

MINUTES of BRETtenham AND KILVERSTONE PARISH COUNCIL MEETING
held at the KILVERSTONE ESTATE OFFICE
on 11th March 2025 at 1900

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

Apologies received from: Councillor Dawson
2. **Any Declared Matters of Urgent Business** There were none.
3. **Any Declarations of Interest** Councillor Hughes declared an interest in item 11c.
4. **Minutes of the Meeting** These had been circulated previously and were duly signed by the Chairman.
5. **Matters Arising** Noticeboard were briefly discussed as the repair undertaken a couple of years ago are deemed inadequate. The clerk to look into grants for replacement as the one in Brettenham is in severe need of either repair or replacement.
6. **Planning**
 - a. **Breckland Local Plan** – No current update.
 - b. **JNP Review** No further update
 - c. **Planning Reform Paper** Brief discussion followed regarding current situation but no further updates.
7. **Greater Thetford Partnership** The following was reported after the meeting on 6th February:
 - a. **Thetford SUE** A point was raised that there was no pedestrian access planned from Phase 4 to access Kilverstone Road. NCC to respond. The development continues to progress. Discussions were ongoing between the District, NCC and Pigeon to consider strategic highways. A workshop will be held between all parties to build on feedback from the development so far. Devolution and Local Government Re-organisation.
 - b. **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. If these are approved by the Government, the new Authorities would be in place by 2028.
 - c. **Long Term Plan For Towns Fund** 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.
 - d. **Heritage Masterplan Update** Further bids are being made from the Heritage Lottery Fund, which if successful would be a significant investment into Thetford's future.
 - e. **Board Forward Plan** Items for the next meeting in June would be recreational services, rail nationalisation update from Greater Anglia, and the local plan.
8. **POS Orchard Scheme**
It was reported planting has been completed thanks to the efforts of the community. It was started on Saturday 25th and finalized in a couple of hours on Sunday. The feeling generally was that it

was a good community effort creating. Watering will be taken on by volunteers, who will do so whenever required. One resident has made a specially installed outside tap available for this purpose.

9. **Biodiversity Policy** The policy was discussed and approved; clerk to finalise and add to the website. Clerk will also include appropriate links to several nature-related websites.

10. **Financial Report**

- a. The following was reported:

Treasurer's Account

Balance of 21st January	£ 13,010.20
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Payments Out:

Chq 401: J Skirving BDC meeting travel expenses	£ 22.05
Chq 402: R Bick BDC meeting travel expenses	£ 19.80
Chq 403: JS Watering and supplies	£ 176.58

	£ 218.43
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Payments In:

Refund for training Almshouses	£ 110.00
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Payments In Subtotal	£ 110.00
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Balance at 11th March	£ 12,901.77
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Business Instant Access Account

Balance at 11 March (interest March)	<u>£ 11,858.09</u>
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Balance All Accounts at 11 March 2025	<u>£ 24,759.86</u>
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- b. **Unity Trust Bank** The clerk collected ID from councillors and will proceed. Some items still required.

11. **Kilverstone Almshouse**

Kilverstone Almshouse Trust 211599

Report to B&KPC Committee Meeting 11-03-25

- a. **Financial**

Balance at last meeting.	£44,457.27
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Money out.

Cheque 000004 The Almshouse Association	£275.00
Cheque 000005 B&KPC Training	£110.00

Total Money Out	£385.00
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Money in

Rent No. 1 January 25	£184.00
Rent No. 1 February 25	£368.00
Rent No. 2 February 25	£410.02
Rent No.2 March 25	£410.02
M & G Investment	£ 32.59
Total Money in	£1,404.63
Balance at 10-02- 2025	£45,476.90

Investments

M & G investments at 31-12-24	£3,361.37
CCLA investments at 31-12-24	£44,143.07

b. Maintenance

Invoice waited for repairs to external lighting to No.2.
Further maintenance to be evaluated following the completion of the Condition Schedule arranged to take place on the 18th March 2025

c. Beneficiaries

Bungalow 1 has confirmed by telephone call that he is willing to contribute to enlarging the proposed new storage shed at No.1. It will be discussed further with him during the Almshouse review interview to be undertaken in March 2025.

d. Trust Management

Councillor Lee (Dodds) has been added as a signatory to the Lloyds Bank Account and added as a Trustee on the Trust's Charity Commission details.
Councillors Dawson, Hughes, Lee(Dodds) and Skirving have held meetings to progress the Yearly Review. See progress below.

e. Yearly Review

The Yearly Review is underway and is targeted to be completed by 31 March 2025.

Progress:

- **Financial management and records.** - The trust's Financial Records will be recorded on a Spreadsheet. Signatories to the Lloyds Bank Account are Councillors Dawson, Hughes, Lee(Dodds) and Skirving. It is proposed to move £40,000 from the current account into an interest account at Lloyds Bank. A balance of ease of access to the funds with the interest rate provided will be investigated.

A brief discussion followed and the amount of £30,000 going into a savings account to gain interest. Councillor Skirving proposed and Councillor Bick seconded a motion to open a savings account for the Almshouse Trust and was unanimously approved, however, Councillor Hughes abstained from voting.

RESOLVED that a new savings account be opened.

Then Councillor Skirving proposed and Councillor Bick seconded a motion to transfer £30,000 from the Trusts Bank account into the new savings account. This was unanimously approved, however, Councillor Hughes abstained from voting.

RESOLVED that £30,000 be transferred into the new savings account once opened.

- **Investments.** -Test the market for better returns. Move funds if better interest rates identified. Ongoing but current investment companies considered appropriate for the Trust.
- **Property condition.** – Inspect the Almshouses internally and externally and record condition.
- TMA Surveys have been appointed to undertake the condition surveys of Almshouses on 18 March 2025.
- **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. Ongoing.
- **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. It is proposed to meet with the beneficiaries during the last of March 2025.
- **Weekly Maintenance Contribution review** – Following investigation with Breckland District Council it is proposed to increase the WMC as follows:- No1. £144.95/week. No.2 £178.36/week.

The Beneficiaries will be advised of this during their review meeting and advised how to claim the increase from Breckland District Council as Housing Benefit Allowance.

12. Local Councilor Award Scheme

The clerk reported that the Accessibility statement had been prepared by NALC and that she had received a report on how to improve the website. Errors that were quoted were all photographs that now require a description. The website was discussed at length and the clerk stated that she would get started on it but requested that all councillors read through the report and have a look at the website and come up with any suggestions/amendments.

13. Reports by Members

- a. **Environmental, CPRE and Rural** Nothing to report.
- b. **Community Safety** Chairman to follow up on Steep Lane accidents with local authority. No crimes registered in December (the latest update) although since then Parish is aware of two incidents, one involving a vehicle and the other an outbuilding.

14. Correspondence for information

- a. Email from Shadwell regarding the removal of trees due to a beetle infestation. Councillor Exton to provide a brief outline and picture to go on the website and possibly noticeboards.

15. Date for next meeting

- 13th May 2025 (APM at 6.30 followed by AGM).

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

Minutes agreed:

B Bick
Chairman

Date: