

MINUTES of BRETENHAM AND KILVERSTONE PARISH COUNCIL MEETING
held at the KILVERSTONE ESTATE OFFICE
on 21st January 2025 at 1900

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

Apologies received from: Councillors Dawson, Exton, Lee 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 after one minor adjustment.
5. **Matters Arising**
 - a. Bus shelter will be repaired in the next couple of weeks.
 - b. POS Fencing has now been fixed.
6. **Planning**
 - a. **Breckland Local Plan** – No current update. Briefing to all members to be expected on 3rd March regarding Planning Reform. Consultation going to cabinet on 24th March. It is expected that 10% of housing being built will be selfbuild.
 - b. **JNP Review** No further update, the JNP is still valid but currently as the Local Plan is in a state of flux the JNP will retain the status quo, however, self build housing should be taken in consideration under the JNP.
 - c. **Planning Reform Paper** Formal consultation to take place in 2025
7. **Greater Thetford Partnership** The following was reported:
 - a. **Transport East** October budget lacked strategic road and rail investment. Ely junction scheme was ready to go but Network Rail had not been assured funding from the Department of Transport. National Highways had completed modelling to enhance the Thetford by-pass however funding was not currently available. Maybe in Road Investment Strategy (RSI) 4 which is likely to be 2030 onwards. Transport East were waiting for an infrastructure review from the Department for Transport, but this is in a pipeline behind large transport initiatives on a national level.
 - b. **Walking and cycling in Thetford** NCC have adopted a local cycling and walking infrastructure plan aimed to create connectivity between towns. A feasibility study will be undertaken to identify priority routes in Thetford. Within the SUE cycle and pedestrian routes were approved at the outline planning stage, although there is nothing in the S106 which requires off site cycling or walking provision/improvement or any financial contribution to such works.
 - c. **Thetford net zero roadmap.** An update was given by Opergy.
 - d. **Progress on SUE** Planning permission had been granted for 698 units. 318 had been completed, 312 were now occupied, 246 private, 48 affordable and 24 shared ownership.
 - e. **Cemetery** Provision of cemetery to be addressed.
 - f. **Car parking charge consultation** Update given, consultation finished on 15th December. Decision to be made Feb/early March 2025 for implementation in 2026.
 - g. **Town Fund** Long term plan for Town Fund. Thetford would continue to receive the £20 million fund but it was likely that the funding would not be received until 2026/27. The Thetford Board had been established to prioritise spending and make decisions on the way to utilise the fund most efficiently.
 - h. **GTP 2025+** It was identified that the Thetford Town Board and the £20million funding would have a knock-on effect and implications for the work of the GTP. Members to decide how the board would progress or if it was necessary. The Chairman wanted to remain mindful of the partnership to ensure the successful integration of the 5000 homes into Thetford.

8. **POS Orchard Scheme**

The following was reported:

- a. Good progress was reported. The Trees are being delivered in Friday 24th January. Saturday 25th January the area will be marked out and planting to take place on Sunday 26th, depending on weather.
- b. The form of committee still be decided after extensive discussion. Three volunteers had agreed to manage the committee.

9. **NALC Change of Status** A email had been received announcing the intent of NALC to convert from a Co-operative society to a company with a Limited Guarantee. No further action to be taken.

10. **Training** The training policy was discussed and approved. A new budget set up for training in the amount of £250 per year.

11. **Kilverstone Filming Location Email** An email had been received regarding a list of filming locations and after discussion it was agreed to take no further action as it did not really seem to apply to the PC. Any application regarding filming locations should be made to the landowners directly.

