

Minutes of the Annual Meeting of Stow Bardolph Parish Council
Held at Barroway Drove Village Hall on Tuesday 13th May 2025

The meeting commenced at 7.30pm

In attendance:

Parish Councillors: William Esse, Derek Barnes, Mark Brighton, Gary Bishop, Susan Clanfield, Richard Gilbert & David Brighton

Borough Councillors: Colin Rose

Norfolk County Councillors: None

Clerk: Mrs V Howling

1. To elect a Chairman and Vice-Chairman

- 1.1 Cllr Derek Barnes proposed that Cllr William Esse be elected as Chairman, seconded by Cllr Mark Brighton; all present voted in favour of the appointment. Cllr Esse accepted the position and duly signed the Declaration of Acceptance of Office.
- 1.2 Cllr Mark Brighton proposed that Cllr Derek Barnes be elected as Vice-Chair, seconded by Cllr Gary Bishop; all present voted in favour of the appointment. Cllr Barnes accepted the position and duly signed the Declaration of Acceptance of Office.

2. To receive apologies for absence

- 2.1 Apologies were accepted from Parish Councillors' Raymond Hudson (family commitment) & Stephanie Dent (illness).
- 2.2 Apologies were received from Cllr Vivienne Spikings.

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 11th March 2025

- 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 Notification of an increase in Dog Waste Bin collections costs. The Borough Council will be passing the full costs associated with this service on to parish councils, which will be an increase of double the costs budgeted for.
- 5.2 Notification of some parishes being overpaid CIL income. For affected parishes, this money will be reclaimed by the Borough Council by deducting the overpaid amount from future payments.
- 5.3 There is now a requirement for parish councils to have secure (.gov.uk) emails addresses. The Clerk will action this; the costs are not expected to be more than £200, however, the Clerk will liaise with the Chair to agree any expenditure to meet this requirement.

6. To receive updates from Borough and County Councillors

- 6.1 Cllr Rose gave a verbal update on Devolution and Local Government Reorganisation, from the point of view of the Borough Council (a report was forwarded to Members and is available on request).

7. Open Forum for public participation

- 7.1 There were no members of the public present.

8. To discuss any Highway Matters

- 8.1a A report on all previously identified issues, including details of the latest updates from Norfolk County Council (NCC) Highways Department is attached at appendix i.
- 8.1b New issues identified are listed at appendix ii and will be reported to NCC Highways Department.
- 8.1c There was a discussion around parked cars causing obstructions; the Clerk can report incidents to the Police, who have powers to address the matter if the obstruction is causing danger.
- 8.2 Council Members reviewed the cost of cutting the grass on the Trod between Stow Bridge and Wimbotsham; the cost, approximately £500, is currently being met by Wimbotsham Parish Council. The Council **RESOLVED** to contribute towards this by paying half the yearly costs. The Clerk will liaise with Wimbotsham Parish Clerk regarding this matter.
- 8.3 A quotation for installing a footway between the entrance to Stow Bridge Village Hall and The Causeway, to meet up with the existing footway (approximately 65 metres) was received from NCC Highways. The amount quoted is £15,000. After discussion, the Council Members agreed that a) other quotes should be sought; b) Woodlake's Park should be asked to consider making a financial contribution. The Clerk will action these two points and bring all the information back to the next meeting for review.
- 8.4 Options for 'Road Closure' signage had been received from NCC Highways; after review the Council agreed that the signage proposed (stating 'Businesses open as usual') would not offer any additional benefit over the signage already in use by NCC.

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 2025 agenda).
- 10.2 One planning application was considered by the council:

Application no.	Application details	Parish Council comments
25/00724/F	Rear extension and internal re-configuration to existing Cricket Club pavilion Stow Cricket Club Hall Drive Stow Bardolph	The Council RESOLVED to support this application

- 10.3 The Borough Council's Local Plan was adopted on 27th March 2025, and will now be the reference tool for this Council, when they are consulted on any planning matters.

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

- 11.1 After reviewing alternative quotations, the Council **RESOLVED** to stay with the current insurance provider (Arthur J Gallagher), signing a three-year agreement to keep costs as low as possible.

12. To discuss and agree Finance Matters

- 12.1 The following payments were approved:

Date	Payee	Details	Amount	Cheque no.
04/04/2025	Norfolk PTS	Membership	170.00	#101326

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<i>Date</i>	<i>Payee</i>	<i>Details</i>	<i>Amount</i>	<i>Cheque no.</i>
04/04/2025	Norfolk ALC	Membership	128.96	#101327
04/04/2025	Norfolk PTS	Training (Data Protection)	52.00	#101328
04/04/2025	King's Lynn IDB	Drainage Rates	166.22	#101329
13/05/2025	BCKLWN	Dog Waste Collection	878.80	#101330
13/05/2025	Cozens UK Ltd	Streetlight Maintenance	108.00	#101331
13/05/2025	Geosphere Ltd	Parish Online Subscription	108.00	#101332
13/05/2025	Arthus J Gallagher	Insurance Premium	753.22	#101333

- 12.2 The Council reviewed the Asset Register and approved it without amendment.
- 12.3 The Council **RESOLVED** to accept the year-end financial report and bank reconciliation as a true record of the Council's financial transactions for 2024-25.
- 12.4 The Internal Audit had been completed by Mapus Smith & Lemmon Accountants, who confirmed that correct accounting procedures had been followed throughout the year; the Council **RESOLVED** to accept the Internal Audit Report.
- 12.5 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.
- 12.6 The Council reviewed the Accounting Statements. The Council **RESOLVED** to approve the AGAR Accounting Statements. The Chairman signed the Accounting Statement section of the AGAR on behalf of the Council.
- 12.7 The Council reviewed a request for financial support from Age UK; after discussion the Council **RESOLVED** not to make a grant on this occasion, as they prefer to support West Norfolk based groups.
- 13. To review the Council's Standing Orders**
- 13.1 The Council's Standing Orders were reviewed and approved without amendment.
- 14. To discuss the purchase of new IT equipment and agree any actions**
- 14.1 It was agreed the Clerk should purchase a new printer and will liaise with the Chair to agree any expenditure.
- 14.2 The purchase of a new computer was deferred to a future meeting.
- 15. To receive the Clerk's Job Description and Contract of Employment**
- 15.1 The Clerk's current Job Description and Contract of Employment were reviewed and agreed without amendment.
- 15.2 The Council will consider setting up a Work-Place Pension Scheme and requested details be brought to the next meeting for review.
- 16. Items for the next agenda**
- 16.1 Allotment Tenancy Reviews.

The Chairman closed the meeting at 8.35pm. The next meeting is due to take place on Tuesday 8th July at Stow Bridge Village Hall, commencing at 7.45pm

Chairman

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

Appendix i		
AREA	ISSUE	LATEST UPDATE FROM NCC HIGHWAYS
Stow Bardolph	Faded white lines faded on Give Way Triangle	18/07/24: This has been inspected and works have been programmed for all Road Markings at junctions to be refreshed when contractor is next in area
	Faded white lines at junctions with A10	18/07/24: This has been inspected and works have been programmed for all Road Markings at junction to be refreshed, this will be completed when our contractor is next in the area
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	18/07/24: Thank you for your email in regards to this matter, we are aware of the situation with the condition of the carriageway in this location, the Highway Engineer is looking into to this
	White lines at junction of Runcton Road and The Causeway white lines are faded. Surface of road is very smooth and slippery in wet weather.	08/07/24: We have inspected and are going to resolve the problem – <i>this response refers to the faded white lines, no mention of smooth/slippy road surface</i>
	Conifers overgrown on The Causeway (Woodbine Cottage)	08/07/24: Letter sent to resident
	Overgrown hedge Runcton Road (Corner Cottage)	08/07/24: Letter sent to resident
	White lines at junction of West Head Road and Low Road faded	08/07/24: We have inspected and are going to resolve the problem
	Drainage problem causing flooding at junction of	21/08/24: We have resolved the problem. 2/10/24: Sent email to Saddlebow Dept asking them to revisit this as the

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	West Head Road and Low Road	work they did has not been effective. 03/10/24: Email confirming they would revisit the site to review.
	White lines at junction of West Head Road and Wards Chase faded	08/07/24: We have inspected and are going to resolve the problem
	Cracked drains near level crossing	18/7/24: This matter this has previously been inspected and works have been programmed for repair along with other gullies along section, we are waiting for confirmation from Network Rail as to when works can take place, this is due to the close proximity of the Level crossing. Re-reported this on 02/01/25, asking if this matter can be address during the planned road closure in mid-January. No response.
	Cracked drain outside Oaklands, The Causeway	04/11/24: No action has been taken at this time but we will continue to monitor the problem -We have assessed that the defect does not currently meet our intervention criteria. We will continue to monitor as part of normal scheduled inspections.
	Overhanging trees/hedge at The Poplars on West Head Road	Reported to Highways 02/01/25: 02/04/25: We have investigated and will be sending a letter to the responsible party to resolve this issue.
Barroway Drove	Positioning of fence outside The Old School	Discussion with NCC Highways Area Manager, who agreed to review this; no further updates at present.
	Junction of Lady Drove and The Drove white lines are badly faded	Reported via online system 20/03/2025. 20/03/25: We have assessed this problem and it does not meet our criteria for repair at this time. We will continue to monitor the problem as part of our routine inspections.
	Concerns that the junction of High Bridge Road and The Drove is dangerous, particularly to motorists who are unfamiliar with the area, as they cannot easily understand the priorities of the junction due to poor road markings.	Reported via email to Saddlebow Depot 12/03/25.
	Pot holes near Tile Farm	Reported via online system 20/03/2025 30/03/2025:

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Lady Drove (Downham West)		<p>We have assessed this problem and it does not meet our criteria for repair at this time. We will continue to monitor the problem as part of our routine inspections.</p> <p>11/04/25: Repaired</p>
	Pot hole near layby at entrance to Bridle Path	<p>Reported via online system 20/03/2025</p> <p>30/03/2025:</p> <p>We have assessed this problem and it does not meet our criteria for repair at this time. We will continue to monitor the problem as part of our routine inspections.</p> <p>11/04/25: Repaired</p>

HIGHWAYS ISSUES APPENDIX ii (new issues)	
AREA	ISSUE
Barroway Drove	Trees overhanging the footway outside 118 – 122 The Drove