

### **Minute Number 3/19**

#### **Minutes of the Annual Meeting of the Stow Bardolph Parish Council held at Barroway Drove Village Hall on Tuesday 21<sup>st</sup> May 2019 at 7.30pm**

**Present:** Parish Councillors: Mr W Esse, Mr D Barnes, Mr M Brighton, Mr G Bishop, Mrs S Ling, Mr R Hudson, Mrs S Cooke & Mrs S Clanfield.

Borough Councillors: Mr D Pope & Mr C Rose

Norfolk County Councillor: Mr B Long

Mrs V Howling is currently on sick leave and attended in an advisory capacity only.

No members of the public were present.

#### **1. To elect a Chairperson & Vice-Chairperson**

1.1 Mr D Barnes proposed Mr W Esse be elected as Chairperson, seconded by Mr R Hudson. All in favour of the appointment; Mr W Esse accepted the position and duly signed the Declaration of Acceptance of Office.

1.2 Mr R Hudson proposed Mr D Barnes be elected as Vice-Chairperson, seconded by Mrs S Cooke. All in favour of the appointment; Mr D Barnes accepted the position and duly signed the Declaration of Acceptance of Office.

#### **2. To Receive apologies for absence**

2.1 Apologies were received from Mrs S Dent. The Council resolved to accept Mrs Dent's apologies and grant an extension of time to allow her to sign her Declaration of Acceptance of Office before the next meeting.

#### **3. To receive any declarations of Interest in items on the agenda**

3.1 Mr G Bishop declared an interest in agenda item 10.2 (planning ref: 19/00487/O)

#### **4. To approve and sign the minutes of the meeting held 12<sup>th</sup> March 2019**

4.1 Proposed by Mr D Barnes and seconded by Mrs S Cooke, all agreed that the minutes, having been properly circulated and exhibited, be accepted as a true record of the proceedings. The Chairman thereupon signed the minutes.

#### **5. To review and agree membership of subcommittees, working groups and outside bodies**

5.1 Membership of subcommittees, working groups and outside bodies for 2019-20 agreed as detailed below:

**Planning Working Group:** Mr D Barnes, Mr M Brighton, Mrs S Cooke, Mr G Bishop

**GDPR Working Group:** Mrs S Cooke, Mrs S Dent

**Hundred Acre Charity:** Mr R Hudson, Mrs S Cooke, Mr D Barnes

**Stow Bardolph Charity:** Mr R Hudson, Mrs S Cooke

#### **6. Clerk's report (for information only)**

6.1 No report available as the Clerk has been on sick leave since the end of March.

#### **7. Open Forum for public participation**

7.1 No members of the public were present at the meeting.

## **8. To discuss any Highway Matters**

- 8.1 The Council reviewed responses to issues reported at the last meeting – a full list of these can be viewed on the Parish Council website <https://stowbardolph.norfolkparishes.gov.uk/files/2019/06/Highways-Issues-Responses-MAY-2019-MINUTES.pdf> and can also be supplied by the Clerk on request.
- 8.1a The Council dispute some of the recent responses from the Highways Dept regarding the above. Highways Dept to be asked for clarification and any correspondence in this matter to be copied to County Councillors.
- 8.2 The following issues to be reported to the Highways Department:
- Pot holes/surface damage on Lady drove, High Bridge Road & Stow Road
  - White lines on A10 need repainting (previously reported)
  - 40mph signs needing repair or replacement in various locations
- 8.2a It was brought to the Council's attention that some Barroway Drove residents are concerned that cars being parked on the pavement along The Drove are creating a hazard for pedestrians.

## **9. To discuss any Street Light Matters**

- 9.1 No faults were reported.
- 9.2 Work to change streetlights to LED bulbs has been completed and an invoice has been received.

## **10. Planning Matters**

- 10.1 The Council received results of planning applications received since last meeting:

18/00733/F	Continued use of land for the siting of a caravan Land South of Caxton Cottage The Causeway Stow Bridge	Application Permitted
18/02264/F	Proposed 4 bedroom 2 storey dwelling to rear Land Between 171 And 167 W of 170 The Drove Barroway Drove	Application Permitted
18/02277/F	Demolition of workshops and construction of one 3-bedroom detached house & garage 178 The Drove Barroway Drove	Application Permitted
18/01819/F	New four bed dwelling Land Directly S of 231 And N of 235 The Drove Barroway Drove	Application Permitted
19/00033/F	VARIATION OF CONDITION 2 attached to planning permission 16/02137/F: 180 The Drove Barroway Drove	Application Permitted
19/00077/RM	Construction of one dwelling house and detached double garage Land At 16 The Drove Barroway Drove	Application Permitted
19/00067/O	Outline application for the construction of new dwelling B W Mack Machinery Ltd 154 The Drove Barroway Drove	Application Permitted
19/00346/O	OUTLINE PLANNING PERMISSION: Construction of 3 dwellings Land NE of 93 And NW of 90 The Drove Barroway Drove	Application Refused
19/00382/RM	Reserved Matters Application: Construction of a dwelling for plot 5 Plot To Be Known As 32 The Drove Barroway Drove	Application Permitted

19/00399/F	Construction 2 storey dwelling (revised design) partially retrospective Land east of 77 The Drove Barroway Drove	Application Permitted
19/00388/F	Demolition of conservatory and erection of two storey rear extension to dwelling The Cottage Hill Farm Stow Bridge	Application Permitted
19/00487/O	OUTLINE APPLICATION: Construction of three dwellings Land NE of 263, N of 260 And W 258 The Drove Barroway Drove	Application Refused
19/00506/O	Outline application: Construction of two dwellings Land SW of 183 And Pond NE of 189 The Drove Barroway Drove	Application Refused
19/00558/F	Proposed side extension, proposed front porch, proposed first floor extension Pleasant Cottage The Causeway Stow Bridge	Application Permitted
19/00674/RM	Reserved Matters Application: Construction of chalet bungalow Sun Flower Lodge 66 The Drove Barroway Drove	Application withdrawn

**10.2** *Mr G Bishop did not take part in the meeting during this agenda item.*

Eleven planning applications have been reviewed by the planning working group since the last meeting (see Planning Group Report May 2019). The Parish Council resolved to support their recommendations.

**10.3** Two planning applications were considered:

19/00864/F	Demolition of existing workshop and replacement with steel framed workshop R G Auto Services Horizon Garage 226 The Drove Barroway Drove	The Parish Council resolved to support this application
19/00876/F	Construction of a 2 bedroom chalet bungalow with integral garage 66 The Drove Barroway Drove	The Parish Council resolved to support this application

**10.4** No other correspondence regarding planning matters had been received

**10.5** Attendance at a Rural Housing Conference later in the year to be discussed at the next meeting.

**11. To review and agree the Council Risk Assessment**

**11.1** The Council resolved to approve the Risk Assessment as fit for purpose.

**12. To review and agree Council Insurance for coming year.**

**12.1** The Council reviewed three quotes received and resolved to accept the quote from Hiscox and enter into a three-year agreement which will bring the benefit of a 5% discount.

**13. To discuss and agree renewal of NALC Membership**

**13.1** The Council resolved to remain members of Norfolk Association of Local Councils.

**14. To discuss and agree Finance Matters**

- 14.1 The Council resolved to accept the year-end financial report and bank reconciliation (circulated with the agenda) as a true record of the Council's financial transactions for 2018-19
- 14.2 The Council agreed that it met the criteria to declare itself exempt from review by the External Auditors; the Chairman thereupon signed the Certificate of Exemption.
- 14.3 The Internal Audit had been completed by Mapus Smith & Lemmon Accountants, who confirmed that correct accounting procedures had been followed throughout the year; no recommendations were made. The Council resolved to accept the Internal Audit Report.
- 14.4 The Council resolved to approve the Annual Governance Statement. The Chairman signed the Annual Governance Statement section of the Annual Governance and Accountability Return (AGAR) on behalf of the Council.
- 14.5 The Council reviewed the Accounting Statements. The Council resolved to approve the AGAR Accounting Statement. The Chairman signed the Accounting Statements section of the AGAR on behalf of the Council.
- 14.6 The Council resolved to accept the Financial Regulations (circulated with the agenda)
- 14.7 The following payments were approved:

<i>Westcotec</i>	<i>Street Lighting maintenance for April &amp; May</i>	<i>£</i>	<i>112.52</i>	<i>#101059</i>
<i>The Information Commissioner</i>	<i>Data Protection registration fee</i>	<i>£</i>	<i>40.00</i>	<i>#101060</i>
<i>King's Lynn IDB</i>	<i>Drainage rates</i>	<i>£</i>	<i>127.26</i>	<i>#101061</i>
<i>Westcotec</i>	<i>Conversion of streetlights to LED</i>	<i>£</i>	<i>2032.32</i>	<i>#101062</i>
<i>Came &amp; Company</i>	<i>Insurance premium</i>	<i>£</i>	<i>549.02</i>	<i>#101063</i>
<i>Norfolk ALC</i>	<i>Membership fee (including website hosting)</i>	<i>£</i>	<i>264.29</i>	<i>#101064</i>

- 14.8 Requests for donations had been received by Groundwork East, to support their Green Team Project, and from Stow Bardolph Cricket Club, for help with upgrading their score hut. After discussing both requests the Council resolved to make a donation of £750 to Stow Cricket Club.

**15. To discuss purchase of defibrillators for the Parish**

- 15.1 The Council resolved to support the purchase of defibrillators for the Parish by making donations of £750 each to Stow Bridge Village Hall and Barroway Drove Village Hall.

**16. To discuss purchase and positioning of village signs.**

- 16.1 It was agreed that the Highways Dept should be asked to quote for three signs in Stow Bridge; this matter will be reviewed when this quote is received.

**17. To review the Clerk's Salary**

- 17.1 The Council resolved to increase the Clerk's salary to point 24 on the National Joint Council for Local Government (NJC) pay scale (backdated to 1<sup>st</sup> April 2019) and increase the monthly payment for homeworking expenses to £15 per month.

**18. To notice correspondence received (for information only)**

- 18.1 The following correspondence was tabled:

- Norfolk CC – Update on Norwich Western Link
- Pathmakers – Seeking new Trustees
- Norfolk ALC – Newsletter & seeking new members for their Executive
- Norfolk PTS – Newsletter
- Police – Newsletter and SNAP meeting dates (published on website)
- CPRE – Countryside Voice Magazine & invite to Annual Lecture
- Councils & Clerks Direct Magazine

**19. To receive items for the next meeting’s Agenda**

- 19.1 Attendance at Rural Housing Conference
- 19.2 Purchase of village signs

**20. To confirm dates and locations of meetings for the rest of the year**

**20.1 The following dates and locations were confirmed:**

9 <sup>th</sup> July	10 <sup>th</sup> September	12 <sup>th</sup> November
Stow Bridge Village Hall	Barroway Drove Village Hall	Stow Bridge Village Hall

*The Chairman closed the meeting at 8.43pm. The next full council meeting will be held on Tuesday 9<sup>th</sup> July at Stow Bridge Village Hall.*

Chairman .....

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