

MINUTES of BRETtenham AND KILVERSTONE PARISH COUNCIL MEETING
held at the KILVERSTONE ESTATE OFFICE
on 8th June 2025 at 1900

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

Also in attendance: Simon Butler-Finbow and Tony Hickman from Pigeon
2. **Any Declared Matters of Urgent Business** There were none.
3. **Any Declarations of Interest** Councillor Exton declared an interest in item 6b.
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. **SUE Update** The Chairman asked the representative from Pigeon to introduce themselves; Simon Butler-Finbow and Tony Hickman. Copies of plans were circulated in order to illustrate the presentation. Afterwards there was a Q&A session – a copy of presentation will be requested from Pigeon direct.
 - b. **Breckland Call for Sites** The plan with the results of the 'Call for Sites' would be published on the website and noticeboard. It was reported that PCs were being encouraged to promote public interest and comments as much as possible. Councillors to email clerk with their comments so that these can be forwarded on by the 16th July deadline.
7. **Local Government Reorganisation:** Norfolk and Suffolk had been accepted by the Government to create a new combined Mayoral Authority. It was expected that Mayoral elections would take place in May 2026. Local Government Reform would then create unitary authorities instead of the current 2 tier system. All 2 tier councils are required to submit initial proposals to the Government in March with final proposals in September. Two options are being put forward, NCC prefer a single unitary whilst Breckland would prefer a 3 unitary model. If either of these are approved by the Government, the new Authorities would be in place by 2028. However the Government has the option to reject all proposals and impose their own structure.
8. **GTP** - Next meeting to take place on 25th September
 - a. **Thetford Neighbourhood Board** An update was given by the Board's chairman. The £20m funding had been secured for Thetford, but the government was yet to provide final details. The funding would not be available until April 2026. The Government had accepted that Parts of the Parish that are in the SUE could be included in the area to benefit from the funding but as yet they had not confirmed it.
 - b. **SUE** Highways is still considered a major issue. Developers were taking on board feedback on sub phase 1D (Kilverstone) following the presentation on 21st June. Potential site cemetery still being considered.

c. **Heritage Masterplan Update** National heritage considered the plan to be too grand and needed to be simplified.

d. **Highways** This is still considered a major issue which so far has not yet been addressed.

9. **Notice Board**

The replacement of three notice boards was discussed as well as the means to pay for them. There are various options, including but not limited to wood, composite and aluminium. Clerk had circulated an email for PC funding from Breckland and will approach them. It is estimated that a new noticeboard may cost around £1000.

10. **Financial Report**

a. The following was reported:

Treasurer's Account

Balance of 13th May 2025	£	14,712.14
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Payments Out:

Refund to Clerk for Fasthosts	£	28.78
DD3 Service Charge for May		£4.75
Clerk Pay Apr-Jun		552.56
Clerk Office expenses	£	13.00
HMRC Apr-Jun	£	138.00
Clerk refund MS office 50/50	£	52.50
DD4 Service Charge for June	£	6.00

	£	795.59
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Payments In:

POS Rent	£	100.00
Inward Payment	£	2.34
Deposit from Lloyds	£	500.00
Payments In Subtotal	£	602.34

Balance at 8th July	£	14,518.89
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Business Instant Access Account

Balance at 8th July (plus June interest Unity)	£	11,907.45
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Balance All Accounts at 8th July 2025	£	26,426.34
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Unity Trust Bank The clerk confirmed that all steps had been completed and that the Lloyds accounts had now been formally closed.

b. **Annual Audit Documents** These having prepared in accordance with the PCs standing orders, had been circulated were then duly signed.

11. Almshouses

Kilverstone Almshouse Trust 211599

Report to B&KPC Committee Meeting 08-07-25

Date 01-07-25

Financial

Balance at last meeting. **£16,360.65**

Money out

Online Transfer Kilverstone Estate 26-06-25 Property insurance £ 474.31

Online Transfer Savings Account 20-06-25 £10,000.00

Total Money Out £10,474.31

Money in

Rent No.1 May 25 £ 289.90

Rent No.1 June 25 £ 579.80

Rent No.2 May 25 £ 218.10

Rent No.2 June 25 £ 628.12

Rent No.2 July 25 £ 628.12

M & G investments May 25 £ 32.59

Total Money in. £ 2,376.63

Balance at 01-07- 2025 £ 8,262.97

Investments

M & G investments at 31-03-25 **£ 3,370.43**

CCLA investments at 31-03-25 **£42,677.00**

Lloyds Instant Access at 01-07-25 **£40,060.29**

Maintenance

An invoice is waited for repairs to external lighting to No.2.

The Yearly Review report has identified that the Trust should look for a single point of contact maintenance company to undertake both emergency and preventative maintenance. To date we have not been successful in identifying with such a company. We will continue the search for a company and in the interim continue to use the trade contractors we have previously employed.

After discussion it was agreed that Councillor Skirving would approach the various companies mentioned during the meeting.

Beneficiaries

Both beneficiaries were visited during the yearly review and continue to be capable of Independent Living. They remain generally content with the Almshouses. Both properties now have a WMC set at £144.95/week to the end of March 26.

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 by assisting the beneficiaries in applying for Grants to install roof solar panels and air source heat pump systems. We will investigate this possibility further to see if it is viable.

As previously agreed, the provision of a storage shed/workshop is required for No1. We will establish the costs necessary to demolish the existing unsatisfactory external store, provide a new concrete base and 16 foot by 8 foot timber shed. Although the beneficiary to No.1 has reconfirmed he would be willing to contribute to the costs of the new shed we would like the opinion of the PC as to the Trust accommodating the whole cost. After discussion it was agreed in principle to provide a new shed for No. 1, to include a base and power.

No 1 had also requested permission to build a cupboard in this living room and after a brief discussion it was agreed to approve this.

12. **Reports by Members**

a. **Environmental, CPRE and Rural** Nothing to report.

b. **Community Safety**

- Chairman reported that no crimes reported within radius of search during April, however further post codes will be used in future to try to include more of the parish.
- Next SNAP meeting will take place on 9th July.
- Two steps down to the riverside path are missing. Quotes for replacements to be obtained as soon as possible.

13. **Correspondence for information** No other correspondence.

14. **Date for next meeting**

- 16th September

There being no other business, the meeting finished at 21:30hrs

Minutes agreed:

B Bick
Chairman

Date: