

**ANNUAL MEETING of
BRETTENHAM AND KILVERSTONE PARISH COUNCIL
held at the KILVERSTONE ESTATE OFFICE
on Tuesday 14th May 2024 at 1830**

1. Election of Chairman and Vice Chairman

The Chairman opened the meeting by welcoming everyone to this Annual Parish Council Meeting.

He then asked for nominations to take the chair of the Parish Council. Councillor Dawson proposed and Councillor Skirving seconded a motion that Councillor Engwell be elected as Chairman and this was carried unanimously.

RESOLVED: Councillor M Engwell OBE be re-elected Chairman for the year ensuing.

The Chairman then asked for nominations for Vice Chairman. Councillor Engwell proposed and Councillor Skirving seconded a motion that Councillor Bick be elected as Vice Chairman and this was carried unanimously.

RESOLVED: Councillor R Bick be elected Vice Chairman for the year ensuing.

The newly appointed Chairman and Vice Chairman signed the acceptances of office.

2. Members Register of Interests

The Clerk asked Councillors for any updates to their Notices of Interest. No changes were registered however, a request was made by Councillors Wright and Councillor Exton for emails to be sent to their preferred email address.

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

Also in attendance: Councillor Sam Chapman-Allan Breckland Leader and Councillor Robert Kybird, Breckland Council as well as the Internal Auditor, Nick Manderfield.

4. Any Declared Matters of Urgent Business There were none.

5. Any Declarations of Interests There were none.

6. Minutes of the Meeting of 12th March 2024 These having been circulated previously were approved and signed.

7. Matters Arising: D-Day 80th Anniversary

The Chairman outlined the simple ceremony on the 6th June as follows:

- A low key event to be held on the Arlington Way Public Open Space.
- Flyer has been printed and will be distributed. Clerk to post on Arlington Way Friends Facebook Group.
- The tribute will be read by an 18-year old Arlington Way resident. The Chairman explained that this seemed poignantly appropriate as many soldiers called up for the war would have been of a similar age
- The lighting of the beacon will be performed by a resident in Arlington Way, one who has been instrumental in many fund-raising events, in particular for the St Nicholas Hospice.

8. **Internal Auditor** The Clerk outlined that Mr Nick Manderfield had been a very efficient and effective internal auditor and suggested he be named for the next year. The Chairman proposed that Mr Manderfield be appointed Internal Auditor and this was seconded by Councillor Dawson and was agreed unanimously.

RESOLVED: Mr Manderfield to be appointed as Internal Auditor.

9. **Annual Review of Internal Controls** The Clerk reminded the PC of the steps it needed to take to ensure proper financial management was being applied and asked for the PC's agreement to the documents below:
- Internal Controls
 - Duties of the Responsible Finance Officer
 - Annual Review of the Effectiveness of Internal Audit
 - Annual Review of Internal Controls
 - Financial Standing Orders
 - Internal Audit

They were then agreed, and signed and attached to these minutes. They will then be shown on the PC web site.

10. **Financial Report**

Treasurer's Account

Balance CF at 12th March (Last Report): £ 12,356.65

Payments Out:

Chq 366: Breckland Uncontested Invoice	£	75.00
Chq 367: 21CC Beacon Purchase	£	658.80
Chq 368: Clerk Remuneration Jan-Mar 24	£	432.80
Chq 369: Clerk Office Expenses	£	13.00
Chq 370: HMRC Clerk Tax	£	108.00
Chq 371: Nick Manderfield Internal Audit Fee	£	50.00
Chq 372: Fasthosts invoices 23-24	£	66.56
Chq 373: Clerk Toner Refund	£	61.33
	£	1,465.49

Payments In:

HMRC Refund	£	258.56
Grant for Beacon	£	300.00
1st Part of Precept	£	3,150.00
Payments In Subtotal	£	3,708.56

Balance at 14 May £ 14,599.72

Business Instant Access Account

Balance at 14 May (incl interest April & May) £ 11,751.92

Balance All Accounts at 14 May 2024 £ 26,351.64

11. **Annual Report and Annual Accounts** The Annual Report and Annual Accounts had been circulated and the accounts been approved beforehand by the Internal Auditor and agreed by the PC. The Annual Report was then agreed and signed by the Chairman

The Chairman then asked that the Annual Accounts be agreed. Councillor Dawson proposed and Councillor Wright seconded a motion that the Annual Accounts be adopted. This was agreed unanimously. The AGAR was then signed by the Chairman and countersigned by the clerk.

RESOLVED: The Annual Accounts for year to be adopted.

12. **Planning**

- a. **SUE in Kilverstone** – It was reported that further meetings with Pigeon would be taking place in two weeks' time. A public consultation will take place in the next several weeks and several workshops have been planned in different localities. The one in Thetford has been scheduled for 18th June. Councillors Bick, Skirving and Engwell are to be signed up.
- b. **Local Plan** - Councillor Chapman-Allen explained that while several growth sites have been identified, several are deemed unsuitable. The ones considered appropriate are Swaffham/Watton and Swanton Morley. The rest of the growth will be integrated into the rural parishes. A strong design with a rural identity will be encouraged. A Breckland Local Plan - Preferred Options Phase: Town and Parish Council Workshop Invitation will be held on Tuesday 18 June which Cllrs Bick and Skirving will attend.

13. **Greater Thetford Partnership**

No further update, however, the next GTP meeting will be held on 21 May which Cllrs Engwell and Bick will attend.

14. **Kilverstone Alms Houses**

Kilverstone Almshouse Trust 211599

Report to B&KPC Committee Meeting 14-05-24

Financial.

Balance at last meeting.	£38,797.72
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Money out.

Cheque 100285 Kilverstone Estate Building Insurance	£502.92
Cheque 100286 Kybird Builders Thresholds	£288.00
Cheque 100287 Kilverstone Estate Emptying Septic Tank	£93.50
Cheque 100288 G B Cleaning Moss removal	£1470.00
Total Money out.	£2,354.42

Money in.

Rent No.1 Feb	£184.00
Rent No.1 March	£368.00
Rent No.2 March	£410.02
Rent No.1 April	£368.00
Rent No.2 April	£410.02
M & G Investments	£32.59
Total Money in.	£1,772.63
Balance at 26 April 2024	£38,215.93

Investments

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

Maintenance

Electrical fault identifies with No. 2 immersion heater. £86.40

Immersion heater at No.2 replaced. £186.00

Kitchen tap replaced No.2. £289.50

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 is now registered as a signatory for the bank account with Barclays Bank.

Lorna McGraffin has advised the service she undertook regarding the trust financial management. 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.

Councillor Hughes offered to take on the accounting duties as she had now handed over the management of the Almshouses. A fire safety inspection was undertaken at No.1 and No. 2 on Tuesday 7th May 2024 by:

Jo Lockwood

Community Fire Safety Advisor

Norfolk Fire and Rescue Service

Norwich Road

Thetford

IP24 2HT

Tel: +44 1603 537456 or 07341 488820

Ms Lockwood tested the hardwired smoke alarms and found them to be in good working order and recommended that be tested weekly by the beneficiaries. She spent 45 mins with both beneficiaries in separate meetings and provided information on good practice relating to their health and safety and prevention of fire. She provided a brigade fire and safety leaflet giving examples of good practice, contact details for herself and the brigade and 'what to do in a fire' advice. Jo advised that she was happy with the existing means of escape in case of fire at both bungalows.

Additionally, she identified that the beneficiary of No. 1 would benefit from help regarding the sorting out and disposal of some of his accumulated possessions. She agreed to contact a local help group, 'Moving Forward' who she recommended as an organisation she has worked with to assist people in managing their home clearances and removal of clothes/furniture to charity shops. It was also suggested that the provision of a shed/workshop at No.1 would enable many tools to be relocated from the house.

It is recommended that the existing brick external store, which is in need of major repair, be demolished and a new timber shed provided. It was then reported that the advice from the Fire Safety Officer had been very good. In order to help with clearing items from a residence overwhelmed with hoarded items, a grant is available via 'Moving Forward' to help with fees to help residents with house clearance issues.

Storage

A new shed was also discussed and agreed though the size still to be determined. The Beneficiary in question currently uses a vehicle to store items, so providing a larger shed instead of trying to fix the older, smaller one, would be a good way forward. Councillor Skirving to check with Land Register the exact ownership and size of the land where the Almshouses stand.

15. Reports by Members

- a. **Environmental and CPRE** Nothing to report
- b. **Community Safety/Speeding** A Highways Issue was also reported by the PC to Councillor Askew during the APM, referring to the A1066 which recently saw a fatal accident. The following will be suggested to Highways by Councillor Askew on behalf of the PC. Councillor Wright to provide exact concern to be forwarded on:

- i. Improved Signage
- ii. Anti-Slip Surfacing
- iii. replacing the plastic bollards with something more robust.

Councillor Bick attended the SNAP meeting on 13th May 24; out of the 13 parishes invited only 4 were represented at the meeting, At the meeting it was mentioned that there will be Thetford Street Wardens patrolling wearing cameras, stab vest and hi-vis vests to gather information about anti-social behaviour and street drinking that will then be passed on to authorities.

Crime still low in the parish with one crime reported in March 2024.

- c. **Rural** Nothing further to report.

16. **Correspondence for information**

- a. No further correspondence.

17. **Dates for next meeting**

The dates for the next full meeting will be on 16th July at 7pm in the Kilverstone Estate Office:

The meeting finished at 20.20hrs

Minutes agreed:

M J Engwell OBE
Chairman

Date: