

**Minutes of a Meeting of the Stow Bardolph Parish Council
Held at Stow Bridge Village Hall on Tuesday 9th November 2021**

The meeting commenced at 7.30pm

In attendance:

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

Borough Councillors: Mr C Rose & Mrs V Spikings

Norfolk County Councillors: None

Clerk: Mrs V Howling

1. To elect a Chair

1.1 In the absence of Cllr Barnes & Cllr Esse, the Council **RESOLVED** to elect Cllr Hudson to act as Chair for the duration of this meeting.

2. To receive apologies for absence

2.1 Apologies were accepted from Parish Councillors Mr D Barnes, Mr W Esse & Mrs S Clanfield and Councillor County Councillor Mr C Dawson.

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 14th September 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 No further updates on the additional Dog Waste Bin, the Clerk will chase this.

5.2 The Council Facebook Page has been created and it ready for content to be added.

5.3 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 Regular reports and updates are received from Cllr Dawson and forwarded to all Members via email.

6.2 A written report from Cllr Rose was forwarded to all Members ahead of this meeting via email.

6.3 Cllr Spikings highlighted the funding available to Borough Councillors, which is aimed at helping local groups; however, they are still awaiting confirmation of how this will be distributed and will forward further details to the parishes in due course.

7. Open Forum for public participation

7.1 No members of the public were in attendance.

8. To discuss any Highway Matters

8.1a No new issues were reported at the last meeting; however, whilst some minor repairs have been completed since the Council last met, it was noted that there are still many issues outstanding, and as reported at the last meeting, white paint has been used to mark various defects, but the work is still not being completed. It was agreed that NCC Highways Area Manager Jason Moore, should be invited to meet with representatives from the Parish Council, so that the Council's concerns can be addressed. The Clerk will action this, with County Cllrs' Mr C Dawson & Mr B Long also being invited to attend.

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- 8.1b NCC Highways report that they have investigated the leak on The Causeway and can confirm that this is not linked to any of their systems; they believe this to be Anglian Water's responsibility and have contacted them accordingly. The Clerk will contact Anglian Water on behalf of the Council to express their concerns regarding this matter, copying in the County Councillors and Elizabeth Truss MP.
- 8.2 All current issues have already been reported and will be followed up with NCC Highways during the meeting with Mr Moorose.
- 8.3 There has been no progress on the project to create a footpath between Wimbotsham and Stow Bridge as Wimbotsham Parish Council are still awaiting further information regarding costings; a site meeting with NCC Highways has been requested and Stow Bardolph Parish Council will be invited to attend.
- 8.4 No other Highways Matters were discussed.

9. To discuss any Street Light Matters

- 9.1 There have been several faults with lights on The Causeway, these have been reported but are still awaiting repair; the Clerk will chase this with the maintenance company.
- 9.2 Energy prices have been increased again by the electricity supplier and these have been incorporated into the budget for 2022-23.

10. To discuss Planning Matters

- 10.1a The Council noted the results of previous applications.
- 10.1b Three planning applications had been reviewed by the Planning Working Group since the last meeting (see Planning Group Report attached to agenda November 2021); the Council **RESOLVED** to support their recommendations.
- 10.2 There were no further planning applications for review:
- 10.3 No other Planning Matters were discussed.

11. To discuss and agree renewal of CPRE Membership

- 11.1 The Council **RESOLVED** to continue membership with CPRE for the forthcoming year.

12. To discuss and agree Finance Matters

- 12.1 The following payments were approved:

<i>Date</i>	<i>Payee</i>	<i>Details</i>	<i>Amount</i>	<i>Cheque no.</i>
30/09/21	Mrs V Howling	Salary & expenses (July - September)	1080.23	#101139
30/09/21	HMRC	Tax & NI on salary	195.60	#101140
09/11/21	Lady Rose Hare	Allotment rent	3118.00	#101140
09/11/21	Norfolk ALC	Neighbourhood Plan training	48.00	#101141
09/11/21	Westcotec	Streetlight maintenance Oct & Nov	55.58	#101142
09/11/21	CPRE	Membership	36.00	#101143

- 12.2 It was agreed that reviewing the budget and setting the Precept for 2022-23 will be deferred until the next meeting.
- 12.3 Information regarding subscribing to a web-based accountancy package will also be considered at the next meeting.
- 12.4a The Council **RESOLVED** to make donations of £2000 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.

12.4b No Section 137 grants have been made so far this year; it was therefore agreed that local groups should be encouraged to apply and Councillors will promote this within their community networks.

13. To discuss and agree changes to an Allotment Tenancy Agreement

13.1 A recently surrendered Allotment has been offered to a neighbouring tenant as per the Council's policy; however, the tenant has asked if the tenancy for the available plot can instead be transferred to his son and nephew; the Council **RESOLVED** to approve this request, with the new agreement taking effect September 2022.

14 To review and approve updated policies and procedures

14.1 The Council **RESOLVED** to approve the updated GDPR policy, Data Audit & Privacy Statement.

15. To receive an update on flooding concerns in Stow Bridge and agree any actions

15.1 The concerns regarding the leak on The Causeway were discussed at agenda item 8.1b.

15.2a The Environment Agency have confirmed that Agitation Dredging will not take place (following advice from Dutch Drainage Consultants); however, no alternative has been put forward and the concern remains that flooding could occur at any time.

15.2b Councillor Ling presented a letter she had drafted outlining these concerns and it was agreed that she should send this letter to the Environment Agency on behalf of Stow Bardolph Parish Council, copying in any other relevant parties.

15.2c Cllr Ling also proposed that an action group be formed with neighbouring parish councils and a public meeting be organised to highlight and discuss these concerns. The Clerk will contact the Parish Clerk's for Magdalen, St Germans and Downham West with this information.

16. To discuss correspondence received and agree any actions

16.1 It was agreed not to accept the Pandemic Memorial Token being offered by Norfolk ALC.

16.2 It was agreed that a discussion regarding celebrations for the Queens's Platinum Jubilee should be added to the agenda for the next meeting, with updates from the three villages on any events they are planning.

17. To receive the Clerk's report on Neighbourhood Planning and agree any actions

17.1 It was agreed to defer discussing this report until the next meeting.

18. To agree meeting dates for 2022

18.1 The following meeting dates were provisionally agreed but may be subject to change due to covid restrictions and/or venue availability:

11th January

8th March

10th May

12th July

13th September

8th November

19. To receive items for the next meeting's Agenda

19.1 The following items will be included on the next agenda

- Budget and Precept setting, Neighbourhood Planning, review of Section 137 expenditure, Jubilee Celebrations

Chairman

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

The Chairman closed the meeting at 8.32pm. The next meeting of the Council is scheduled for 11th January, venue to be confirmed.