

Minutes of the Ordinary Meeting of the Stow Bardolph Parish Council

Held at Barroway Drove Village Hall on Tuesday 12th September 2023

The meeting commenced at 7.30pm

In attendance:

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

Borough Councillors: None

Norfolk County Councillors: Mr C Dawson (left 7.45pm)

Clerk: Mrs V Howling

1. To receive apologies for absence

1.1 Apologies were received from Parish Councillors Mr R Hudson, Mrs S Dent & Mr D Brighton, and from Borough Councillor Mr C Rose & County Councillor Mr B Long.

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 11th July 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 has produced a Councillors' Information Guide, which can be used as an induction tool for new councillors, as well a reference tool for more experienced councillors; a copy will be sent to all members.

4.2 Correspondence from a Stow Bridge resident confirmed that parking issues on The Causeway appear to have been resolved at the present time.

4.3 A survey by BCKLWN on Active Travel Priorities in the region had been completed and returned.

4.4 A fundraising event organised by Royal British Legion resulted in three ceramic poppies being placed on war graves in Stow Bridge; the poppies have been removed and will be repositioned in November as part of a remembrance display; the accompanying certificates (received by post) will be handed over to Stow Bridge Church.

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 Cllr Dawson gave an update on staffing changes at Highways Saddlebow Dept., which he feels should benefit communication with parishes; he is continuing to investigate ways in which the verge cutting process in parishes could be improved, and confirmed that Norfolk County Council Members will vote on whether to accept the 'County Deal' (which aims to transfer more funding and powers to the local area) later this year.

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 Pot holes on The Causeway (near Landymores) were identified as a new issue and the Clerk will report these to NCC Highways.

- 7.2a Updates on the outstanding issues of an overgrown hedge on The Causeway and positioning on a fence outside The Old School on The Drove will be requested from NCC Highways.
- 7.3 Work to install the Trod between Wimbotsham and Stow Bridge is underway; Stow Bridge Councillors have received complaints from members of the public regarding the length of time this has taken to complete and concerns that the work is not to a high standard.

8. To discuss any Street Light Matters

- 8.1 No issues were reported.
- 8.2 A new three-year streetlight maintenance contract has been agreed with Cozens.
- 8.3 Due to increasing electricity costs, it was agreed that Utility Aid should be enlisted to conduct a review of the current contract to see if any savings could be made.

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 September 2023 agenda).
- 9.2 One new planning application was reviewed:

Application no.	Application details	Parish Council comments
23/01632/CU	Change of use from residential dwelling to short term supported accommodation 179 The Drove, Barroway Drove	The Council RESOLVED to remain neutral on this application

- 9.3 Correspondence from BCKLWN regarding consultation on the Local Plan had been received and will be forwarded to Members.

10. To discuss renewal of CPRE membership

- 10.1 The Council **RESOLVED** to continue membership of CPRE at the current cost of £36 per annum.

11. To discuss and agree Finance Matters

- 11.1a The following payments were approved:

Date	Payee	Details	Amount	Cheque no.
12/09/23	Westcotec Ltd	Street Light Maintenance (August)	£27.79	101215
12/09/23	Stow Estate Trust	Allotment Rent	£3118.00	101216

- 11.1b The Council reviewed the invoice for the footway extension in Barroway Drove; the amount requested for this work is £68,015.22 and £50,000 towards this has been received in the form of a CIL Grant from BCKLWN, leaving a shortfall of £18,015.22. The Council **RESOLVED** to challenge the amount of this invoice and ask for a breakdown of costs based on the following points:

- The original quotation was for £55,000 which included the repositioning of the telegraph poles
- An updated quotation of £62,000 was confirmed just before work began
- The finished scheme did not include the repositioning of the telegraph poles
- An email from NCC Highways confirmed the scheme had been completed as per the original plan

- 11.2 There were no requests for grants to be considered.

12. To discuss the renewal of current allotment tenancies and agree any actions

- 12.1 As agreed at the last full council meeting, the Clerk had completed further research and,

following advice from Norfolk ALC, confirmed that due to the size of the parcels of land being farmed, the current Allotment Tenancies should be transferred to Farm Business Tenancies (FBT's)

- 12.1a The Council **RESOLVED** to engage Land Agent Barry Hawkins to draw up the new agreements with immediate effect.
- 12.1b As per advice from Norfolk ALC (Legal Topic Note 52) the Council **RESOLVED** that the new FBT's should include a) a clause that allows one acre (per tenancy) to be reclaimed by the Council for allotment purposes, should the need arise in the future and b) an option for yearly rent reviews (the new agreements will start at the current agreed rent of £120 per acre, which will then be reviewed on an annual basis).

13. To review and approved updated policies and procedures

- 13.1 The following policies were reviewed and approved without amendment:
 - Training & Development Policy
 - Document Retention Policy
 - SAM2 Risk Assessment

14. To review the council's Code of Conduct and to consider signing the new Civility Pledge

- 14.1 The Code of Conduct was reviewed and approved without amendment.
- 14.2 The Council agreed in principle to signing the Civility Pledge, therefore this will be put on the agenda of the next full council meeting.

15. To receive items for the next agenda

- 15.1 To receive an update on Allotment Tenancies.
- 15.2 To review and sign the Civility Pledge.

The Chairman closed the meeting at 8.59pm. The next is scheduled to take place on Tuesday 14th November at Stow Bridge Village Hall, commencing at 7.45pm.

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
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
	White lines at junction of West Head Road and Wards Chase faded	Reported
	Hedges overhanging road opposite bungalow (Ragstone) on West Head Road	Reported
	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
OTHER	Potholes on Outwell Road	Reported
	Various potholes on Lady Drove beyond 40mph zone (and outside our parish)	Reported – partial repairs completed w/c 14/8/23