

**Minutes of the Ordinary Meeting of the Stow Bardolph Parish Council
Held at Stow Bridge Village Hall on Tuesday 14th March 2023**

The meeting commenced at 8pm (following the conclusion of the Annual Parish Meeting)

In attendance:

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

Borough Councillors: Mrs V Spikings

Norfolk County Councillors: Mr C Dawson

Clerk: Mrs V Howling

1. To receive apologies for absence

1.1 Apologies were accepted from Parish Councillor Mrs S Ling

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 10th January 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 office of Liz Truss had been in contact to say that they do not currently have any available diary slots, so are unable to arrange a meeting, but will be back in touch when dates become available.

4.2 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 Annual Reports from Cllr Dawson and Cllr Rose had been sent to Members ahead of the meeting; a report from Cllr Spikings will follow by email.

5.2 Cllr Dawson reported that he had a long list of outstanding Highways queries and will aim to provide and update by mid-April; he also informed Members that he will be able to help with funding for Grit Bins in the next financial 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 A broken speed limit sign on Lady Drove and deteriorating road surface on The Causeway were highlighted by those present and will be reported to NCC Highways by the Clerk.

7.3a Work to complete the extension to the footpath in Barroway Drove has been completed; the invoice for this work has not yet been received.

7.3b No update was available on when the work to complete the Trod between Stow Bridge and Wimbotsham will commence.

8. To discuss any Street Light Matters

- 8.1 Two issues (with the lights on the bridge) were reported and the Clerk will pass these on to the maintenance company.
- 8.2 Despite contacting the supplier, a bill for the last financial period has still not been received; the Clerk will contact the supplier again.

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 March 2023 agenda).
- 9.2 There were no new planning applications for review.

10. To discuss and agree membership of support organisations

- 10.1 The Council **RESOLVED** to continue membership with Norfolk ALC for 2023-24
- 10.2 The Council **RESOLVED** to continue membership with Norfolk PTS for 2023-24

11 To discuss and agree Finance Matters

- 11.1 The end of year finances were reviewed and the Reserves Policy was approved.
- 11.2 The following payments were approved:

<i>Date</i>	<i>Payee</i>	<i>Details</i>	<i>Amount</i>	<i>Cheque no.</i>
14/03/23	Stow Bridge Village Hall	Room Hire	35.00	#101188
14/03/23	Barroway Drove Village Hall	Room Hire	48.00	#101189
14/03/23	Mrs V Howling	Salary & expenses (January - March)	1169.19	#101190
14/03/23	HMRC	Tax & NI on salary	263.60	#101191
14/03/23	BCKLWN	Dog Waste Bin Collection	390.00	#101192
14/03/23	Westcotec	Streetlight maintenance (Feb & Mar)	55.58	#101193
14/03/23	Panel Warehouse	Replacement Notice Board	592.84	#101194
14/03/23	Panel Warehouse	Sign for notice Board	226.37	#101195

- 11.3 The current banking arrangements were reviewed and approved.
- 11.4 Requests for grants were reviewed; the Council **RESOLVED** to make the following grants:
 - a) £1000 to Stow Bridge Village Hall towards Coronation celebrations
 - b) £1000 to Barroway Drove Village Hall towards renovations and repairs
 - c) £50 to Age UK Norfolk towards their phone help-line

12. To review and approve policies and procedures

- 12.1 The following policies and procedures were reviewed and approved without amendment:
 - a. Action Plan for 2023-24
 - b. Financial Regulations
 - c. Risk Assessment
 - d. Data Audit

- e. Data Protection Policy
- f. Privacy Statement
- g. Information available under the Model Publication Scheme

13. To receive items for the next agenda

13.1 None

The Chairman closed the meeting at 8.35pm. The next meeting will be the Annual Meeting of the Parish Council and is scheduled to take place on Tuesday 16th May at Barroway Drove Village Hall, commencing at 7.30pm.

Chairman

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

Appendix i

BARROWAY DROVE	
New footway from Old School to Village Hall	Completed
Fence too close to road outside The Old School, Barroway Drove	no updates
STOW BRIDGE	
Conifers on The Causeway (woodbine Cottage)	This is being monitored
2 new pot holes on Stow Bridge Road	Reported via online system – update: these pot holes do not currently meet the criteria for repair
STOW BARDOLPH	
General poor state of road surface on Stow Bridge Road	Nothing programmed in at the moment but you will consider this road for recycling next year.
Pot holes/cracking on ‘give way’ triangle	Reported via online system – awaiting repair
OTHER	
Pot holes on Outwell Road	Reported via online system – awaiting repair
Email to depot on 13/2/23 to ask the Inspector to review the potholes on Stow Bridge Road already marked with white lines and highlighting the need for the large crater on Outwell Road to be looked at asap.	