

**Minutes of the Annual Meeting of the Stow Bardolph Parish Council
Held at Barroway Drove Village Hall on Tuesday 16th May 2023**

The meeting commenced at 7.30pm

In attendance:

Parish Councillors: Mr D Barnes, Mr W Esse, Mr M Brighton, Mr R Hudson & Mr G Bishop

Borough Councillors: Mr C Rose

Norfolk County Councillors: None

Clerk: Mrs V Howling

Mr R Gilbert was also present.

1. To elect a Chairman and Vice-Chairman

1.1 Mr W Esse proposed that Mr D Barnes be elected as Chairperson, seconded by Mr R Hudson; all present voted 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 Mr M Brighton; all present voted in favour of the appointment. Mr Esse 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 Councillor's Mrs S Dent & Mrs S Clanfield, Borough Councillor Mrs V Spikings and County Councillor Mr C Dawson.

3. To receive any declarations of interest in items on the agenda

3.1 Cllr Barnes declared an interest in Planning Application 23/00500/F (agenda item 10a).

4. To approve and sign the minutes of the meeting held 14th March 2023

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

6. To receive updates from Borough and County Councillors

6.1 Cllr Rose reported that roles and responsibilities of the newly elected Borough Council Members were still being finalised and he would be able to update with more details in due course.

6.2 Cllr Dawson was not present but had sent details of a proposed new car parking space and path next to Morton's Bridge; the Member's present were in support of this proposal.

7. Open Forum for public participation

7.1 There were no comments or questions from members of the public.

8. To discuss any Highway Matters

8.1 A list of all current Highways issues within the parish was reviewed and agreed and is attached at appendix i; the Clerk will ensure these are reported to NCC Highways Dept and an update on responses will be provided at the next meeting.

8.2 Correspondence regarding lack of suitable access (dropped kerb) across the new footpath in Barroway Drove was reviewed; It was agreed that this matter will be discussed again when the invoice for this project is received.

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 2023 agenda).

10.2 One planning application was considered by the council:

Application no.	Application details	Parish Council comments
23/00113/F	<i>Retrospective application: Erection of Kennels and change of use to dog breeding business at Funky Farm 20 The Drove Barroway Drove</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 2023-24 agreed as detailed below:

Planning Advisory Group: Mr D Barnes, Mr M Brighton, Mr G Bishop

Hundred Acre Charity: Mr R Hudson, Mrs S Cooke, Mr D Barnes

Stow Bardolph Charity: Mr R Hudson, Mrs S Cooke

[Mrs S Cooke is no longer a Parish Councillor but is appointed by the Council as a Trustee to the above charities, in accordance with their respective Constitutions]

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

12.1 As per the current insurance arrangements (3-year agreement with Gallagher) the schedule and premium for the coming year were reviewed and approved.

13. To review the Clerk's Job Description and Contract of Employment

13.1 The Clerk's Job Description was reviewed and agreed without amendment.

13.2 Minor changes to the wording of the Clerk's Contract of Employment were agreed, along with updates to the Annual Leave Allowance, in line with the NJC agreement on pay and conditions; the Clerk and the Chairman then signed an updated copy of the Contract.

14. To review the Council's Standing Orders

14.1 The Council's Standing Orders were reviewed and section 18 was amended in line with recommendations from the National Association of Local Councils.

15. To review the Council's Grant Making Policy

15.1 To Council's Grant Making Policy was reviewed; no amendments were made.

16. To discuss and agree Finance Matters

16.1 The Council **RESOLVED** to accept the year-end financial report and bank reconciliation as a true record of the Council's financial transactions for 2022-23

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- 16.2 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.
- 16.3 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.
- 16.4 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.
- 16.5 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.
- 16.6 The council **RESOLVED** to approve the updated Asset Register.
- 16.7 The following payments were approved:

<i>Date</i>	<i>Payee</i>	<i>Details</i>	<i>Amount</i>	<i>Cheque no.</i>
19/04/23	Npower	Electricity for streetlighting	979.16	DD
21/04/23	Norfolk ALC	Membership	120.08	#101199
21/04/23	Norfolk PTS	Membership	160.00	#101200
21/04/23	King's Lynn IDB	Drainage rates	148.07	#101201
16/05/23	Westcotec	Streetlight maintenance	55.58	#101202
16/05/23	Gallagher	Insurance premium	724.80	#101203
17/06/23	Information Commissioner	GDPR Registration	35.00	DD

- 16.8 There were no requests for donations.

17. Co-option of new Members

- 17.1 Following the recent elections, Stow Bardolph Parish Council has two ordinary vacancies [one in Barroway Drove Ward and one in East Stow Ward]; legislation allows that these be filled by co-option within 35 days of the election. Since the election took place, two residents have expressed an interest in joining the council.
- 17.2 Cllr Hudson proposed that Mr Richard Gilbert, having met the necessary criteria, be co-opted to serve as a Member of the Council; this nomination was seconded by Cllr Brighton and agreed by all present. Mr Gilbert accepted the office, duly signed a Declaration Acceptance and joined the meeting.
- 17.3 Cllr Barnes proposed that Mr David Brighton, having met the necessary criteria, be co-opted to serve as a Member of the Council; this nomination was seconded by Cllr Esse and agreed by all present. Mr Brighton was not present at the meeting but had indicated his willingness to accept the position, therefore he will be summoned to attend the next meeting.
- 17.4 The Clerk will complete an induction with both new Councillors ahead of the next meeting.

18. To discuss correspondence two items of correspondence

- 18.1 The Council reviewed correspondence regarding the Royal British Legion Cycling Event, taking place in June, and **RESOLVED** to make a donation of £30, as all proceeds will go to their Poppy Appeal, and will benefit local people.

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18.2 The Council reviewed correspondence from Sue McDowell regarding lifting equipment, and agreed that further information was needed before any decisions could be made; this item will be added to the next meeting's agenda.

19. To receive items for the next agenda

- 19.1 Review of allotment policy and procedures
- 19.2 CIL income and expenditure (including CIL Grants for village halls)
- 19.3 Lifting equipment being installed in parishes (as per minute item 18.2)

The Chairman closed the meeting at 8.42pm. The next meeting is due to take place on 11th July at Stow Bridge Village Hall, commencing at 7.45pm

Chairman

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

AREA	ISSUE
Stow Bardolph	White lines faded on Give Way Triangle
	White lines on junction with A10 faded (both sides of road)
	Deteriorating surface on whole of Stow Bridge Road
	Specific pot holes on Stow Bridge Road (mainly towards The Causeway end of this road)
	White lines at junction of Stow Bridge Road and The Causeway
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
	Conifers overgrown on The Causeway (Woodbine Cottage)
	Overgrown hedges outside Woodlakes Park on Holme Road
	White lines at junction of West Head Road and Low Road faded
	Potholes outside the entrance to Russells yard on The Causeway
	White lines at junction of West Head Road and Wards Chase faded
	Hedges overhanging road opposite bungalow (Ragstone) on West Head Road
	Dip in road near to Field View on Cuckoo road
Barroway Drove	Pot hole on High Bridge Road (near junction with The Drove)
	Poor condition of road outside The Old School on The Drove
	Positioning of fence outside The Old School
	Dip in road outside 129 The Drove
	Pothole outside 194
	Pothole outside Taylors Row 281 The Drove
	Broken 60mph sign on Lady Drove
OTHER	Potholes on Outwell Road
	Various potholes on Lady Drove beyond 40mph zone (and outside our parish)