12. **Financial Report**

- a. The following was reported:

Treasurer's Account

Balance of 19th November	£	17,157.17
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Payments Out:

Chq 391: NALC for website check	£	60.00
Chq 392: VOID		
Chq 393: Top Garden Services	£	1,001.88
Chq 394: Front Fencing	£	1,455.53
Chq 395: East of England Apples and Orchard Project	£	1,080.00
Chq 396: The Almshouse Ass - Course D Dawson	£	110.00
Chq 397: HMRC	£	138.00
Chq 398: Clerk Oct-Dec 24	£	500.00
Chq 399: Clerk Oct-Dec part 2	£	52.56
Chq 400: Clerk Office Expenses Oct-Dec	£	13.00

	£	4,410.97
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Payments In:

50% BTO	£	264.00
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Payments In Subtotal	£	264.00
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Balance at 21st January	£	13,010.20
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Business Instant Access Account

Balance at 21 Jan (incl interest Nov-Dec)	<u>£</u>	<u>11,828.57</u>
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Balance All Accounts at 21 Jan 2025	<u>£</u>	<u>24,838.77</u>
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- b. **Lloyds Bank and Unity Trust Bank** The clerk reported the initial set up and that now copies of licenses/passports and an annual bill of some kind, e.g. Council Tax from all

councillors in order to proceed.

c. **Budget and Precept** The budget for maintenance to be increased to £1000 The budget was agreed after discussion and will be circulated. The amount of £6,945 proposed at the last meeting for the precept was accepted unanimously.

13. **Kilverstone Almshouse**

Report to B&KPC Committee Meeting 21-01-25

Financial.

Balance at last meeting.

£42,668.35

Money out.

£Nil.

Money in.

Rent No. 1 November

£184.00

Rent No. 1 December

£368.00

Rent No. 2 December

£410.02

Rent No. 1 January 25

£368.00

Rent No. 2 January 25

£410.02

M & G Investment

£48.88

Total Money in.

£1,788.92

Balance at 16-01- 2025

£44,457.27

Investments

M & G investments at 30-09-24

£3,427.64

CCLA investments at 30-09-24

£43,791.01

a. Maintenance

- i) External light fittings at No. 2 have been investigated and repaired. The front porch light motion detector has been set too sensitive, and a further visit is required. Invoice awaited.
- ii) A leaking gutter at No.2 will be investigated in the next month as the initial contractor contacted has failed to attend.

b. Beneficiaries

Beneficiary in no. 1 was advised by text that the PC had approved his request for him to make a non-returnable contribution to a larger shed/workshop on site and advised that the likely cost of the shed/base/electrical supply would be in the order of cost of £2-3k. He is yet to respond to this. It will be discussed further with him during the Almshouse review during Jan – March 2025.

c. Trust Management

- i) Councillor Lee is reviewing the bookkeeping requirements and will report to the meeting. Following discussion it was agreed that a simple Excel Spread Sheet would be used to record the accounts and that they would be audited externally at the year end.
- ii) Councillor Dawson is in the process of being added as a signatory to the Lloyds Bank Account. He is to attend The Almshouse Way training course in Saffron Walden on 12/06/25.

d. Yearly Review

- i) The Yearly Review is underway and is targeted to be completed by 31 March 2025. A sub committee to undertake the review was agreed to include Councillors Dawson, Hughes, Lee and Skirving.
- ii) Councillor Lee is reviewing the bookkeeping requirements and will report to the meeting.

- iii) Councillor Dawson is in the process of being added as a signatory to the Lloyds Bank Account. He is to attend The Almshouse Way training course in Saffron Walden on 12/06/25.

e. Yearly Review

- i) The Yearly Review is underway and is targeted to be completed by 31 March 2025.
- ii) 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 clerk reported that she had prepare the list of requirements and would circulate. Requirements mostly in place, however, the Biodiversity Policy and Accessibility items still outstanding. Clerk will circulate the Bio-Diversity Policy. It was agreed to aim for the May submission and approval. NALC to do an Accessibility check on the website and clerk will circulate the Bio-Diversity Policy.

15. Reports by Members

- a. **Environmental, CPRE and Rural** Councillor Wright was not present.
- b. **Community Safety** It was reported that the vehicles in the ditch, after the accidents at the junction of the A1066 and Steep Lane in 2024, had now finally been removed. One crime was reported in the area in November.

16. Correspondence for information

- a. Email letter from Breckland regarding the Precept.

17. Date for next meeting

- 11th March 2025
- 13th May 2025 (AGM and APM).

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

Minutes agreed:

B Bick
Chairman

Date: