

**Minutes of the Ordinary Meeting of the Stow Bardolph Parish Council
held at Stow Bridge Village Hall on Tuesday 10th March 2020**

The meeting commenced at 7.05pm, immediately after the conclusion of the Annual Parish Meeting

In attendance:

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

Borough Councillors: None

Norfolk County Councillors: None

Clerk: Mrs V Howling

One member of the public was present

1. To Receive apologies for absence

1.1 Apologies were accepted from Borough Councillors Mrs V Spikings & Mr C Rose and from 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 14th January 2020

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 Grit Bins had been checked and two were found to have damaged lids; Cllr Hudson will inspect them and repair if possible.

4.2 The Clerk continues to study for the CiLCA qualification; she will update the Council with details of how many extra hours this has taken at the next meeting.

5. To receive updates from Borough and County Councillors

5.1 No Councillors were present at the meeting.

6. Open Forum for public participation

6.1 One member of the public spoke in favour of planning application number 20/00224/O

7. To discuss any Highway Matters

7.1a Shortly after the last Council meeting the Clerk met with Jay Moore, the new Area Manager for Norfolk County Council Highways Dept. Several items that had previously been reported were discussed at the meeting and a follow up email had been sent to Mr Moore listing the areas of concern, but no reply had been received.

7.1b The recent issue of flooding on Stow Bridge Road was discussed; the flooding had caused significant deterioration in the road surface, resulting in large pot holes forming; the road has been repaired and made safer but the whole road has, for quite some time, needed to be completely resurfaced.

7.1c The Clerk will write to Mr Moore to ask when Stow Bridge Road will be resurfaced and to also request a progress report on the issues discussed at the meeting in January.

7.2 No new matters were reported.

7.3 No other highways matters were discussed.

8. To discuss any Street Light Matters

8.1 No issues were reported.

9. 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 March 2020); the Parish Council **RESOLVED** to support their recommendations.

9.2 One planning application was considered:

Application no.	Application details	Parish Council comments
20/00224/O	Outline application for construction of dwellinghouse, incorporating small animal care and boarding facility at Hybrid Farm 246 The Drove Barroway Drove	The Parish Council RESOLVED to support this application, stating that it would tidy up the site and make the area more visually appealing

9.3 The Council discussed the Community Infrastructure Levy (CIL) payments expected in the next financial year but did not make any decision regarding expenditure; the Council will keep the CIL payments under review and consider possible projects at a later date.

9.4 No other correspondence regarding Planning Matters had been received.

10. To discuss and agree Finance Matters

10.1 The following payments were approved:

Payee	Details	Amount	Cheque no.
BCKLWN	Dog Waste Bin Collections	£184.70	#101091
Westcotec	(Street Lighting for Feb & March)	£55.58	#101092
V Howling	Salary & expenses	£1036.93	#101093
HMRC	(Tax & NI on Clerks Salary)	£216.80	#101094

10.2 The Council **RESOLVED** to appoint Mapus Smith & Lemmon as the Internal Auditor for 2019/20.

10.3 There were no requests for donations.

11. To discuss new regulations regarding accessibility for websites and agree any actions

11.1 The Council **RESOLVED** to purchase a new website that will be fully compliant with the new regulations. The Clerk will attend training to facilitate this.

12. To discuss and agree memberships for 2020/21

12.1 The Council **RESOLVED** to relinquish membership of Norfolk Association of Local Councils in 2020/21.

12.2 The Council **RESOLVED** to retain membership of Norfolk Parish Training and Support in 2020/21.

13. To discuss concerns regarding flooding and agree any actions

- 13.1 Correspondence from the Environment Agency had, so far, failed to give sufficient detail of their plans to address the build-up of silt in the river Ouse, therefore it was agreed they should be invited to a Council meeting to discuss the issue; the Clerk will contact them.
- 13.2 The Council, like many parishioners, are concerned about repeated flooding from burst water mains; the Clerk will write to Anglian Water to ask what plans they have in place to prevent further flooding and invite them to a Council meeting to discuss the issue in more detail.

14. To discuss correspondence regarding Access to Cash Pilot Scheme

- 14.1 It was agreed not to make an application to take part in the Access to Cash Pilot Scheme.

15. To notice correspondence received (for information only)

- 15.1 The following correspondence was tabled:
 - Norfolk ALC newsletter
 - Norfolk PTS newsletter
 - Clerks and Councils Direct magazine
 - Well Being Initiative update
 - Norwich Western Link Project update
 - Thank you letter from Stow Bardolph Church
 - Thank you letter from St Peters Church

16. To receive items for the next meeting's Agenda

- 16.1 The following items will be included on the next agenda
 - To discuss replacement notice boards
 - To review Allotment Tenancy Agreements

17. To agree date for next meeting

- 17.1 It was agreed that the next meeting will be held on 12th May unless extra time is needed to complete the internal audit and annual accounts in preparation for approval at the meeting, in which case it will be moved to 19th May.

The Chairman closed the meeting at 8.27pm

Chairman

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