

MINUTES of BRETtenham AND KILVERSTONE PARISH COUNCIL MEETING
held at the KILVERSTONE ESTATE OFFICE
on 13th January 2026 at 1900

1. **Attendance** The following were present: Councillors Bick, Dawson, Hughes, Wright, Exton, Skirving and Lee
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**
 - a. Councillor Dawson announced that he would be resigning his position at the end of the meeting. Clerk to notify BDC of the casual vacancy. It was agreed the vacancy should be advertised on the PC notice boards.
 - b. NALC Award Scheme: It was reported that the PC would be handing in their Application form in April.
6. **Planning**
 - a. **SUE Update** Three builders currently on site and planning application expected from Persimmon. Cosmetic changes to Phase 1C and 1D have been proposed by Pigeon but fundamental design issues contrary to the recommendations of the Breckland Design Guide have not been addressed. Director of Planning stated that Breckland Design Guide would be used when considering applications. Highways again looking at strategic improvements to the A11 Junctions, however, nothing expected in the near future.
 - b. **Breckland Call for Sites** Consultation Regulation 18 has now ended and proceeded to the next stage, where comments and evidence will be considered.
 - c. **Neighbourhood Plan** Croxton proceeding with the Neighbourhood Plan, however, the possibility of a deferral of the Brettenham and Kilverstone plan was discussed at length due to the lack of funds being available from Breckland as well as the current local government reorganization. Chairman to discuss further with Councillor Chapman-Allan. It was agreed that two further quotes for the consultancy support required to undertake a Neighbourhood Plan should be sought.
7. **Local Government Reorganisation:** Consultation ended on 11th January; the Government will make their decision by the end of March 2026.
8. **GTP** Only update is that the primary school planned within Phase 1 will be postponed as most primary schools in the area are operating well below their capacity.
 - a. **Thetford Neighbourhood Board** Now known as Thetford Pride in Place A 10-year plan has been submitted to government for various projects which include projects relating to Ancient House and St Peters.
 - b. **Heritage Masterplan Update** This has now been resubmitted.

9. Financial Report

a. The following was reported:

Treasurer's Account

Balance of 18th November 2025	£	16,484.10
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Payments Out:

Clerk Pay	£	552.56
Clerk Office	£	13.00
Bank Fees Nov & Dec	£	12.00
Top Garden Invoices 3360-67	£	855.36

	£	1,432.92
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Payments In:

NALC Fee rejected	£	207.23
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Payments In Subtotal	£	207.23
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Balance at 13th January	£	15,258.41
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Business Instant Access Account

Balance at 13th January (interest £65.99)	£	12,040.97
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Balance All Accounts at 13th January 2026	£	<u>27,299.38</u>
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b. **Budget, Precept and Future Expenditure** Future expenditure and the budget were discussed at length, including the necessary purchase of three new noticeboards, essential training for a new clerk (3 applications received) and costs regarding the amendments to the Neighbourhood Plan among other items. Budget was adjusted and agreed unanimously and will be added to the website; It was then agreed to request a precept with an increase of 15% to allow for these necessary expenses, which came to £7,986.00. Clerk to submit precept request as soon as possible to BDC.

10. Almshouses

Kilverstone Almshouse Trust 211599

Report to B&KPC Committee Meeting 13-01-26

Date 09-01-26

Financial

Balance at last meeting **£11,794.59**

Money out

Daniel Bush Maintenance and shed base/erection **£ 3,458.23**

Thetford Plumbing. Repairs at No.2 **£ 90.00**

The Almshouse Association **£ 284.00**

Total Money Out £ 3,832.23

Money in

Rent No.1 November 25 **£ 628.12**

Rent No.2 December 25 **£ 628.12**

Rent No.1 December 25 **£ 628.12**

Rent No.2 January 26 **£ 628.12**

M & G Investments **£ 56.13**

Total Money in £ 2,568.61

Balance at 09-01- 2026 £10,530.97

Investments

M & G investments at 30-09-25 **£ 3,586.60**

CCLA investments at 30-09-25 **£43,121.84**

Lloyds Instant Access Account at 09-01-26 **£40,189.05**

Maintenance

The following works have been completed at No.1.

Repairs to storm damaged roof felt to the Shed

The following works have been completed at No 2.

The wet room whb had a new pop-up waste fitted.

Beneficiaries.

The beneficiary at No.1 has transferred from Housing Benefit and is now supported via Universal Credit. Following reapplication Universal Credit have confirmed that they will pay the WMC direct to the trust. No funds have been received by this route to date and the Beneficiary continues to pay the WMC to the Trust.

Trust Management

Councillor Lee finalised the year 24/25 internal audit of the Trust.

External Audit was completed and the accounts were found to be satisfactory.

The trusts yearly Charity Commission Annual Return 2025 was submitted on 23-12-25.

11. Reports by Members

- a. **Environmental, CPRE and Rural** It was reported that there was a very large pothole again at the bottom of Steep Lane; this has been a recurring issue for some time. Councillor Wright will report it to NCC.
- b. Chairman reported that no crimes reported within radius of search. It was agreed not to proceed with village sign including words relating to speed limit for Rushford due to

excessive cost. It was agreed to investigate Community Speedwatch Group action in the village. Abbey Developments to ~~replace~~ repair Riverside Walk steps off Arlington Way.

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

13. **Date for next meeting**

- 10th March – the Clerk reported that she would be unable to attend, but hopefully her successor will be able to.

There being no other business, the meeting finished at 20:35hrs

Minutes agreed:

B Bick
Chairman

Date: