

Minute Number 4/19

Minutes of the Ordinary Meeting of the Stow Bardolph Parish Council held at Stow Bridge Village Hall on Tuesday 9th July 2019 at 7.30pm

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

Borough Councillors: Mr D Pope & Mr C Rose

Norfolk County Councillor: None.

Clerk: Mrs V Howling

No members of the public were present.

1. To Receive apologies for absence

1.1 Apologies were accepted from Mr R Hudson, Mr B Long & Mr H Humphrey.

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 21st May 2019

3.1 Proposed by Mr D Barnes and seconded by Mr G Bishop, 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.

4. Clerk's report (for information only)

4.1 The Annual Governance and Accountability Return (AGAR) had been completed and the Exception Certificate sent to the external auditor. All required information has been uploaded to the Council website.

4.2 The Clerk has been sorting through old documents, some of which need to be stored at the Norfolk Record Office. A Document Retention Policy will be produced in time to be considered at the next Council meeting.

4.3 All other matters which the Clerk has been working on are included on the agenda.

5. Open Forum for public participation

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

6. To discuss any Highway Matters

6.1 The Clerk had met with Mr Wallace from the Highways Dept. to review previous items reported and identify any new issues. A summary of the meeting can be read here: (insert link) and can also be supplied by the Clerk on request.

6.1a Four new sites for the SAM2 have been identified and agreed with Mr Wallace:

- Lady Drove (outside Hermitage/Wash Farm – new post required)
- Low Road (outside no 61 – suitable lamp post available)
- The Drove (opposite no ?? – suitable 40 repeater sign available)
- Holme Road (outside Woodlakes – new post required)

The Council resolved to purchase one new post for the site at Lady Drove, plus additional brackets and clips for the sites at Low Road and The Drove. The site at Holme Road to be considered again at a later date.

6.1b The Clerk had consulted Mr Wallace regarding signage for Stow Bridge, and he estimated a cost of approximately £250 per sign. Mr Wallace suggested the Council consider making an application to the Parish Partnership Fund for a grant towards these costs.

6.2 Several hedges appear to be overhanging the roads around the parish; The Clerk and Cllr Bishop will review this and any properties where this is deemed to be an issue will receive a letter asking them to take action.

6.3 Information regarding the Parish Partnership Fund had been received; It was agreed that the Clerk should proceed with an application for a grant towards signage for Stow Bridge, which will include asking the Highways Dept. to provide a quotation for four signs.

7. To discuss any Street Light Matters

7.1 No faults were reported.

7.2 All work to convert LED bulbs has been completed and the invoice has been paid.

8. Planning Matters

8.1 The Council received results of planning applications received since last meeting:

19/00409/O	Outline Application: Construction of dwellinghouse, incorporating small pet care facilities. Land At Hybrid Farm 246 The Drove Barroway Drove	Application Refused
19/00486/O	OUTLINE APPLICATION: Construction of two dwellings Land SW of The Birches Cuckoo Road Stow Bridge	Application Permitted
19/00488/F	Change of use of land to provide additional car parking for existing farm shop A G Landymore The Causeway Stow Bridge	Application Permitted
19/00864/F	Demolition of existing concrete sectional workshop and replacement with wider and longer steel framed workshop R G Auto Services Horizon Garage 226 The Drove Barroway Drove	Application Permitted

8.2 Two planning applications have been reviewed by the planning working group since the last meeting (see Planning Group Report attached to agenda 9th July 2019). The Parish Council resolved to support their recommendations.

8.3 Three planning applications were considered:

19/01088/F	Replacement dwelling Ellis Farm Outwell Road Stow Bridge	The Parish Council resolved to support this application
19/01133/RM	RESERVED MATTERS: Construction of one dwelling Adjacent Ashlea 212 The Drove Barroway Drove	The Parish Council resolved to support this application
19/01143/F	Erection of stables Plot Adj Home Farm Cottage Cuckoo Road Stow Bridge	The Parish Council resolved to support this application

8.4 No other correspondence regarding planning matters had been received.

8.5 No one present is available to attend the Rural Housing Conference on 6th September; Mr Hudson to be asked if would like to attend.

9. To discuss and agree Finance Matters

9.1 The following payments were approved:

<i>V Howling</i>	<i>Salary and expenses</i>	£	975.96	#101068
<i>HMRC</i>	<i>Tax & NI on Clerk's salary</i>	£	216.60	#101069
<i>BCKLWN</i>	<i>Election costs</i>	£	140.64	#101070
<i>Mapus-Smith & Lemmon</i>	<i>Internal audit</i>	£	504.00	#101071
<i>Westcotec</i>	<i>Street lighting maintenance for June & July</i>	£	55.59	#101072

9.2 All grant funding for this year has now been allocated; however, requests from local groups will still be considered on a case by case basis.

10. To discuss purchase and positioning of village signs.

10.1 This item was discussed under agenda item 6.

11. To notice correspondence received (for information only)

11.1 The following correspondence was tabled:

- Stow Cricket Club – thank you
- Clerks and Councils Direct magazine
- Dave Rayner – Textile Bank locations (passed to Stow Bridge Village Hall)
- Police – newsletter
- Norfolk PTS – Training available
- Norfolk ALC – Training available
- NHS CCG – AGM
- Norfolk CC – Norwich Western Link update

Cllr Ling reported that there is a build up of silt in the River Ouse between Stow Bridge and Magdalen; the Clerk will report this to the Environment Agency.

Cllr Rose said that the Borough Council will be offering training on Planning Matters in the near future.

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

12.1 None

The Chairman closed the meeting at 8.25pm. The next full council meeting will be held on Tuesday 10th September at Barroway Drove Village Hall.

Chairman

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