

**Minutes of the Annual Meeting of the Stow Bardolph Parish Council
Held at Barroway Drove Village Hall on Tuesday 10th May 2022**

The meeting commenced at 7.30pm

In attendance:

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

Borough Councillors: Mrs V Spikings & Mr C Rose

Norfolk County Councillors: Mr B Long & Mr C Dawson

Clerk: Mrs V Howling

One member of the public was present

1. To elect a Chairman and Vice-Chairman

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

1.2 Mr R Hudson proposed Mr W Esse be elected as Vice-Chairperson, seconded by Mrs S Dent. All in favour of the appointment; Mr Esse, not being present at this meeting, will be notified of the appointment and, if willing to accept the position, will be asked to sign a Declaration of Acceptance of Office at the next meeting.

2. To receive apologies for absence

2.1 Apologies were accepted from Parish Cllr Mr W Esse. The Chairman, on behalf of the Council, asked it be minuted that thoughts are with William and his family following that sad loss of Lady Rose Hare. Council Members present were in agreement that Lady Rose was a valued member of the community and will be greatly missed.

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 8th March 2022

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 An agreement on the updated National Joint Council pay scales has finally been reached and, following approval at the May 2021 Council meeting, the Clerk's salary will be adjusted accordingly.

5.2 After various delays, the Dog Waste Bin on Cuckoo Road is due to be installed shortly.

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

6. To receive updates from Borough and County Councillors

6.1 The Councillors present each gave a verbal update; details are attached at appendix i.

7. Open Forum for public participation

7.1 There were no comments or questions from the member of the public in attendance.

8. To discuss any Highway Matters

- 8.1 A report on all previously reported issues had been circulated to Members ahead of the meeting (and is attached at appendix ii).
- 8.1a Cllr Dawson reported that he has been liaising directly with NCC Highways regarding the poor state of the road outside The Old School, Barroway Drove and a repair (rather than patching) will be scheduled in the near future.
- 8.1b It was agreed that the issue of a leak on The Causeway, which has been reported numerous times to Anglian Water, but has still not been properly investigated or repaired, should be reported to Elizabeth Truss and her help in resolving the matter be requested.
- 8.2 The following issues were highlighted and will be reported to NCC Highways:
- Potholes on sides of the road between Wards Chase and junction with Low Road
 - Potholes on Outwell Road (near Doubledays) that have had unsatisfactory repair
- 8.3 The application for CIL funding to provide a Trod between Wimbotsham and Stow Bridge was unsuccessful; other options for funding are currently being investigated.
- 8.4 No other Highways Matters were discussed.

9. To discuss any Street Light Matters

- 9.1 No faults were reported.

10. To discuss Planning Matters

- 10.1 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 May 2022 agenda).
- 10.2 Two planning applications were considered by the council:

Application no.	Application details	Parish Council comments
22/00570/F	<i>Proposed extension to dwelling and detached garage at Arch House The Causeway, Stow Bridge</i>	<i>The Council RESOLVED to support this application</i>
22/00576/F	<i>Extension to side and rear first floor, internal alterations and construction of garage at Prestbury House Cuckoo Road, Stow Bridge</i>	<i>The Council RESOLVED to support this application</i>

- 10.3 No other planning matters were discussed.

11. To review and agree membership of subcommittees, working groups and outside bodies

- 11.1 Membership of subcommittees, working groups and outside bodies for 2021-22 agreed as detailed below:

Planning Advisory Group: Mr D Barnes, Mr M Brighton, Mrs S Cooke, Mr G Bishop
Hundred Acre Charity: Mr R Hudson, Mrs S Cooke, Mr D Barnes
Stow Bardolph Charity: Mr R Hudson, Mrs S Cooke

- 11.1a The governing document of the Stow Bardolph Charity is currently under review and consequently membership details may change in the near future; it is therefore likely that this will be brought back to the Council for further discussion in due course.

12. To review and agree the Council's Insurance cover for the coming year

- 12.1 The Council **RESOLVED** to continue their current insurance arrangements with Hiscox and enter in to a new three-year agreement. The schedule and premium for the coming year were reviewed and approved.

