

MINUTES of BRETtenham AND KILVERSTONE PARISH COUNCIL MEETING
held at the KILVERSTONE ESTATE OFFICE
on 19th November 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. **Planning**
 - a. **Breckland Local Plan** – No current update and plans are still on hold. A new call for sites may be run as there are currently not enough sites for the next 5 years. An annual refresh is considered essential. The new government has increased the amount of housing required and this will need to be reflected in the plan.
 - 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:** As per the last minutes, the revision of density was approved for Kilverstone, a rural area, so density will be lower than originally planned.
7. **Greater Thetford Partnership** It was reported that the £20m for Thetford has now been confirmed, otherwise there is little to report as no meeting has taken place since the last PC meeting. The next meeting is Tuesday 26th.
8. **POS Orchard Scheme**

The following was reported:

 - a. a meeting on site was held on 2nd November to explain the project.
 - b. Three people have volunteered to set up a community group to manage the orchard, more may come forward.
 - c. The trees have now been chosen and quoted for and will be ordered in the next week if approved; they will come to a total of £1385. Councillor Skirving to establish if some money can be held back for spares etc. because though the trees are of a good heritage but they may not all take.
 - d. It was confirmed that the POS is not a protected area with regard to utilities, so planting of the orchard will not cause an issue.

Councillor Bick proposed and Councillor Skirving seconded the motion to proceed with the purchase. This was agreed unanimously.

RESOLVED: Councillor Skirving to proceed with the purchase of the trees.
9. **Rushford Bus Shelter** Two quotes were circulated to the PC with regards to the bus shelter one to be demolished and one to be refurbished. The bus shelter generally and the views of the residents of Rushford were discussed at length.

Councillor Bick then proposed and Councillor Wright seconded the motion to proceed with the refurbishment of the bus shelter. This was agreed unanimously.

RESOLVED: The Bus Shelter to be refurbished.

10. **POS Fencing** It was reported that it had been difficult to obtain more quotes for repair of the fencing around the POS, however, two quotes have now been obtained. After a brief discussion it was agreed to proceed with the repair.

Councillor Bick proposed and Councillor Dawson seconded the motion to proceed with the repairs. This was agreed unanimously.

RESOLVED: To proceed with the repair of the POS Fencing.

11. **Councillor Vacancy** It was reported that initially that four candidates had come forward for the councillor vacancy, but two withdrew before being interviewed. The remaining applicants were then interviewed by the Chairman and Vice Chairman.

After discussion, Councillor Bick then proposed to co-opt the preferred candidate, which was then seconded by Councillor Skirving. This was agreed unanimously.

RESOLVED: New Councillor to be co-opted, candidates will be informed of the decision by the Chairman.

12. **Financial Report**

a. The following was reported:

Treasurer's Account

Balance of 10th Sep	£	15,485.77
Payments Out:		
Chq 384/5: Clerk Remuneration	£	552.36
Chq 386: HMRC	£	138.20
Chq 387: Clerk Expenses Jul-Sep	£	13.00
Chq 388: Clerk Refund Norton Antivirus 50/50 Croxton	£	50.00
Chq 389: Clear Council Insurance	£	725.04
	£	1,478.60
Payments In:		
2nd Half of Precept	£	3,150.00
Payments In Subtotal	£	3,150.00
Balance at 19th November	£	17,157.17
Business Instant Access Account		
Balance at 19th Nov (incl interest Sep-Oct)	£	11,808.82
Balance All Accounts at 19 Nov 2024	£	28,965.99

- b. **Lloyds Bank and Unity Trust Bank** The clerk reported that the new signatories had again been requested from Lloyds Bank and all was now proceeding according to plan. The clerk then reported that Lloyds Bank was going to introduce monthly maintenance fees for the current account and proposed that the PC now move the bank account to Unity Trust Bank. They also

have account charges similar to Lloyds but are much easier to deal with on day to day business.

Councillor Exton proposed and Councillor Wright seconded the motion to approve moving to Unity Trust Bank. This was agreed unanimously.

