

MINUTES of BRETTEHAM AND KILVERSTONE PARISH COUNCIL MEETING
held at the KILVERSTONE ESTATE OFFICE
on 10th September 2024 at 1900

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

Also in attendance: Councillor Kybird
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 and were duly signed by the Chairman.
5. **Matters Arising** There were none.
6. **POS Orchard Scheme**
 - a. **Watering:** It was reported that as yet no quote had been obtained for watering the new fruit trees; Chairman to follow up with contractor. Vice Chairman to discuss watering options with resident who has offered use of their water supply and report at the next meeting.
 - b. **Flyers:** A draft flyer had been circulated previously and was discussed. Some wording to be added and some photographs for further clarification. The flyer will inform residents about the Orchard and will request volunteers to help plant and maintain trees.
 - c. **Distribution of Flyer:** Logistics of printing and distribution of flyers was also discussed and it was agreed that flyers would be mostly dropped but also emailed and notices put up where possible. Planting will take place in December and meeting with potential volunteers to take place well before that.
 - d. **Grant:** The clerk reported that the grant had now been received. Councillor Kybird confirmed that NCC would follow up on progress.
7. **Rushford Bus Shelter** The needs of the bus shelter were discussed at length. Another quote still to be obtained. Councillor Exton to obtain views from Rushford residents as to whether they feel that the shelter should be fixed or demolished via a leaflet drop. Councillor Kybird to email Councillor Askew as to whether any grants are available and whether the presence or not of a bus shelter in Rushford would have an impact on the decision of whether to run a new bus service through Rushford in the future.
8. **POS Fencing** The two quotes for repair of the fencing around the POS was discussed. One quote was significantly lower than the other. Chairman to confirm whether the timber in the cheaper quote is appropriately treated and of similar quality; once confirmed he will then appoint a contractor. It was now a matter of urgency as the gap in the fencing was now large enough to allow unauthorised vehicles to park.
9. **Councillor Vacancy** The clerk reported that a Notice of Vacancy had now been received, completed, signed and published on the website. Copies were distributed for the noticeboards. After 14 working days, if no election is called, then a councillor can be co-opted. It was agreed that it would be sensible to add a paragraph to the Orchard Leaflet regarding the vacancy in order to gain interest in the position.
10. **Financial Report**
 - a. The following was reported:

Treasurer's Account

Balance of 10th Sep	£	13,460.77
---------------------	---	------------------

Payments Out:

None

	£	-
--	---	---

Payments In:

Orchard Scheme Grant

£	2,025.00
---	----------

Payments In Subtotal	£	2,025.00
----------------------	---	----------

Balance at 10 Sep	£	15,485.77
--------------------------	---	------------------

Business Instant Access Account

Balance at 10th Sep (inc interest Aug)	£	<u>11,777.46</u>
---	---	-------------------------

Balance All Accounts at 10 Sept 2024	£	<u>27,263.23</u>
---	---	-------------------------

b. **Lloyds Bank** The clerk reported that new signatories had been requested from Lloyds Bank and councillors nominated would soon be contacted. Councillor Hughes confirmed that she already had been contacted.

11. Planning

- a. **Breckland Local Plan** – No current update; it would seem all plans have been put on hold until the new Government's plans are clear.
- b. **JNP Review** No further update, the JNP is still valid but currently but as the Local Plan is in a state of flux the JNP will retain the status quo.
- c. **SUE Planning Application:** Pidgeon have revised the density allocation to the phases within Brettenham and Kilverstone Areas to move towards our preferred lower rural density . The PC previous objection has been withdrawn from the application as a result of the reduction in density

12. **Greater Thetford Partnership** Very little to report. A presentation took place regarding school place numbers, however, plans for three new schools have now been put on hold due to low numbers of school age children.

13. Kilverstone Almshouse

Kilverstone Almshouse Trust 211599 - Report to B&KPC Committee Meeting 10-09-24

Financial

Balance at last meeting.	£39,674.68
--------------------------	------------

Money out.

Cheque 000002 Thetford Plumbing Service -Shower mixer	£300.00
---	---------

Total Money out.	£300.00
------------------	----------------

Money in.

Rent No.1 July	£184.00
----------------	---------

Rent No. 2 August	£410.02
Rent No.1 August	£552.00
Rent No. 2 September 5, 2024	£410.02
M & G Investments August	£32.59
Total Money in.	£1,588.63
Balance at 07-07- 2024	£40,963.31

Investments

M & G investments at 30-06-24	£3,372.60
CCLA investments at 31-03-24	£43,541.97

Maintenance

No maintenance has been undertaken since the last report.

Trust Management

A book keeper is needed to maintain the financial records and support the trustees. A suitably qualified local person will be approached and invited to take on the role.

- **Yearly Review**

The Yearly Review will be undertaken between the 1st Jan – 31 March 2025.

- The following areas will 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. – Inspect the Almshouses internally and externally and record condition.
- 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. Tenders to cover: - electrician, plumber, blocked drains, decoration, roofer.
- Health, safety and wellbeing reviews for the Beneficiaries. - meet with them to gather feedback, record any change in their personal situation and review their needs.
- Weekly Maintenance Contribution review – Undertake review against the market rate and revise if necessary. Advise Beneficiaries of result of review.

14. Reports by Members

- Environmental, CPRE and Rural** There were none.
- Community Safety** The Chairman had attended the SNAP meeting on 29th August and reported that the new Police Commissioner attended. No crimes recorded in the Brettenham and Kilverstone Parish.

15. Correspondence for information

- a. Letter promoting Fostering Event at the Thomas Payne hotel in October. Clerk to circulate.

16. AOB

- a. Car parking charges are to be introduced in Thetford. Following consultation regarding the level and method of charging with the community Breckland will issue final charging scales in due course.

17. Date for next meeting

- 19th November 2024

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

Minutes agreed:

B Bick
Chairman

Date: