

**Minutes of the Annual Meeting of the Stow Bardolph Parish Council**  
**Virtual meeting held via video conferencing on Tuesday 4<sup>th</sup> May 2021**

The meeting commenced at 7.30pm

**In attendance:**

Parish Councillors: Mr W Esse, Mr D Barnes, Mr M Brighton, Mrs S Cooke, Mrs S Ling, Mr R Hudson & Mrs S Clanfield.

Borough Councillors: Mrs V Spikings & Mr C Rose

Norfolk County Councillors: None

Clerk: Mrs V Howling

One member of the public was present

**1. To elect a Chairman and Vice-Chairman**

1.1 Mr M Brighton proposed Mr D Barnes be elected as Chairperson, seconded by Mrs S Cooke. All in favour of the appointment; Mr Barnes accepted the position and duly signed the Declaration of Acceptance of Office.

1.2 Mrs S Ling proposed Mr W Esse be elected as Vice-Chairperson, seconded by Mrs S Dent. All in favour of the appointment; Mr Esse accepted the position and duly signed the Declaration of Acceptance of Office.

**2. To Receive apologies for absence**

2.1 Apologies were accepted from Parish Cllr Mr R Hudson & County Councillor Mr H Humphrey.

**3. To receive any declarations of Interest in items on the agenda**

3.1 Cllr Esse declared an interest in agenda item 10.3 (*Consultation regarding an application for licence to provide at Church Farm, Stow Bardolph*)

**4. To approve and sign the minutes of the meeting held 9<sup>th</sup> March 2021**

4.1 The minutes of the meeting were approved without amendment and signed by the Chairman as a correct record.

**5. Clerk's report (for information only)**

5.1 The Clerk gave an update on matters progressed since last meeting (details attached at appendix i).

5.2 All other matters that the Clerk has been working on are reported in the minutes.

**6. To receive updates from Borough and County Councillors**

6.1 Cllr Spikings & Cllr Rose both gave verbal updates to the meeting; items highlighted are included at appendix ii.

**7. Open Forum for public participation**

7.1 There were no comments or questions from the member of the public in attendance.

**8. To discuss any Highway Matters**

8.1a All items reported to NCC Highways following the the last meeting have been completed or are scheduled for repair.

- 8.1b The Clerk has liaised with Highways regarding items being placed on verges; the NCC Highways Technician has reviewed the situation and confirmed that letters will be sent to householders where required.
- 8.1c A letter has been sent to the residents of the property on The Causeway with the overhanging hedge; NCC Highways were also sent a copy and have confirmed that if no action is taken with the next month, they will follow this up.
- 8.2 No new issues were reported.
- 8.3 An application to the CIL fund, for a grant towards extending the footpath in Barroway Drove, has been submitted; however, the NCC Highways quote for this work was more than double than originally anticipated. Consultation regarding this project will take place over the coming month (all households in Barroway Drove will receive details of the proposals, with an opportunity to make comment).
- 8.4 The Clerk had received a phone call from a Stow Bridge resident concerned about speeding vehicles entering the village just before the 30mph speed limit on West Head Road; the Clerk asked the resident to send their concerns in writing via email, so that they could be added to the agenda for discussion at this meeting, but no correspondence has been received to date.

**9. To discuss any Street Light Matters**

- 9.1 No faults were reported.

**10. To discuss Planning Matters**

- 10.1a The Council noted the results of previous applications and were concerned to see that the decision for application no 20/00933/F contained the confusing condition (no7) that prohibited HGV's from the site, whilst allowing LGV's to access the site between certain times, as the Planning Group understands these terms to be interchangeable. The Clerk will forward the relevant details to Cllr Spikings, who offered to look into the matter and report back any findings.
- 10.1b One planning application had been reviewed by the Planning Working Group since the last meeting (see Planning Group Report attached to agenda May 2021); the Parish Council **RESOLVED** to support their recommendation.
- 10.2 Two planning applications were considered:

<b>Application no.</b>	<b>Application details</b>	<b>Parish Council comments</b>
21/00064/F	Single dwelling, driveway access, associated parking to front and rear, temporary caravan accommodation, stables and barn at land Between 263 And 269 The Drove Barroway Drove	The Council <b>RESOLVED</b> to support this application
21/00811/RM	Reserved matters application for detached dwelling at land SE of 233 And NW 224 The Drove Barroway Drove	The Council <b>RESOLVED</b> to support this application

- 10.3 The following correspondence relating to planning matters was received and reviewed by the Council:

<b>Correspondence details</b>	<b>Parish Council comments</b>
Anglian Water Pipeline scoping report for new pipeline between Grantham and Bexwell	No objections
Consultation regarding an application for licence to provide alcohol at Church Farm, Stow Bardolph	No objections

<i>Correspondence details</i>	<i>Parish Council comments</i>
<i>The Chair of Northwold and Whittington Parish Council had written to express concerns over the lack of consultation with parish councils when Temporary Event Notices are applied for</i>	<i>None</i>

**11. To review and agree the Council's Standing Orders**

11.1 Following review, the Council **RESOLVED** to approve the revised Standing Orders.

**12. To review and agree membership of subcommittees, working groups and outside bodies**

12.1 Membership of subcommittees, working groups and outside bodies for 2020-21 agreed as detailed below:

**Planning Working Group:** Mr D Barnes, Mr M Brighton, Mrs S Cooke, Mr G Bishop  
**Hundred Acre Charity:** Mr R Hudson, Mrs S Cooke, Mr D Barnes  
**Stow Bardolph Charity:** Mr R Hudson, Mrs S Cooke

12.2 It was agreed to dispense with the GDPR working group as this is no longer needed.

**13. To review and agree the Council's Insurance cover for the coming year**

13.1 The Council is currently in a three-year agreement with Hiscox. The schedule and premium for the coming year were reviewed and approved.

**14. To discuss and agree Finance Matters**

14.1 The Council resolved to accept the year-end financial report and bank reconciliation as a true record of the Council's financial transactions for 2020-21.

14.2 The Internal Audit had been completed by Mapus Smith & Lemmon Accountants, who confirmed that correct accounting procedures had been followed throughout the year; no recommendations were made. The Council resolved to accept the Internal Audit Report

14.3 The Council resolved to approve the Annual Governance Statement. The Chairman will sign the Annual Governance Statement section of the Annual Governance and Accountability Return (AGAR) on behalf of the Council.

14.4 The Council reviewed the Accounting Statements. The Council resolved to approve the AGAR Accounting Statement. The Chairman will sign the Accounting Statements section of the AGAR on behalf of the Council.

14.5 The following payments were approved:

<i>Date</i>	<i>Payee</i>	<i>Details</i>	<i>Amount</i>	<i>Cheque no.</i>
<i>12/04/21</i>	<i>E-on</i>	<i>Electricity for streetlighting</i>	<i>832.36</i>	<i>DD</i>
<i>04/05/21</i>	<i>King's Lynn IDB</i>	<i>Drainage rate</i>	<i>132.28</i>	<i>#101127</i>
<i>04/05/21</i>	<i>Norfolk PTS</i>	<i>Membership</i>	<i>160.00</i>	<i>#101128</i>
<i>04/05/21</i>	<i>Norfolk ALC</i>	<i>Membership</i>	<i>97.16</i>	<i>#101129</i>
<i>04/05/21</i>	<i>Westcotec</i>	<i>Streetlight maintenance April &amp; May</i>	<i>55.58</i>	<i>#101130</i>

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<b>Date</b>	<b>Payee</b>	<b>Details</b>	<b>Amount</b>	<b>Cheque no.</b>
04/05/21	Came & Company	Insurance premium	584.55	#101131

14.6 There were no requests for donations.

**15. To receive items for the next meeting's Agenda**

15.1 The following items will be included on the next agenda

- Further policies for review
- Review of banking arrangement
- Allotment review

**16. To review Clerk's Job Description, Contract & Salary**

16.1 The Council RESOLVED to exclude the press and the public from the meeting so that a confidential item relating to employment of staff could be discussed.

16.2 To Council approved the Clerk's Job Description and Contract without amendment.

16.3 The Council resolved to increase the Clerk's salary to SCP 19 on the National Joint Council for Local Government (NJC) pay scale, from 1<sup>st</sup> April 2021 (to include any incremental rise yet to be announced).

*The Chairman closed the meeting at 8.51pm. The next meeting is due to take place on 13<sup>th</sup> July - format to be confirmed.*

Chairman .....

Date ...../...../.....

### **SBPC Minute no 3/21 Appendix i**

#### **Clerk's update on matters not included on the agenda**

Update on the additional Dog Waste Bin in Barroway Drove: consultation with residents must take place before the new bin can be installed; this is currently underway and a further update will be given at the next meeting. Incidentally, the Borough Council has also recently received complaints of dog fouling along The Drove and has supplied the Clerk with posters to display in the affected areas.

There have been complaints of parking on pavements along The Causeway recently; whilst parking on the pavement is not illegal, it could be considered a neighbourhood nuisance and as such could be referred to the Community Safety and Neighbourhood Nuisance Team at the Borough Council; however, the issue now seems to have resolved itself.

With immediate effect, the Clerk will be using a mobile phone to deal with all Council related issues and will update information on the Council's website, notice boards and with external contacts accordingly.

### **SBPC Minute no 3/21 Appendix ii**

#### **Verbal reports from Borough Councillors**

Cllr Spikings reported the following points:

- Face to face meetings at the Borough Council will be resuming this month
- Various grants are still open for applications and have already helped many businesses
- Covid numbers are increasing so we all still need to be careful and keep following the guidance
- Cllr Spikings congratulated Cllr Barnes on his appointment as Chairman

Cllr Rose reported the following points:

- The Borough Council will be considering support for a new hospital to replace the QEH
- PC Lee Anderton (Police Engagement Officer) is retiring at the end of the month and will be replaced by PC Paula Gilluley
- The SNAP meetings have resumed, with the next one is scheduled for 28<sup>th</sup> July at 7pm (invitations to be sent well in advance next time)
- There are ongoing issues across the Borough with ditches not being kept clear and hedges not being cut back (Cllr Rose clarified that whilst it is not illegal to cut hedges between March and August, it is an offence to deliberately disturb nesting birds)
- Additional planning meetings have been held to discuss a development of 379 new homes in King's Lynn; this application has now been referred to the planning committee
- Agitation dredging of the River Ouse has still not taken place