

STOW BEDON & BRECKLES PARISH COUNCIL

Minutes of a Meeting of Stow Bedon & Breckles Parish Council on Monday, 19 February 2018 at 7.30 p.m. in St Botolph's Church, Gravelpit Hill, Stow Bedon, NR17 1BX.

Present: Councillors: Lee Pilkington (Chairman), Andrew Hayward, Phil Childs, Paul Howe, Dawn Jessett, John Morfoot, Julian Gibson (Clerk)

- 1 **Apologies for absence.** It was resolved to accept the reason for absence given by Councillor White.
- 2 **Declarations of interest.** None.
- 3 **Dispensations.** None.
- 4 **Public participation session.**
 - 4.1 **Royal Wedding.** The Chairman of the Residents Association said that they were considering arranging for a celebration event on the day of the forthcoming Royal Wedding on 19 May in conjunction with St Botolph's Church, and asked whether the Council might be able to help with funding to provide toilet facilities. She was asked to send a written request to the Clerk in time for it to appear on the agenda for the next Meeting She was also advised to check that the church insurance would cover the event.
 - 4.2 **County Council matters.** County Councillor Fabian Eagle asked for and was given an update about the road flooding issues in the parish at Church Cottage and at Hawthorne Farm. He was also advised about a problem near the Pingo Trail lay-by caused by a fallen tree, and agreed to take all these up with Highways. He said that he was intending to use part of his allocated budget to provide an extra cut of important junctions between the two standard ones, and asked the Clerk to send him details of any within the parish. He also stressed that people should report things like potholes to NCC Highways, because they cannot do anything about problems if they do not know that they exist.
 - 4.3 **District Council matters.** District Councillor Phil Cowen said that his Council had agreed to increase its share of Council Tax by 9p/week for Band D properties. He said that the Local Plan was being delayed by about a month, and so was now targeted to be adopted in early 2019. He wound up by mentioning the Planning Committee meeting at which agenda item 8.5 was considered, which he had unfortunately been unable to attend, explaining that the officers wanted the matter taken to Committee to ensure that the process was fully transparent.
 - 4.4 **Verge outside Mere House.** Residents reported that the trees outside Mere House had been cut and all the branches left in a mound on the verge. The Clerk said he would report this to Rob Walker, Executive Director of Place to Breckland Council and ask if his council could take the necessary action.
 - 4.5 **Sign at junction of B1111 and Rocklands Road.** It was pointed out that this finger-post sign had now lost two of the three arms. The Clerk will report it to Highways, although he is reasonably certain he had reported the loss of one arm previously, and clearly nothing had been done.
 - 4.6 **Quiet Lanes.** The Council was asked about the possibility of roads in the parish being designated as Quiet Lanes. The Clerk was able to say that one of his other parishes had once asked NCC about this, and been told that this had been an experiment which there was no intention of repeating. **Post meeting note.** Norfolk has two Quiet lane projects. In 2000 one was implemented in partnership with the Countryside Agency

between Cromer, North Walsham and Bacton. The second, implemented in 2004, lies south of the A11 between Thetford and Diss.

- 5 **Minutes.** The minutes of the meeting held on Monday, 22 January 2018 were **confirmed** and **signed**.
- 6 **Matters arising.** [6] **Blocked gullies on B1111 near Church Cottage.** David Jacklin, Highway Engineer, has said that when the Clerk confirms that the ditch has been cleared he will mobilise a jetting gang to have the system cleansed.
- 7 **Correspondence.** The following correspondence was **received**:
- 7.1 Came & Company: *Local Council Insurance - Renewal invitation.*
 - 7.2 Hiscox: *Policy Schedule.*
 - 7.3 Hiscox: *Certificate of Employers' Liability Insurance.*
 - 7.4 Came & Company: *Terms of Business.*
 - 7.5 Hiscox: *Important Information - Please Read.*
 - 7.6 Hiscox: *Policy Summary.*
 - 7.7 MK Illumination (UK) Limited: *Marketing letter.*
- 8 **Planning.**
- 8.1 **3PL/2018/0033/F: Honeysuckle Cottage, Stow Bedon Road, Rocklands.** Application for Change of use of existing residential annex to independent residential dwelling. It was **noted** that the Clerk has responded "No objection" under his delegated powers, after consultation with Members.
 - 8.2 **3PL/2017/1244/F: Old Farm, Mere Road, Stow Bedon.** New dwelling. Amended Plan. Planning Permission dated 26 January 2018 was **received**.
 - 8.3 **3PL/2017/1565/VAR: Moat Farm Barn, Low Road, Breckles.** Variation of condition 2 on 3PL/2016/0371/F. Planning Permission dated 5 February 2018 was **received**.
 - 8.4 **3PL/2012/0707/F, 3PL/2012/0708/F, 3PL/2012/0709/F, 3PL/2012/0710/F & 3PL/2012/0715/F: Watering Farm, Woodcock Road, Stow Bedon.** Demolition of existing duck rearing buildings & erection of pig rear buildings (Retrospective). Planning Permission dated 5 February 2018 was **received**.
 - 8.5 **3PL/2017/1309/F: Prince of Wales Lodge, Cherry Tree Lane, Stow Bedon.** Erection of 8 dwellings with parking, garaging, amenity and open space and retain existing dwelling. A report of the outcome of the Breckland Council Planning Committee meeting on 12 February 2018 was given by Members who attended, and Notice of Refusal of Planning Permission dated 14 February 2018 was **received**.
- 9 **Planning documentation.** The Clerk explained that in February 2016, following consultation on a proposal that Breckland cease sending out paper documentation to parish councils (which provoked considerable opposition) it had promised to continue to do so. The Clerk subsequently noticed that only the application form and plans were being sent, and all the other documentation was only available on-line. He was told that this change took place around June 2017 without any consultation or even advice. The Clerk had managed to get Breckland/Capita to agree to send full paper copies on request. It was **agreed** that the Council wanted full paper copies for all applications, and instructed the Clerk to ask for this.
- 10 **Trees around Pingo trail lay-by.** Councillor Morfoot reported that the trees to the left of the access to Millers House had been felled by UK Power Networks when repairing the overhead cables. To the right of the access road, a tree which had come down in the storm had been dragged from the road and dumped there. The Clerk said he had contacted Norfolk County Council, as owner of the land, pointing out that the public had access to this land, so they had a duty to ensure that it was safe, but had yet to receive a response.

- 11 **Flooding of road outside Hawthorne Farm, Lower Stow Bedon.** The Clerk reported that he had been advised by the owner of Hawthorne Farm that his property was being flooded because the pipe which should take the water away under the road was only 4 inches and was blocked. NCC Highways had said that the pipe did not appear on their plans, and so it was nothing to do with them. The Clerk had contacted Highways and was still awaiting a response, but now Councillor Eagle was also involved.
- 12 **Venue for future meetings.** It was **agreed**, with much regret, that because of problems with sound, parking, access lighting, etc., it would have to move meetings back to Caston Village Hall when it reopened on 1 April. It hoped that the issues could be remedied as part of Phase 3 of the Church refurbishment. The Clerk was asked to make the necessary arrangements, and also advise the Church.
- 13 **Financial Regulations.** The Council's Financial Regulations were reviewed, and **approved**.
- 14 **Asset Register.** The Asset Register was **reviewed** and the valuations for insurance purposes **agreed**.
- 15 **Risk Assessment.** The Council's Risk assessment was **reviewed** and amendments **agreed**.
- 16 **System of Internal Control.** The Council **reviewed** and **approved** its system of internal control.
- 17 **Finance.**
- 17.1 **Clerk's salary.** It was **resolved** that cheques numbered 100739 & 100740 totalling £746.84 (salary for 1 January 2018 to 31 March 2018: £644.34; Mileage Allowance Payment for 12 December 2017 - 12 February 2018: £84.50; Telephone Allowance: £18.00) to the Clerk and HM Revenue & Customs be signed. (*Local Government Act 1972 s. 112(2)*)
- 17.2 **Clerk's reimbursement.** It was **resolved** that cheque number 100731 for £14.96 (Postage & Telephones) to the Clerk be signed, as reimbursement for items paid on behalf of the Council for 12 December 2017 - 12 February 2018. (*Local Government Act 1972 s.111*)
- 17.3 **Insurance.** It was **resolved** that cheque number 100742 for £280.00 to Came & Company be signed, being the second year of a 3-year fixed agreement for the annual premium for renewal of the Council's insurance policy. (*Local Government Act 1972 s. 111 & 140(1)*)
- 17.4 **Monthly Financial Report.** The report for the month ending 31 January 2018 was **received**.
- 18 **Matters for consideration at next meeting.**
- 18.1 Village Appraisal results.
- 18.2 Royal Wedding celebration grant.
- 19 **Next meeting.** The next meeting of the Parish Council was confirmed as Monday, 19 March 2018 at 7.30 p.m., in St Botolph's Church, Gravelpit Hill, Stow Bedon.

Confirmed:

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Lee Pilkington, Chairman

16 April 2018

Scheduled future Meeting dates:

Monday, 19 March 2018

Monday, 16 April 2018

Monday, 21 May 2018

Monday, 18 June 2018

Monday, 16 July 2018

*If needed

Monday, 13 August 2018*

Monday, 17 September 2018

Monday, 15 October 2018

Monday, 12 November 2018

Monday, 10 December 2018

Monday, 14 January 2019*

Monday, 18 February 2019

Monday, 18 March 2019