

**Minutes of a Meeting of the Stow Bardolph Parish Council
Held at Stow Bridge Village Hall on Tuesday 8th March 2022**

The meeting commenced at 7.50pm

In attendance:

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

Borough Councillors: Mr C Rose & Mrs V Spikings

Norfolk County Councillors: Mr C Dawson & Mr B Long

Clerk: Mrs V Howling

One member of the public was present.

1. To receive apologies for absence

1.1 Apologies were accepted from Parish Councillor Mrs S Clanfield.

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 11th January 2022

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 All matters that the Clerk has been working on are included as agenda items.

5. To receive updates from Borough and County Councillors

5.1a Cllr Spikings reported that the application for CIL funding to provide a Trod from Wimbotsham to Stow Bridge had passed the first round of appraisal and approval looks promising. There will be another round of CIL funding open for applications in July.

5.1b Cllr Spikings also mentioned that the Borough Councillors will have £1000 to spend in their respective parishes from April; however, parish councils are not eligible to apply, but village hall committees will be.

5.2a Cllr Long reported that he continues to chase NCC Highways regarding the leak on The Causeway.

5.2b Cllr Long also reported that he will have an allowance to spend in his parishes and would welcome ideas that could be funded locally through this scheme; he gave the example of helping to extend the proposed Trod.

5.3a Cllr Dawson confirmed that he will also have funding available from his allowance for similar projects; he also stated that the Parish Partnership funding will be closely scrutinised this year to ensure a more even spread of the funding across the county.

5.3b Cllr Dawson gave an update on his work liaising with NCC Highways on various issues, including the subsidence on West Head Road, the patching on High Bridge Road and the proposed quarterly meetings between Clerks and NCC Highways (full details of these updates will be added to the monthly report circulated to Members under agenda item 7.1).

5.4a Cllr Rose had sent a report ahead of the meeting, which was circulated to Members; however, he added that he still has some funding available this financial year to spend in his parishes, but this can only be applied for by committees and constituted groups, not parish councils.

6. Open forum for Public Participation: an opportunity to hear from members of the public

6.1 One member of the public addressed the Council, urging them to consider developing an internal process by which planning applications can be assessed to ensure that do not abuse paragraph 79 of the National Planning Policy Framework.

7. To discuss any Highway Matters

7.1 A report on all previously reported issues had been circulated to Members ahead of the meeting (and is available on request from the Clerk). An update on reported issues will be sent to all Members on a monthly basis.

7.2 The following issues were highlighted and will be reported to NCC Highways:

- Trees overhanging the road opposite The Old School on The Drove
- A pothole on Stow Bridge Road (already reported)
- 2 potholes outside 256 The Drove
- Dip in road surface on Low Road (near junction with Vine Hill)
- Lack of surface on The Causeway at the junction with Runcton Road
- General poor state of road surface on Stow Bridge Road

7.3 An application for CIL funding to provide a Trod between Wimbotsham and Stow Bridge has been submitted by Pippa Winson, Clerk to Wimbotsham, on behalf of both Councils; no official outcome of the application has been received thus far.

7.4 No other Highways Matters were discussed.

8. To discuss any Street Light Matters

8.1 No faults were reported and no other Street Lighting Matters were discussed.

9. To discuss Planning Matters

9.1a The Council noted the results of previous applications.

9.1b Three planning applications had been reviewed by the Planning Working Group since the last meeting (see Planning Group Report attached to agenda March 2022); the Council **RESOLVED** to support their recommendations.

9.2 There were no other planning applications for review and no other planning correspondence has been received.

10. To discuss and agree membership of support organisations

10.1 The Council **RESOLVED** to continue membership with Norfolk ALC for 2022-23

10.2 The Council **RESOLVED** to continue membership with Norfolk PTS for 2022-23

11. To discuss and agree replacement of street furniture as required

11.1 The Council **RESOLVED** to purchase two Grit Bins, to replace those at the junctions of Cuckoo Road/High Bridge Road & Low Road/West Head Road.

11.2 It was agreed that an attempt should be made to replace the Perspex in the Stow Bridge Notice Board; if this is not feasible a new Notice Board will be purchased.

11.3 It was agreed not to replace any seating at the current time.

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> |
|-------------|---------------|--|---------------|-------------------|
| 8/3/22 | Mrs V Howling | Salary & expenses (October - December) | 1165.27 | #101155 |
| 8/3/22 | HMRC | Tax & NI on salary | 195.60 | #101156 |

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| <i>Date</i> | <i>Payee</i> | <i>Details</i> | <i>Amount</i> | <i>Cheque no.</i> |
|-------------|--------------|-------------------------------------|---------------|-------------------|
| 8/3/22 | Westcotec | Streetlight maintenance Feb & March | 55.58 | #101157 |
| 8/3/22 | BCKLWN | Dog waste bin emptying | 296.40 | #101158 |

- 12.2 The Council **RESOLVED** to appoint Mapus Smith & Lemmon as the Internal Auditor for year ending 2012/22.
- 12.3 It was agreed to defer reviewing the Council’s banking arrangements until the July meeting.
- 12.4a The Council **RESOLVED** to grant Stow Cricket Club £750 towards a defibrillator for use by the club and Stow Bardolph community.
- 12.4b The Council **RESOLVED** to grant £500 each to Stow Bridge Village Hall and Barroway Drove Village Hall, towards community celebrations to mark the Platinum Jubilee of HM The Queen.

13. To review and approve updated policies and procedures

- 13.1 To Council **RESOLVED** to approve the following policies and procedures without amendment:
- Action Plan for 2022/23
 - Financial Regulations
 - Risk Assessment
 - Asset Register
 - Planning Policy
 - Equality Policy

14. To receive the Clerk’s report on Neighbourhood Planning and agree any actions

- 14.1 It was agreed that no action be taken at present; however, the subject will be reviewed again next year.

15. To receive items for the next meeting’s Agenda

- 15.1 The following items will not necessarily be included on the next agenda; however, they have been noted by the Council:
- Cllr Brighton had been contacted by a member of the public regarding dog fouling on The Causeway; the Clerk asked that he ask the person concerned to contact her directly, so that she could put them in touch with the correct department at the Borough Council.
 - Cllr Dent had been approached by a member of the public who is concerned about lack of light at the entrance to Stow Bridge Village Hall.
 - Cllr Hudson had been contacted by a member of the public who has recently been unable to contact Bridge Street Surgery by telephone.

Chairman Date/...../.....

The Chairman closed the meeting at 9.06pm.

The next meeting of the Council is scheduled to take place at Barroway Drove Village Hall on 10th May, commencing at 7.30pm.