

Minutes of the Ordinary Meeting of the Stow Bardolph Parish Council

Held at Stow Bridge Village Hall on Tuesday 14th November 2023

The meeting commenced at 7.45pm

In attendance:

Parish Councillors: Mr D Barnes (Chair), Mr M Brighton, Mr W Esse, Mr R Hudson, Mrs S Dent, Mr D Brighton, Mrs S Clanfield, Mr G Bishop & Mr R Gilbert

Borough Councillors: Mr C Rose

Norfolk County Councillors: Mr C Dawson

Clerk: Mrs V Howling

One member of the public was present.

1. To receive apologies for absence

1.1 Apologies were received from Borough Councillor Mrs V Spikings.

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

2.1 None.

3. To approve and sign the minutes of the meeting held 12th September 2023

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

4. Clerk's report (for information only)

4.1 The Clerk reported that the National Joint Council for Local Government Pay-Scales for 2023/24 have been approved.

4.2 All other matters are covered by the agenda.

5. To receive updates from Borough and County Councillors

5.1 Cllr Rose highlighted the following points:

- various sources of support for those affected by the cost-of-living crisis (which are already advertised on the parish council website)
- a 'change of use' planning application for a property in Barroway Drove, submitted by Norfolk & Waveney MIND (details of which can be found on the Borough Council Planning Portal)
- the current Police Commissioner 2024/25 budget survey (already on the parish council website)
- low take-up of 'warm hub' grants (available to community groups)

6. Open Forum for public participation

6.1 Ian Cable introduced himself as Chairman of neighbouring Parish Council in Wimbotsham and explained that he lives in Stow Bardolph parish and wanted to thank the parish council for their support and financial contribution towards the Trod between Wimbotsham and Stow Bridge.

7. To discuss any Highway Matters

7.1 A report on all previously identified issues had been circulated to Members ahead of the meeting and is attached at appendix i.

7.2a Pot holes on High Bridge Road were identified as a new issue and the Clerk will report these to Norfolk County Council Highways.

7.2b Due to current road closures extra traffic, including HGVs, is travelling from the A10 through Wimbotsham rather than using Stow Bridge Road, causing damage to the road and in particular the new Trod. Cllr Brighton believes this is partly due to drivers following sat nav

- routes and could be mitigated by placing a sign at the junction of Stow Bridge Road, directing drivers, including HGVs, to use that route to access the A10 in both directions. It was agreed this be suggested to Norfolk County Council Highways. Clerk to action this.
- 7.2c Cllr Hudson suggested the Norfolk County Council Highways also be reminded whilst the Bridge over the Relief Channel is closed would be an ideal time to repair the potholes on The Causeway; the Clerk will pass this message on.
- 7.3 The current closure of the bridge over The Relief Channel in Stow Bridge was discussed at length, with the following points noted:
- Council Members thanked Cllr Dawson for his work in campaigning for better signage.
 - Several rumours about the length of closure have been circulating; these are unfounded and the true length of closure, possible short-term and long-term solutions will not be known until an inspection due to take place on 16th November has been carried out.
 - If the closure looks likely to be long-term, further permanent signage will be installed.
 - Cllr Dawson felt confident that funding to repair, or if necessary, replace the bridge would be available.
 - Cllr Hudson asked if repairing the damage being caused by extra traffic in some areas of the parish will be prioritised. Cllr Dawson responded that there would not be extra money for this and that repairs would continue to be prioritised on the current basis.

8. To discuss any Street Light Matters

- 8.1 Two issues have been reported to the maintenance company (Low Road & The Drove) and are awaiting repair.
- 8.2 The council **RESOLVED** to delegate reviewing, and potentially changing, electricity contracts to the Clerk in conjunction with the Chairman.

9. To discuss Planning Matters

- 9.1 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 November 2023 agenda).
- 9.2 There were no new planning applications for review.

10. To discuss and agree Finance Matters

- 10.1a The following payments were approved:

<i>Date</i>	<i>Payee</i>	<i>Details</i>	<i>Amount</i>	<i>Cheque no.</i>
30/09/23	Mrs V Howling	Salary & expenses July - September	1138.72	#101217
30/09/23	HMRC	Tax on salary	263.60	#101218
03/10/23	Cozens Ltd	Streetlighting maintenance	108.00	#101219
14/11/23	CPRE	Membership fees	36.00	#101220
14/11/23	BCKLWN	Election costs	163.80	#101221

- 10.1b Norfolk County Council had provided a breakdown of costs in relation to the invoice for the footway extension in Barroway Drove, as requested; however, after reviewing this information the Council did not feel it provided sufficient explanation for the final costs versus the December 2023 estimate. It was agreed that further clarification be sought on the matter before any decision on payment is made. The Clerk will relay this information to Jay Moose, Norfolk County Council Highways West Area Manager.

- 10.2a The Council **RESOLVED** to make donations of £3000 towards churchyard maintenance for each of the two churches in the parish, which will include the payment of the grass cutting invoice for St Peters Church.
- 10.2b The Council will consider a grant request from West Norfolk Disability Information at their next meeting.

11. To review and approve updated policies and procedures

- 11.1 The following policies were reviewed and approved:
 - Bullying & Harassment (Dignity at Work) Policy
 - Complaints Procedure Notice

12. To review and sign the Civility & Respect Pledge

- 12.1 The Council **RESOLVED** to sign the Civility & Respect Pledge; the Clerk will action this by contacting the National Association of Local Council’s to complete the online declaration.

13. To receive an update on Allotment Tenancy Agreements

- 13.1 The new Farm Business Tenancy Agreements [FBT’s] have been prepared by Barry Hawkins [Land Agent] and are ready to be signed; the Clerk will gather the necessary signatures as soon as possible and signed copies will be held by the Council and by Barry Hawkins. This will conclude the work to move the Allotment Tenancies to FBT’s and the next review will take place in three years’ time [October 2026].

14. To discuss and consider the Council’s Biodiversity Duty and agree any actions.

- 14.1 Guidance on this matter is expected from the National Association of Local Councils in the near future, therefore further discussions will take place at the next meeting of the Council.

15. To agree meeting dates for 2024

- 15.1 The following dates were agreed:

<i>9th January [Barroway Drove]</i>	<i>12th March [Stow Bridge]</i>	<i>14th May [Barroway Drove]</i>
<i>9th July [Stow Bridge]</i>	<i>10th September [Barroway Drove]</i>	<i>12th November [Stow Bridge]</i>

16. To receive items for the next agenda

- 16.1 None

Before closing the meeting, the Chairman took the opportunity to update those present on a meeting held between Liz Truss MP and five Members of the Council on 10th November. All those who had attended felt it was a positive and useful meeting and would welcome the opportunity to meet Ms Truss, again if the opportunity arises.

The Chairman closed the meeting at 9.07pm. The next is scheduled to take place on Tuesday 9th January at Barroway Drove Village Hall, commencing at 7.45pm.

Chairman

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

Appendix i

AREA	ISSUE	LATEST UPDATE/STATUS
Stow Bardolph	White lines faded on Give Way Triangle	Previously reported – no updates
	White lines on junction with A10 faded (both sides of road	Previously reported – no updates
	White lines at junction of Stow Bridge Road and The Causeway	Previously reported – no updates
Stow Bridge	2 pot holes outside Landymores	Reported 20/09/23. Highways response 3/10/23: No action has been taken at this time but we will continue to monitor the problem - We have assessed that the defect does not currently meet our intervention criteria. We will continue to monitor as part of normal scheduled inspections.
	The Causeway from junction with Stow Bridge Road to junction with Holme Road – road surface in generally poor state, white lines and SLOW signs also need repainting	Previously reported – no updates
	Junction of Runcton Road and The Causeway is extremely smooth and dangerous in wet weather	Reported directly to Jay Moore
	Conifers overgrown on The Causeway (Woodbine Cottage)	Asked for an update 20/09/23 – no reply so far
	Overgrown hedges outside Woodlakes Park on Holme Road	Cut back w/c 9/10/23 Other side (Runcton parish) also in need of cutting back, Highways don't feel this is a priority at present

Minute Number 6/23

	White lines at junction of West Head Road and Low Road faded	Previously reported – no updates
	White lines at junction of West Head Road and Wards Chase faded	Previously reported – no updates
	Hedges overhanging road opposite bungalow (Ragstone) on West Head Road	Cut back w/c 2/10/23
	Dip in road near to Field View on Cuckoo road	Repaired
Barroway Drove	Pot hole on High Bridge Road (near junction with The Drove)	Repaired w/c 13/11/23
	Poor condition of road outside The Old School on The Drove	Repaired – w/c 9/10/23
	Positioning of fence outside The Old School	Verbally reminded Andy Wallace/Jay Moore on 9/11/23 who agreed to look into this
	Trees in garden of 118/120 The Drove subject to Preservation Order are overhanging road and footway	Reported via email to Saddlebow Depot on 20/09/23
	Dip in road outside 129 The Drove	Repaired – w/c 9/10/23
	Pothole outside 194	Previously reported – no updates
	Pothole outside Taylors Row 281 The Drove	Previously reported – no updates
OTHER	Potholes on Outwell Road	Previously reported – no updates
	Various potholes on Lady Drove beyond 40mph zone (and outside our parish)	All have been previously reported, and/or marked with white lines