

**Minutes of a Meeting of the Stow Bardolph Parish Council  
Held at Stow Bridge Village Hall on Tuesday 14<sup>th</sup> September 2021**

The meeting commenced at 7.30pm

**In attendance:**

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

Borough Councillors: Mr C Rose

Norfolk County Councillors: None

Clerk: Mrs V Howling

**1. To Receive apologies for absence**

1.1 Apologies were accepted from Borough Councillor Mrs V Spikings & County Councillor Mr C Dawson.

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

2.1 Cllr Esse declared an interest in agenda item 9.1b (planning application 21/00942/LB)

**3. To approve and sign the minutes of the meeting held 20<sup>th</sup> July 2021**

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 No further updates on the additional Dog Waste at this time, still awaiting the outcome of the licence application.

4.2 The setting up of a parish council Facebook page has been put on hold until after the Clerk has attended training on the subject later in the month.

4.3 The Clerk will be attending Neighbourhood Planning and GDPR training next month.

4.4 One Allotment Tenant has given notice to surrender his tenancy effective September 2022; the vacant plot will be reallocated as per the Allotment Policy.

4.5 All other matters that the Clerk has been working on are reported in the minutes.

**5. To receive updates from Borough and County Councillors**

5.1 Regular reports and updates are received from Cllr Dawson and forwarded to all Members via email.

5.2 A written report from Cllr Rose will be forwarded via email to all Members directly after this meeting.

**6. Open Forum for public participation**

6.1 No members of the public were in attendance.

**7. To discuss any Highway Matters**

7.1 Whilst there were no updates on previously reported issues, it was noted that white lines had again appeared around many of the existing issues, including those where the rain had washed away previous markings, but work was still waiting to be being carried out.

7.2 No new issues were identified but the Clerk will report outstanding issues again.

7.3 Confirmation had been received that the application for CIL Funding to extend the footpath in Barroway Drove was successful. The Council **RESOLVED** to accept the grant and asked the Clerk to make contact with the relevant parties so that would can begin as soon as possible.

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7.4 The Clerk from Wimbotsham Parish Council had been in contact to ask if Stow Bardolph Parish Council would consider a joint application for funding to install a Trod between Wimbotsham and Stow Bridge; all were in full agreement that this was a good idea; Cllr Dent & Cllr Hudson offered to form a working group with representatives from Wimbotsham Parish Council to explore the idea further.

7.5 A small length of verge on West Head Road has been curbed – the Clerk was asked to query with NCC Highways why this work had been carried out.

**8. To discuss any Street Light Matters**

8.1 No faults were reported.

**9. To discuss Planning Matters**

9.1a The Council noted the results of previous applications.

9.1b Three planning applications had been reviewed by the Planning Working Group since the last meeting (see Planning Group Report attached to agenda September 2021); the Council **RESOLVED** to support their recommendations.

9.2 Five planning applications were reviewed:

<b>Application no.</b>	<b>Application details</b>	<b>Parish Council comments</b>
21/01699/F	Single storey rear extension and modification of conservatory roof. White House Farm The Bridge West Head Road Stow Bridge	The Council <b>RESOLVED</b> to support this application.
21/01684/F	Variation of Condition 1 of Planning Permission 19/02097/RM: Reserved matters application for new dwelling Plot Adjacent Willowdene 260 The Drove Barroway Drove	The Council <b>RESOLVED</b> to support this application.
21/01717/F	Single Story Extension to House 8 Gooding Close Stow Bridge	The Council <b>RESOLVED</b> to support this application.
21/01757/O	Proposed Residential Development of four single-storey plots and two 2-storey plots. at 275 The Drove Barroway Drove	The Council <b>RESOLVED</b> to object to this application as it does not meet the criteria for development in rural areas as specified in national and local policies.
21/01758/F	Extension & Outbuilding at Stow Corner Farm Wimbotsham Road Stow Bridge	The Council <b>RESOLVED</b> to support this application.

9.3 Consultation regarding Anglian Water’s plan to install new pipeline from Grantham to Bexwell will be forwarded to Members via email.

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

10.1 The following payments were approved:

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<b>Date</b>	<b>Payee</b>	<b>Details</b>	<b>Amount</b>	<b>Cheque no.</b>
14/09/21	Westcotec	Streetlight maintenance August & September	55.58	#101136
14/09/21	Downham & Stow IDB	Drainage rates	476.16	#101137
14/09/21	PKF Littlejohn	External Audit	240.00	#101138

- 10.2 There were no requests for donations.
- 10.3 The external audit had been concluded and no issues or matters of concern were raised.
- 11. To review and approve updated policies and procedures**
  - 11.1 The Council **RESOLVED** to approve the updated Member’s Code of Conduct.
  - 11.2 The Council **RESOLVED** to continue following the Norfolk Records Office Document Retention Guidance.
  - 11.3 The Council **RESOLVED** to approve the Training & Development Policy.
  - 11.4 The Council **RESOLVED** to approved the SAM2 Risk Assessment (no amendments made).
- 12. To receive an update on flooding concerns in Stow Bridge and agree any actions**
  - 12.1 Norfolk County Council Highways Dept. have confirmed that they will investigate the water leak on The Causeway.
  - 12.2 No updates on when Agitation Dredging of The Ouse will commence.
- 13. To discuss correspondence received and agree any actions**
  - 13.1 Correspondence from Norfolk ALC regarding the presentation of a Memorial Token to recognise the work of communities during the pandemic was noted.
  - 13.2 A questionnaire from BCKLWN regarding Members’ expenses was reviewed and a response to confirm that no Members of Stow Bardolph Parish Council currently claim expenses was agreed.
- 14. To receive items for the next meeting’s Agenda**
  - 16.1 The following items will be included on the next agenda
    - o Updates on GDPR polices, use of social media and Neighbourhood Planning (following the Clerk’s attendance at training events)

*The Chairman closed the meeting at 8.40pm. The next meeting of the Council is scheduled for 9<sup>th</sup> November at Barroway Drove Village Hall.*

Chairman .....

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