

**Draft Minutes for the FULL MEETING of
BRETtenham AND KILVERSTONE PARISH COUNCIL
held in the Kilverstone Estate Office
on Tuesday 8th September 2026 at 19:00**

1. Welcome and Attendance

Councillors present; Cllr Bick (Chair), Cllr Skirving (VC), Cllr Gordon, Cllr Hughes, Cllr Todd & Cllr Wright

Also in attendance: Sarah Fulcher, Cllr Sam Chapman-Allen & Cllr Scott Hussey

Apologies were received from Cllr Exton and Cllr Kybird.

No members of the public were present.

2. To receive any Declarations of Interest and requests for dispensations

None

3. To approve the minutes of the previous meeting held on 21 July 2026

The minutes of the Parish Council meeting held on 21 July 2026, having been previously circulated to all members, were approved and signed by the Chair.

4. To receive questions or comments from the Parishioners.

Reports were received from Cllr Hussey & Cllr Chapman-Allen regarding RAF Barnham & NPPF. Cllrs asked questions regarding the topics raised.

Cllr Hussey Left the meeting at 19:30

5. Matters Arising (not elsewhere on the agenda)

Items for information only. Matters raised may be included on a future agenda.

a) NALC Award Scheme

An update was given on this regarding the postponement of application until January.

b) Noticeboards

Cllr Bick reported that two of the three noticeboards are now in situ, with the remaining noticeboard in Kilverstone still to be installed. Cllr Bick will contact a suitable person regarding installation. A new post will be required as one of the existing posts is rotten.

c) Parish Partnership scheme

It was reported that the Parish Partnership Scheme has changed. Previously, the scheme was supported by a locality fund; this is no longer the case, and the 50% contribution would therefore need to be met directly by the Parish Council.

An email has been received providing guidance on what is and is not covered by the scheme. A question was raised as to whether litter bins are eligible under the scheme. This is currently unclear and will be investigated further.

6. To consider Performance against Budget

The Council considered its performance against budget and noted that further review would be undertaken where required.

Members noted that provision had been made within the budget for training and development of the new Clerk. This investment has commenced, with the Clerk having enrolled on relevant training courses. Further training will be undertaken as appropriate.

Members also noted that expenditure had been budgeted for village signs and noticeboards, and that the noticeboards have subsequently been ordered and replacement works are progressing.

The Council agreed to continue to monitor expenditure against the approved budget and to investigate any areas requiring further consideration.

7. Civility and Respect Pledge

The Council considered the NALC Civility and Respect Pledge and agreed to sign up to the pledge, demonstrating its commitment to promoting civility and respect in the Council's dealings with councillors, staff, members of the public, partner organisations and volunteers.

8. **To consider the addition of a litter bin in Arlington Way/Castle Street.**

Having previously circulated an email received regarding the proposed placement of a litter bin in Arlington Way/Castle Street, discussion took place regarding the exact location, and which authority would be responsible for the placement.

Cllr Chapman-Allen advised he would investigate this further and confirm the position with the Clerk.

9. **Finance**

a) Payment Approvals –

£57.91 – S Fulcher

b) Receipts

£5000 Grant.

c) NALC Pay Scales

It was noted that the NALC Pay Scales for 2026 have been published.

FY 2026/27 Accounts

		£				£
Opening balance		£	27,136.40			
Receipts				Payments		
Precept	£	3,993.00	y	Miscellaneous	£	-
VAT	£	184.45	y	(not including Insurance)		
Interest (to Mar 26)*	£	58.84	y	Repairs		3,494.44
BTO Refund	£	-	y	Grounds Maintenance		-
Grants and Other recpts	£	5,000.00	y	Insurance		-
				Clerk Pay, Expenses & Allowances		2,186.13
POS	£	100.00		Training		124.00
				PC Expenses (travel)		27.82
				Subscriptions		300.89
				VAT (to reclaim)		766.48
				Bank Fees		35.00
Total Receipts			9,336.29	Total Payments		6,934.76
In Year Net Surplus			2,401.53 *			
B/F			27,136.40			
Total			29,537.93			
Carried Forward			29,537.93			
			2025	Balance Sheet		2026
			£			£
			11,858.09	Bank		
			11,940.04	Instant Access Account		17,376.02
			23,798.13	Current Account		12,161.91
						29,537.93
Assets		£	11,503.00			0.00

* as of 08/09/26

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10. **Planning**

a) Neighbourhood Plan

The first working party meeting has taken place, with a meeting with Andrea Long scheduled for 5 October 2026.

The aim is to have the Neighbourhood Plan drafted by mid-2027.

b) Local Plan – Regulation 19

Cllrs Bick and Skirving attended the drop-in session at Thetford Library. Feedback was that the session had not been sufficiently advertised and that, without prior knowledge of the event, it would not have been obvious that it was taking place.

Cllrs wished to encourage as many individuals as possible to submit comments on the Local Plan.

It was agreed that Cllrs Bick and Skirving would formulate comments on behalf of the Parish Council and send these to the Clerk before the consultation period ends on 23 September 2026.

c) PL/2026/1022/LB

It was unanimously agreed that the Parish Council would submit supporting comments in respect of this application.

11. **Kilverstone Alms Houses Update**

Cllr Skirving provided an update and advised that redecoration is due to take place during the week commencing 15 September and is expected to last one week.

It was also reported that the Department for Energy Security and Net Zero has agreed that the Trust can apply for 100% funding for one property and 50% funding for the other. It was unanimously agreed that the Trust would fund the remaining 50%.

Questions were raised regarding the need for heat pumps if solar panels and battery storage are also to be installed. Cllr Skirving will investigate this further and report back.

Kilverstone Almshouse Trust 211599

Report to B&KPC Committee Meeting 08-09-26

Date 04-09-26

Financial.

Balance at last meeting. **£7,519.10**

Money Out

Transfer to Instant access savings **£3,000.00**

Total Money Out £3,000.00

Money in.

Rent No.1 July 26 **£628.12**

Rent No.2 July 26 **£628.12**

Rent No.1 August 26 **£628.12**

Rent No.2 Sept 26 **£628.12**

M & G Dividend **£36.21**

Total Money in. £2,548.69

Balance at 04-09-2026 £7,067.79

Investments

M & G investments at 30-06-26 **£3,921.91**

CCLA investments at 30-06-26 **£43,517.94**

Lloyds Instant Access Account at 04-09-26 **£53,340.80**

Maintenance

The Council was updated on the planned redecoration of the Almshouses, which is due to commence on Tuesday 15 September 2026 at 8:00am. The contractor will require access to both bungalows and the works will be undertaken simultaneously.

It was also reported that a glass shower screen will be installed in the wet room at No. 2 bungalow during the redecoration works, to address the unsatisfactory flow of shower waste water to the floor gully.

Warm Homes Grant

The Council was informed that the Trustees have secured agreement in principle from the Department for Energy Security and Net Zero for the Trust to apply for funding under the Warm Homes Local Grant, subject to survey and property suitability.

Funding of up to 100% may be available for bungalow No. 2 and 50% for bungalow No. 1. It was proposed that the Trust meet the remaining eligible costs for bungalow No. 1 from reserves, subject to confirmation of the final costs and grant approval.

The Trustees agreed to assist with the grant applications to the Warm Homes Team at Breckland District Council.

It was noted that the next available grant funding round is expected to commence in April 2027.

12. Greater Thetford Partnership

It was noted that the next Greater Thetford Partnership meeting will take place on 29 September 2026. Cllrs Bick and Skirving will attend the meeting and provide an update to the Parish Council at the next meeting.

13. Reports from Members

a) Rural, Environmental and CPRE

None

b) Community Safety

Cllr Bick advised that there have been four incidents reported within a one-mile radius of IP24 2PR; three vehicle crimes and one burglary.

14. Correspondence for information¹

None

15. To agree the time and Date of Next Meeting

It was agreed that the next meeting would be held on Tuesday 10th November 2026 at 7.00pm

The meeting finished at 20:05

Will parishioners please notify the Clerk if they wish to attend the meeting by emailing clerk@brettenhamandkilverstonepc.co.uk

¹ Correspondence can be made available for inspection by request after the meeting.