SUE Planning Application:** A meeting with Pigeon took place on 29th May where the proposed high density development in Kilverstone, a rural area, was discussed and Pigeon had agreed to reduce the planned population densities and make up the deficit on other parts

of the SUE development . No new drawings have been made available yet, so the PC is awaiting confirmation of the revised plans.

10. **Greater Thetford Partnership** Meeting on 21st May was attended by Chairman and Vice Chairman. Sam Chapman-Allen re-appointed as Chairman and Cllr Jane James as Vice Chairman. A new Board will be established to manage the 'Long Term Plan for Towns' and will be chaired by an independent business person. Cllr Bick asked whether the forthcoming changes to the Ely rail junction would result in a direct train from Thetford to London but, sadly, not. For the GTP minutes, please see appendix A to these minutes.

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

Report to B&KPC Committee Meeting 16-07-24

a. Financial

Balance at last meeting. £38,215.93

Money out

Cheque 100289 Kybird Builders Kitchen tap £289.50
Cheque 100291 Peter King Electrical Water heater check £86.40
Cheque 000001 Thetford Plumbing Service Emersion Heater £348.00
Total Money out. £723.90

Money in

Rent No.1 May £368.00
Rent No.2 May £410.02
Rent No.1 June £460.00
Rent No.2 June £410.02
Rent No. 2 July £410.02
Rent No. 1 July £92.00
M & G Investments May £32.59

Total Money in: £2,182.65

Balance at 07-07- 2024 £39,674.68

Investments

M & G investments at 31-03-24 £3,291.85
CCLA investments at 31-03-24 £43,541.97

b. Maintenance

- A small 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.
- Repairs have been undertaken to the Emersion Heater at Almshouse No. 2 and to the Shower Mixer Valve at No.1. Invoice received: Thetford Plumbing Services. Shower £300.00
- Trust Management: The trust has opened a new Charity Business Account called a Treasurers Account with Lloyds Bank. The signatories are Councillors Skirving and Hughes.
- Breckland Council, who provide payment of the Weekly Maintenance Contribution by way of Housing Benefit have been advised of the new bank details and the trust Beneficiaries

have been advised of the new bank details.

- Proposal to perform a yearly review: It is proposed that the Trustees commit to a yearly review of all the Almshouse Trust activities going forward. Timing of the review to be in the three months before the end of the financial year. Such a review will ensure that we are managing the finances and other trustee responsibilities in the most efficient, open and transparent way. It will also feed into the budget for the next financial year.
- The following areas are proposed to be covered by the review:
 - Financial management and records. - Review the past year systems to see if they are working, adjust if necessary and keep records and returns up to date.
 - Investments. -Test the market for better returns. Move funds if better interest rates identified.
 - Property condition. - From recent emails it is apparent that we have a responsibility to inspect and record the condition of the Almshouses yearly.
 - Create a list of maintenance tradesmen who can be called upon for both regular and emergency repairs. – tenders to be issued to local companies to give rates for typical maintenance items and emergency call out rates. We probably need to cover as a minimum: - electrician, plumber, blocked drains, decoration, roofer.
 - Health, safety and wellbeing reviews for the Beneficiaries. - meet with them on a yearly basis to gather feedback, record any change in their personal situation and review their needs.
 - Weekly Maintenance Contribution review - This should be reviewed yearly to ensure it remains fair. The agreements we have with the beneficiaries date 7 years ago
- 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.
- Councillor Skirving to contact local fire department to undertake a fire safety check for both bungalows in order to safeguard residents.

12. Reports by Members

- a. **Environmental, CPRE and Rural** There were none.
- b. **Community Safety** There was none

13. Correspondence for information

- a. Letter regarding bridge closure in Rushford. Clerk to circulate.

14. AOB

The Chairman announced his intention to step back from the Parish Council. He thanked councillors for all their support, in some cases for over 20 years, and for their continuing endeavours on behalf of our parishioners. The Chairman proposed that the Council hold an additional meeting in August to decide whether to run light, to co-opt a new councillor or to seek a new councillor through an election. The procedures for this process is quite specific. A new councillor to represent Rushford would be ideal. Additionally, the Council will need to decide on and vote in a new Chairman and Vice Chairman.

15. Date for next meeting

- 13th August 2024
- 10th September 2024

There being no other business, the meeting finished at 20:00hrs

Minutes agreed:

M J Engwell OBE
Chairman

Date: