

**ANNUAL MEETING of
BRETTENHAM AND KILVERSTONE PARISH COUNCIL
held at the KILVERSTONE ESTATE OFFICE on
Tuesday 13th May 2025 at 1930**

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 Lee seconded a motion that Councillor Bick be elected as Chairman and this was carried unanimously.

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

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

RESOLVED: Councillor Skirving 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.

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

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

5. Any Declarations of Interests There were none.

6. Minutes of the Meeting of 11th March 2025 These having been circulated previously were approved and signed.

7. Matters Arising

- a. It was reported that two noticeboards were currently in such a state of decline that they were unsafe. Councillor Hughes agreed to approach Lord Fisher's office to see if the noticeboard could be made safe; Councillor Wright proposed that one of his team would have a look and make the Brettenham notice board safe.

Replacement notice boards were discussed at length, possibly three due to the state of the one in Arlington Way. Research to be conducted as to what costs and financial options are. The Chairman and Clerk to update at the next meeting.

- b. NALC Award: Application for award briefly discussed and application will be submitted by 5th September.

8. Internal Auditor The Clerk outlined that Mr Nick Manderfield had been a very efficient and effective internal auditor but that he had intimated that he did not wish to do so another year. Clerk to enquire about other internal auditors and report back.

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 reminded that the PC had been sent the appropriate documents (listed below), however, the point was made that now that a new bank account had been opened, the documents should be changed to reflect the requirements for online banking. Clerk to review and re-circulate the documents for them to be approved and signed at the next meeting.

- a. Internal Controls
- b. Duties of the Responsible Finance Officer
- c. Annual Review of the Effectiveness of Internal Audit
- d. Annual Review of Internal Controls
- e. Financial Standing Orders
- f. Internal Audit

10. Financial Report

Treasurer's Account

Balance of 11th March 2025	£	12,901.77
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Payments Out:

Chq 404: Carl Stannard Bus Shelter Rushford repairs	£	952.06
Chq 405: HMRC clerk tax Jan-Mar 25	£	138.20
Chq 406: Clerk Salary Jan-Mar 25 part 1	£	500.00
Chq 407: Clerk Salary Jan-Mar 25 part 2	£	52.36
Chq 408: clerk expenses Jan-Mar 25	£	13.00
Chq 409: Deposit for new bank account	£	500.00
DD Service Charge for April	£	4.75
DD Service Charge for March	£	9.67

	£	2,170.04
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Payments In:

Breckland Precept part 1	£	3,472.50
HMRC Refund Apr 24- March 25	£	507.91

Payments In Subtotal	£	3,980.41
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Balance at 13th May	£	14,712.14
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Business Instant Access Account

Balance at 13th May (interest March)	<u>£</u>	<u>11,867.84</u>
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Balance All Accounts at 13th May 2025	<u>£</u>	<u>26,579.98</u>
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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. **Local Plan** – A meeting will be taking place in hybrid format on 20th May. Update to follow thereafter.

13. **Greater Thetford Partnership**

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

Addendum: Councillors Skirving and Bick attended the meeting, however, the meeting was found to be unsatisfactory. Chairman to send a note to BDC about the PC's concerns.

14. **Kilverstone Alms Houses**

Kilverstone Almshouse Trust 211599

Report to B&KPC Committee Meeting 13-05-25

Financial.

Balance at last meeting. **£45,476.90**

Money out

Online Transfer Kilverstone Estate 20-03-25	£99.50
Online Transfer Savings Account 14-03-25	£1.00
Online Transfer Savings Account 14-03-25	£9.00
Online Transfer Savings Account 17-03-25	£29,990.00
Online transfer TMA Professional Services 22-04-25	£840.00
Total Money Out	£30,939.50

Money in

Rent No.1 March 25	£368.00
Rent No. 1 April 25	£368.00
Rent No.1 May 25	£267.21
Rent No. 2 April 25	£410.02
Rent No.2 May 25	£410.02

Total Money in	£1,823.25
Balance at 09-05- 2025	£16,360.65

Investments

M & G investments at 31-12-24	£3,361.37
CCLA investments at 31-12-24	£44,143.07
Lloyds Instant Access at 09-05-25	£30,019.73

Maintenance

Invoice waited for repairs to external lighting to No.2.

Condition survey undertaken on 18-03-25 by TMA Chartered Surveyors with report received 19-03-25. The properties are generally in good repair. A list of defects and ongoing preventative maintenance items are identified in the report and will be addressed following the Yearly Report on the properties scheduled for issue July 2025.

Beneficiaries

Both beneficiaries were visited during the yearly review. They remain generally content with the properties. In addition to the defects and ongoing planned maintenance identified by the condition surveys a need has been identified to investigate how we might make the properties more thermally efficient and help to reduce the costs of heating the properties. Additionally, the provision of a storage shed/workshop is required for No.1. Proposals will be identified within the Yearly Report scheduled for July 2025 as to how we propose to address these items.

Both Beneficiaries have been advised by letter of the revised WMC starting 01-05-25.

No 1 has received confirmation that his increased costs will be covered by Breckland District Council by an increase in his Housing Benefit Award.

No 2 has received confirmation that her increased costs will only be partly covered by Breckland District Council within her adjusted Housing Benefit Award. She has registered an appeal to have this reviewed. Councillor Skirving proposed that if the Beneficiary in No did not win the appeal that the WMC would remain at the lower rate. Councillor Bick seconded the motion. This was agreed unanimously though Councillor Hughes abstained from voting.

RESOLVED That there would be no increase in the payment of £144.95 if the Beneficiary in No 2 was unsuccessful in her appeal.

Trust Management

An Instant Access Savings account has been opened with Lloyds Bank. £30,000 was transferred into the account and it is earning interest.

Councillors Dawson, Hughes, Lee(Dodds) and Skirving have continued to progress the Yearly Review. They will submit their Yearly Report on the review at the July PC meeting.

Storage

A new shed to be discussed at the next meeting.

15. Reports by Members

- a. **Environmental and CPRE** Fly tipping had been reported on Shadwell land and off the A1066
- b. **Community Safety/Speeding** It was reported by Councillors that more bollards have been installed on the A1066 bend which is known for its high number of accidents. Councillor Bick noted that he had not been notified of this by Highways and that their response had been that they were 'still in the process of compiling an assessment'.

Crime still low in the parish with one crime reported in March 2025.

16. Correspondence for information

- a. The Clerk reported on an email received from NALC regarding standardizing email for the clerk and that there was now a requirement for PCs to use an official host. The Clerk confirmed that the PC website is hosted by NALC and that the clerk email is hosted by Fasthosts, so they should already be in compliance, however, she will report back at the next meeting.

17. Dates for next meeting

The dates for the 7pm in the Kilverstone Estate Office for the year ensuing are:

8th July 2025

16th September 2025

18th November 2025

13th January 2026

10th March 2026

The meeting finished at 20.30hrs

Minutes agreed:

B Bick
Chairman

Date: