

**Minutes of the Ordinary Meeting of the Stow Bardolph Parish Council
Held at Stow Bridge Village Hall on Tuesday 11th July 2023**

The meeting commenced at 7.45pm

In attendance:

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

Borough Councillors: None

Norfolk County Councillors: None

Clerk: Mrs V Howling

1. To receive apologies for absence

1.1 Apologies were received from Borough Cllr Mr C Rose and County Cllr Mr C Dawson.

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 16th May 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 confirmed that new Councillors will receive an induction before the next meeting.

4.2 All end-of-year finance has been completed.

4.3 The new notice board has arrived and will be installed later this month.

4.4 Correspondence had been received regarding parking on The Causeway; as the Council has no powers to intervene, the matter has been passed to the local Police Safer Neighbourhood Team.

4.5 The Clerk gave a verbal update on the Lifting Equipment project that was discussed at the last meeting; the project is progressing quickly and a meeting for interested parties will be held on 21st July in King's Lynn. It looks likely that a new charity or Community Interest Company could be set up to manage the scheme; the Clerk has asked to be kept updated on the project and will feed this back to the Council at a later meeting.

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

5. To receive updates from Borough and County Councillors

5.1 A report from Cllr Rose had been forwarded to Members ahead of the meeting (a copy is available on request from The Clerk).

5.2 Cllr Dawson had sent information regarding verge cutting ahead of the meeting but was not available to give a further update and will therefore be asked to email any further details as they become available.

6. Open Forum for public participation

6.1 No members of the public were present.

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).

7.2 The hedges adjacent to Woodlakes Park are becoming very overgrown and problematic for larger vehicles passing that way, as well as making it difficult for pedestrians to walk along

the road safely. This has already been reported to NCC Highways; the Clerk will write to the landowner.

- 7.3a The invoice for the work to extend the footpath in Barroway Drove has still not been received.
- 7.3b No updates on when work to complete the Trod between Stow Bridge and Wimbotsham will commence was available; the Clerk will contact Wimbotsham Parish Council to ask for an update.
- 7.3c Details of this year's Parish Partnership Funding Scheme has have been received; there are currently no projects that have been identified by the Council as suitable for this funding.

8. To discuss any Street Light Matters

- 8.1 No issues were reported.
- 8.2 The current Streetlighting Maintenance Contract will end on 1st September. Two quotes have been received and a third has been requested. The Council **RESOLVED** that this matter should be delegated to Clerk, who will liaise with the Chairman to agree a new Maintenance Contract as soon as possible, with details to be reported at the next meeting.

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 July 2023 agenda).
- 9.2 Two new planning applications were reviewed.

Application no.	Application details	Parish Council comments
23/00946/F	Works relating to 3 barns, central barn to be demolished. Two remaining barns to be demolished and rebuilt on the same footprint to create 3 dwellings. Barn 1 to be rebuilt as 2 dwellings. Barn 2 to be demolished. Barn 3 to be rebuilt as 1 dwelling The Old Barns Stow Road Outwell	The Council RESOLVED to remain neutral on this application
23/00908/F	DEMOLITION OF EXISTING PROPERTY AND OUTBUILDING AND REPLACEMENT WITH NEW DWELLING AND OUTBUILDING FOLLOWING SUBSIDENCE OF EXISTING STRUCTURES at Foxcroft White City Road Barroway Drove	The Council RESOLVED to support this application

10 To discuss and agree Finance Matters

- 10.1 The following payments were approved:

Date	Payee	Details	Amount	Cheque no.
30/05/23	Mrs V Howling	Reimbursement for website fees (3 years)	334.80	#101205
30/06/23	Mrs V Howling	Salary and expenses April - June	1099.28	#101206
30/06/23	HMRC	Tax on salary	263.40	#101207
11/07/23	Westcotec	Streetlight maintenance	55.58	#101208
11/07/23	Mapus Smith & Lemmon	Internal audit	492.00	#101209

- 10.2 The Council reviewed Community Infrastructure Levy (CIL) income and expenditure to date, alongside the current reserves, and **RESOLVED** to make the following payments:
- £2000 to Stow Bridge Village Hall towards general running costs
 - £2000 to Barroway Drove Village Hall towards general running costs
 - £2000 to Stow Cricket Club towards general running costs
- 10.3 There were no other requests for grants to be considered.

11. To review and approve policies and procedures

- 11.1 The following policies and procedures were reviewed and approved:
- a. Co-option Policy
 - b. Co-option Application Form
- 11.2a The Allotment Policy and Tenancy document was reviewed and agreed without amendment; however, the review prompted a discussion around whether Allotment Tenancies were the correct agreement for the parcels of land that the Council currently let, as a reduction in the number of tenants means that they are now much larger and therefore being farmed for agricultural purposes. It was agreed that the best course of action is likely to be that the current tenancies are transferred to Agricultural Farm Tenancies. The Clerk will research this further and report information back to the Council at the next meeting.
- 11.2b Historically, some allotment holders had not been paying drainage rates, but the reason for this was unclear. It was agreed that all allotment holders should incur drainage rates as the Council pay drainage rates on all allotment land, and therefore rent notices for next year will reflect this.

12. To receive items for the next agenda

- 12.1 Update on Allotment Tenancies
- 12.2 Review of the Council’s Code of Conduct and the new Civility Pledge.

The Chairman closed the meeting at 9.02pm. The next is scheduled to take place on Tuesday 12th September at Barroway Drove Village Hall, commencing at 7.30pm.

Chairman

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

Appendix i

AREA	ISSUE	NOTES
Stow Bardolph	White lines faded on Give Way Triangle	Reported
	White lines on junction with A10 faded (both sides of road)	Reported
	Deteriorating surface on whole of Stow Bridge Road	RESURFACED
	Specific pot holes on Stow Bridge Road (mainly towards The Causeway end of this road)	REPAIRED
	White lines at junction of Stow Bridge Road and The Causeway	COMPLETED
Stow Bridge	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	Reported
	Conifers overgrown on The Causeway (Woodbine Cottage)	Being monitored by Highways
	Overgrown hedges outside Woodlakes Park on Holme Road	Reported
	White lines at junction of West Head Road and Low Road faded	Reported
	Potholes outside the entrance to Russells yard on The Causeway	REPAIRED
	White lines at junction of West Head Road and Wards Chase faded	Reported
	Hedges overhanging road opposite bungalow (Ragstone) on West Head Road	Reported

Minute Number 4/23

	Dip in road near to Field View on Cuckoo road	Reported
Barroway Drove	Pot hole on High Bridge Road (near junction with The Drove)	Reported
	Poor condition of road outside The Old School on The Drove	Reported
	Positioning of fence outside The Old School	No updates
	Dip in road outside 129 The Drove	Reported
	Pothole outside 194 The Drove (opposite McLatchies)	Reported
	Pothole outside Taylors Row 281 The Drove	Reported
	Broken 60mph sign on Lady Drove	REPAIRED
OTHER	Potholes on Outwell Road	Reported
	Various potholes on Lady Drove beyond 40mph zone (and outside our parish)	Reported