

**Minutes of the Annual Meeting of Stow Bardolph Parish Council  
Held at Barroway Drove Village Hall on Tuesday 14<sup>th</sup> May 2024**

The meeting commenced at 7.30pm

**In attendance:**

**Parish Councillors:** William Esse, Mark Brighton, Gary Bishop, Stephanie Dent, Susan Clanfield, Richard Gilbert & David Brighton

**Borough Councillors:** None

**Norfolk County Councillors:** Chris Dawson

**Clerk:** Mrs V Howling

In the absence of Cllr Barnes, Cllr Esse took the Chair and opened the meeting.

**1. To elect a Chairman and Vice-Chairman**

1.1 Cllr Mark Brighton proposed that Cllr William Esse be elected as Chairman, seconded by Cllr Stephanie Dent; all present voted in favour of the appointment. Cllr Esse accepted the position and duly signed the Declaration of Acceptance of Office.

1.2 Cllr Mark Brighton proposed that Cllr Derek Barnes be elected as Vice-Chair, seconded by Cllr Stephanie Dent; all present voted in favour of the appointment. Cllr Barnes was not present; he will be informed of the appointment and asked to sign a Declaration of Acceptance of Office at the next meeting.

**2. To receive apologies for absence**

2.1 Apologies were accepted from Parish Councillor's Derek Barnes & Raymond Hudson.

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

3.1 None.

**4. To approve and sign the minutes of the meeting held 12<sup>th</sup> March 2024**

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 Dawson's Divisional Report had been emailed to Members ahead of the meeting (copy available on request). Cllr Dawson informed Members that his new role at County Council as Deputy Cabinet Member for Transport & Environment may mean less availability to attend Parish Council meetings in the future.

**7. Open Forum for public participation**

7.1 There were no members of the public present.

**8. To discuss any Highway Matters**

8.1 An updated list of Highways issues within the parish was reviewed (copy available on request) and it was agreed that the Clerk will report all issues to NCC Highways Dept, including previously reported issues that have not, so far, received a response.

8.2 The Road Closures Working Group has drafted a letter to be sent to the Leader of Norfolk County Council, asking for an investigation into the poor planning and management of diversion routes and signage, and the lack of joined up working between departments, all of which is having a significant impact on local businesses. The Working Group is in the process of gathering support from local businesses and anticipate the letter will be ready to send by the end of May.

8.3 No other Highways Matters were discussed.

**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 2024 agenda).

10.2 One planning application was considered by the council:

<i>Application no.</i>	<i>Application details</i>	<i>Parish Council comments</i>
24/00754/F	Construction of a Car Port. Sun Flower Lodge 66 The Drove Barroway Drove	The Council <b>RESOLVED</b> to support this application

10.3 Correspondence regarding consultation on proposed Gypsy & Traveller Sites in the Borough had been forwarded to Members via email ahead of the meeting.

**11. To review and agree membership of subcommittees, working groups and outside bodies**

11.1 Membership of subcommittees, working groups and outside bodies for 2024-25 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 not 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 discuss and agree Finance Matters**

13.1 The following payments were approved:

<i>Date</i>	<i>Payee</i>	<i>Details</i>	<i>Amount</i>	<i>Cheque no.</i>
22/04/24	Npower	Electricity for streetlighting	1541.39	DD
14/05/24	Gallagher	Insurance premium	747.23	#11236
14/05/24	King's Lynn IDB	Drainage rates	156.82	#11237
14/05/24	Norfolk PTS	Membership	160.00	#11238
14/05/24	Norfolk ALC	Membership	124.96	#11239

Minute Number 3/24

<i>Date</i>	<i>Payee</i>	<i>Details</i>	<i>Amount</i>	<i>Cheque no.</i>
14/05/24	Cozens	Streetlight repair	474.00	#101240
14/05/24	Cozens	Streetlight maintenance	108.00	#101240

- 13.2a Cllr Dawson had spoken to Norfolk County Council Highways Department regarding the additional cost of the Barroway Drove Footway Extension (an extra £6,015.22 which had not been budgeted for) and had been able to negotiate an agreement that Norfolk County Council would absorb 80% of the additional costs, if the Parish Council could pay the remaining 20% of the invoice, equating to £1,203.05. The Council **RESOLVED** to accept this offer; a cheque will be sent to the County Council finance department immediately, along with a covering letter confirming that this will bring the matter to a close. Council Members expressed their gratitude to Cllr Dawson for his support in helping to resolve this issue.
- 13.3 The Council reviewed and approved the Asset Register (no changes had been made to the Asset Register in the last 12 months).
- 13.4 The Council **RESOLVED** to make a donation of £30 to a local Royal British Legion Cycling Event, as all proceeds will go to their Poppy Appeal, and will benefit local people.

**14. To consider the Community Cycle Storage Grant offer and agree any actions.**

- 14.1 The Borough Council, through the Rural England Prosperity Fund, has offered funding for two Cycle stands. These would be located at the two Village Halls within the Parish. It was agreed that whilst each individual Village Hall would be responsible for installation, maintenance and insurance of their Cycle Stand, the Council could look at supporting the installation costs through a Section 137 grant or CIL funding.
- 14.2 The Council **RESOLVED** to accept the grant offer and asked the Clerk to liaise with each Village Hall to confirm arrangements for purchase and installation of the Cycle Stands.

**15. To consider suitable locations and potential funding for Bird Boxes within the parish**

- 15.1 Cllr Dawson confirmed he is able to provide some small grant funding to install Bird Boxes, if suitable locations can be found, and additional funding can be provided by the Council. After discussion, it was agreed that Woodlake’s Leisure Park should be approached to see if they would be willing to have Bird Boxes installed on their site. An update will be provided at the Council’s meeting in July.

**16. To receive items for the next agenda**

- 16.1 The next meeting will be a short agenda focussed on confirming the Council’s Annual Governance & Accountability Return (AGAR) for 2023-24, along with any other urgent business.

*The Chairman closed the meeting at 8.31pm. The next meeting is due to take place on 11<sup>th</sup> June at Stow Bridge Village Hall, commencing at 7.45pm*

Chairman .....

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