

**Minutes of the Annual Meeting of the Stow Bardolph Parish Council
Held at Stow Bridge Village Hall on Tuesday 12th July 2022**

The meeting commenced at 7.45pm

In attendance:

Parish Councillors: Mrs S Cooke, Mrs S Ling, Mr R Hudson, Mrs S Dent, Mrs S Clanfield & Mr G Bishop

Borough Councillors: Mr C Rose

Norfolk County Councillors: None

Clerk: Mrs V Howling

No members of the public were present.

1. To elect a Chairman

1.1 In the absence of both the Chair and the Vice-Chair, Cllr Cooke proposed Cllr Hudson be elected as Chairman, seconded by Cllr Bishop and unanimously agreed by all present.

2. To receive apologies for absence

2.1 Apologies were accepted from Parish Cllrs' Mr W Esse, Mr Derek Barnes and Mr Mark Brighton.

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

3.1 None.

4. To approve and sign the minutes of the meeting held 10th May 2022

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 All matters that the Clerk has been working on are covered by the agenda.

6. To receive updates from Borough and County Councillors

6.1 Cllr Rose had sent a report ahead of the meeting but reiterated the urgent need for support for the Queen Elizabeth Hospital to be replaced with a new building. Cllr Rose also thanked those communities that had invited both him and Cllr Spikings to their Jubilee events.

7. Open Forum for public participation

7.1 There were no members of the public in attendance.

8. To discuss any Highway Matters

8.1 A report on all previously reported issues had been circulated to Members ahead of the meeting (and is attached at appendix ii).

8.2 No new issues were reported.

8.3 Wimbotsham Parish Council will be re-applying to the CIL Fund for a grant towards the proposed Trod between Wimbotsham and Stow Bridge; they have requested help in obtaining letters of support from the local community. The Clerk will forward details to Council Members, who will approach local residents and businesses with this request.

8.4 Parish Partnership Funding is available again this year and could be a source of match funding for the Trod and will therefore be reviewed later in the year, when the outcome of the CIL application is known.

9. To discuss any Street Light Matters

9.1 No faults were reported.

10. To discuss Planning Matters

10.1 The Council noted the results of previous applications and the responses from the Planning Advisory Group to applications received for consultation since the last meeting (see report attached to July 2022 agenda).

10.2 One planning application was considered by the council:

Application no.	Application details	Parish Council comments
22/00949/F	RETROSPECTIVE APPLICATION: Change of use of agricultural land to domestic garden land and retention of 3no. outbuildings to rear to the property at 2A The Drove Barroway Drove	The Council RESOLVED to support this application

10.3 Cllr Rose reported that the Borough Council’s Planning Department currently has a backlog of applications but are in the process of taking on more staff to deal with this.

10.3a The Council Members agreed that they would like an update on what is happening with planning application 22/00097/F; the Clerk will contact the Planning Department to request this.

11. To discuss and agree Finance Matters

11.1 The following payments were approved:

Date	Payee	Details	Amount	Cheque no.
30/06/22	Mrs V Howling	Salary & expenses (April – June)	1098.73	#101168
30/06/22	HMRC	Tax & NI on salary	195.40	#101169
12/07/22	Westcotec	Streetlight maint. June & July	55.58	#101170
12/07/22	Mapus Smith & Lemmon	Internal audit	474.00	#101171
12/07/22	Downham & Stow IDB	Drainage rates	476.16	#101172
12/07/22	Norfolk PTS	Training fees	44.00	#101173

11.2 The Clerk will contact Barclays to discuss moving to an online banking system; if this is not possible with the current banking arrangements, other options will be explored and brought back to a future meeting for discussion.

10.3 There were no requests for donations.

12. To discuss flooding concerns and consider creating a Flood Risk Plan

12.1 As it is unclear how beneficial a Flood Risk Plan will be, the Clerk will do further research and the topic will be discussed further at the next Council meeting.

15. To receive items for the next agenda

15.1 To discuss and review the need for a Flood Risk Plan.

Minute Number 4/22

15.2 To review the Allotment Policy and Risk Assessment.

The Chairman closed the meeting at 8.12pm. The next meeting is due to take place on 13th September at Barroway Drove Village Hall, commencing at 7.30pm

Chairman

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

SBPC Minute no 4/22 Appendix i

BARROWAY DROVE	
New footway from Old School to Village Hall	Still waiting on results of investigation into boundaries before work can start. This should also sort the issue of overhanging trees in this area
Deterioration in road surface outside The Old School, The Drove	Aware – work programmed – no dates confirmed
Fence to close to road outside The Old School, Barroway Drove	Not been able to speak to residents yet – the boundary on this side of the road will also be clarified by the investigations currently being carried out (see above)
Bridge over drain on Lady Drove making worrying noises when large vehicles drive over	Reported to Highways via email – may need to also report to IBD
STOW BRIDGE	
Subsidence in road near Eel Pie House, West Head Road	Aware – work programmed – no dates confirmed
West Head Corner potholes	Aware – work programmed for August
Road edge deteriorated in a few places between Wards Chase and 30mph limit	Completed
Dropped drains on Low Road	Agreed needs attention – work to be programmed in
Dip in road surface on Low Road (near junction with Vine Hill)	Agreed needs attention – work to be programmed in
Leak on The Causeway	Update from AW circulated via email.

Minute Number 4/22

Lack of surface on The Causeway at the junction with Runcton Road (white lines also faded)	White lines will be replaced in near future – no plans to resurface the corner at present
Conifers on The Causeway (woodbine Cottage)	This is being monitored
Pot holes on Outwell Road in need of further repair	Completed
STOW BARDOLPH	
General poor state of road surface on Stow Bridge Road	Nothing programmed in at the moment but you will consider this road for recycling (?) next year.