13. To discuss and agree Finance Matters

- 13.1 The Council **RESOLVED** to accept the year-end financial report and bank reconciliation as a true record of the Council’s financial transactions for 2021-22.
- 13.2 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.
- 13.3 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.
- 13.4 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.
- 13.5 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.
- 13.6 The council **RESOLVED** to approve the updated Asset Register.
- 13.7 The following payments were approved:

<i>Date</i>	<i>Payee</i>	<i>Details</i>	<i>Amount</i>	<i>Cheque no.</i>
19/04/22	E-on	Electricity for streetlighting	470.48	Direct Debit
10/05/22	King’s Lynn IDB	Drainage rates	139.69	#101165
10/05/22	Westcotec	Streetlight maintenance April & May	55.58	#101166
10/05/22	Came & Company	Insurance premium	697.11	#101167
17/06/22	Information Commissioner	Data Protection Registration	35.00	Direct Debit

13.8 There were no requests for donations.

14. To discuss correspondence regarding parking at Bardolph Place

14.1 The Council has received an email outlining parking issues in Bardolph Place – this was forwarded to Members ahead of this meeting. The Clerk has contacted NCC Highways and it is believed the land in question belongs to them, therefore any changes made to the current arrangements would need to be paid for by the residents. The Clerk will convey this information to the correspondent.

15. To receive items for the next agenda

- 15.1 To discuss flooding concerns, including whether a Flood Risk Plan should be completed
- 15.2 Review of banking arrangements for the Council

The Chairman closed the meeting at 8.44pm. The next meeting is due to take place on 12th July at Stow Bridge Village Hall (time to be confirmed).

Chairman

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

SBPC Minute no 3/22 Appendix i

Verbal reports from Borough & County Councillors included:

Cllr Spikings

Will be attending, with Cllr Rose, various events throughout their patch to commemorate HM The Queen's Palatinum Jubilee; this will include presenting children in some schools in the area with Jubilee Coins.

A new Borough Mayor, Lesley Bambridge, will be inaugurated tomorrow.

Planning matters are taking up a great deal of Cllr Spikings time at present.

Cllr Rose

Revised bin collection days come into force this week.

Details of all the Borough Council Jubilee events are available on their website.

Cllr Rose continues to be involved in Internal Drainage Board meetings; there are no further updates on the (lack of) agitation dredging to report currently.

The next Safer Neighbourhood Panel Meeting (SNAP) is due to take place on 20th July. These meetings are used to set Police priorities for the local area; however, attendance recently has been low, and therefore help in promoting these to parishioners is requested.

There are continuing concerns on the state of the Queen Elizabeth Hospital building, with 1500 props currently being used to sustain it.

Cllr Long

The Borough Council has had email server issues recently, with some emails going missing and therefore some may need to be resent.

Cllr Long recently used his Councillor Allowance to help a tree planting initiative in Magdalen Parish.

Cllr Dawson

Two options for devolution are currently being explored by Norfolk County Council – more information to follow in due course.

Norfolk County Council has reviewed the Wisbech Incinerator Proposal and believe current capacity for waste disposal in the area is sufficient and will therefore be stating their opposition to the project.

SBPC Minute no 3/22 Appendix ii

BARROWAY DROVE	
New footway from Old School to Village Hall	Still waiting on results of investigation into boundaries before work can start. This should also sort the issue of overhanging trees in this area.
Deterioration in road surface outside The Old School, The Drove	Aware – work programmed
Fence to close to road outside The Old School, Barroway Drove	Not been able to speak to residents yet – the boundary on this side of the road will also be clarified by the investigations currently being carried out (see above)
STOW BRIDGE	
Subsidence in road near Eel Pie House, West Head Road	Aware – work programmed
West Head Corner potholes	Aware – work programmed
Road edge deteriorated in a few places between Wards Chase and 30mph limit	Some have been marked for repair, whilst others have not, so will ask Inspector/Technician to revisit the site
Dropped drains on Low Road	Agreed needs attention – work to be programmed in
Dip in road surface on Low Road (near junction with Vine Hill)	Agreed needs attention – work to be programmed in
Leak on The Causeway	No further updates - continue to chase A/W from all sides!
Lack of surface on The Causeway at the junction with Runcton Road (white lines also faded)	White lines will be replaced in near future – no plans to resurface the corner at present
Conifers on The Causeway (woodbine Cottage)	This is being monitored
STOW BARDOLPH	
General poor state of road surface on Stow Bridge Road	Nothing programmed in at the moment but you will consider this road for recycling (?) next year.