RESOLVED: The clerk to move bank accounts from Lloyds to Unity Trust Bank and start the process.

c.**Budget and Precept** The budget had been circulated and was now discussed at length. Several items to be added after discussion, e.g. orchard expenses, Fees for NALC Award, Councillor training and budget to be re-circulated. Precept to be decided at the next meeting. A copy of the agreement to let an area of the POS to a local resident is to be made available for inspection.

13. **Kilverstone Almshouse**
Report to B&KPC Committee Meeting 19-11-24

a.**Financial**

Balance at last meeting.	£40,963.31
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Money out.

Direct Debit Almshouse Association	£35.00
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Total Money out.	£35.00
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Money in.

Rent No.1 October	£368.00
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Rent No. 2 October	£410.02
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Rent No.1 November	£552.00
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Rent No. 2 November	£410.02
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Total Money in.	£1,372.04
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Balance at 16-11- 2024	£42,668.35
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Investments

M & G investments at 30-09-24	£3,427.64
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CCLA investments at 30-09-24	£43,791.01
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b.**Maintenance**

No maintenance has been undertaken since the last report. A leaking gutter at No.2 will be investigated in the next month. The removal of the roof moss has been very successful, they are now clear of moss.

c.**Beneficiaries**

The Beneficiary in No 2 was visited on Monday 11-11-24. Her heating and replaced emersion heater and kitchen sink tap are working well. A leak to the rear guttering needs

repair.

The Beneficiary in No 1 was telephoned on Monday 18-11-24 as he was suffering from a sickness bug and didn't want to have a visit. A storage shed is required, and quotes will be arranged to supply and install an 8' x 6' shed. Beneficiary advised that he is keen to contribute additional funds to increase the size of the shed and extend it into a workshop similar in size to the workshop at No.2 used to keep beehive equipment. He accepts that such a workshop would become part of the Almshouse and he would have no ownership of it if he ever left the Almshouse. It was agreed that the Trust would consider his request. Following discussion it was agreed that an extension to the basic provision of an 8' x 6' shed to a workshop would be allowed if the beneficiary could demonstrate that funds were available. Any shed or workshop to be located to the rear/side of the property.

d.Trust Management

A bookkeeper 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. Mr. Ed Beeton, the external auditor has suggested that we should reduce the balance in the Lloyds Bank account and invest the resulting funds into a higher interest savings account. This will be investigated in the yearend review starting 01-01-25

Annual Return to Charity Commission. Following confirmation from Mr. Ed Beeton external auditor that the Trusts Accounts had been recorded accurately the 2023/2024 annual return was submitted to the Charity Commission on 15-11-24.

It was also noted that a third signatory was necessary, and Councillor Dawson put himself forward to be added as a signatory and to assist in the Almshouse yearly review starting in January 2025

e.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. Local Councilor Award Scheme

The next date of application is the 3rd January, however, it was decided that the PC was not quite ready to make the application, therefore, this has now been postponed until 2nd May. The Clerk will assist in updating the PC web site and checking/updating all the PC policy and procedure documents ahead of the application.

15. Reports by Members

- a. **Environmental, CPRE and Rural** There were none.
- b. **Community Safety** It was reported that a second car had joined the one currently in the ditch beyond the bend on the A1066. The Chairman to discuss with his contact at Highways as to the painting of chevrons and something more permanent than the current plastic

bollards, of which now only three remain. The Chairman reported that he had met with residents and Highways on 25th October at Rusfhord to discuss the bridge and speed of traffic. He also reported attending the SNAP meeting at Weeting on 18th November. From January 2025, a Neighbourhood Board Panel will be formed which will include representation from Breckland, Police and Highways to choose neighbourhood priorities. Regular SNAP meetings will still continue. He has also requested the Safety Camera Team to attend the C147 at Rushford. No crimes recorded in the Brettenham and Kilverstone Parish in September and October.

16. Correspondence for information

- a. Email letter from Breckland regarding the Precept.

AOB

- a. An email had been received regarding the 80th Anniversaries of VE and VJ day in 2025. After brief discussion it was agreed to not take part on this occasion as Thetford Town Council may host events as they have a British Legion Branch in the town.

17. Date for next meeting

- 21st January 2025

There being no other business, the meeting finished at 20:30hrs

Minutes agreed:

B Bick
Chairman

Date: