

Minutes of the Ordinary Meeting of Stow Bardolph Parish Council
Held at Barroway Drove Village Hall on Tuesday 14th January 2025

The meeting commenced at 7.30pm

In attendance:

Parish Councillors: Derek Barnes (Chair), Mark Brighton, Gary Bishop, Raymond Hudson, David Brighton, Richard Gilbert & Stephanie Dent

Borough Councillors: Vivienne Spikings (left 8.15pm)

Norfolk County Councillors: Chris Dawson (arrived 7.40pm)

Clerk: Mrs V Howling

1. To receive apologies for absence

1.1 Apologies were received from Borough Councillor Colin Rose.

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 12th November 2024

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 Clerk reported that Sue Cooke had resigned from her Parish Council appointed role as Trustee of the Hundred Acre Charity (Stow Bardolph Branch), with immediate effect. This matter will be added to the agenda for the Council's March meeting, so that a new representative can be appointed.

5. To receive updates from Borough and County Councillors

5.1 Cllr Spikings informed that Council that the Borough Council's Chief Executive had visited the area, which had given opportunity to highlight the impact that regular flooding of the A1101 at Welney has on tourism in the area.

5.2 Cllr Spikings had, ahead of this meeting, sent information on Devolution from the Borough Council's perspective, which will be forwarded to Members.

5.3 Cllr Dawson gave a brief overview of what Devolution is likely to mean for Norfolk and confirmed that there will be no County Elections in May this year; he also confirmed that Norfolk County Council will be sending out further information regarding Devolution within the next week.

6. Open Forum for public participation

6.1 There were no members of the public present.

7. To discuss any Highway Matters

7.1 A report on all previously identified issues, including details of the latest updates from Norfolk County Council (NCC) Highways Department is attached at appendix i.

7.2 No new issues were identified.

7.3 A meeting between Marshland South Parish Council's and NCC Highways will take place on 29th January at Marshland St James Village Hall, and although the primary focus is intended to be verge cutting and maintenance, it is likely there will be opportunity to discuss other pertinent matters; the Clerk will attend.

8. To discuss any Street Light Matters

8.1 No faults were reported.

9. To discuss Planning Matters

9.1 The Council noted the report from the Planning Advisory Group (attached to January 2025 agenda).

9.2 There were no new planning applications for review.

9.3 Correspondence regarding a suspected planning breach has been responded to by the Clerk and details forwarded to the Borough Council's Planning Department.

10. To discuss the Allotment Tenancy Rent Review

10.1a Due to circumstances beyond the Council's control, it has not been possible to progress this matter as anticipated; however, the Council reviewed the information presented by the Working Group, which included an illustration of how varying levels of increase would affect the Council's overall budget and **RESOLVED** to propose an increase to £80 per acre. The Budget and Precept for 2025/26 will be calculated based on this figure, with any necessary adjustments being accounted for in the 2026/27 budget setting process.

10.1b The Clerk will convey the above information to the Land Agent and Landlord.

11. To discuss and agree Finance Matters

11.1 The following payments were approved:

Date	Payee	Details	Amount	Cheque no.
30/12/24	Mrs V Howling	Salary & expenses	1321.34	#101258
30/12/24	HMRC	Tax on salary	315.60	#101259
14/01/25	Barroway Drove Village Hall	Meeting Room Hire	80.00	#101260

11.2 The Council **RESOLVED** to appoint Mapus Smith & Lemmon as their Internal Auditor for 2024/25.

11.3 The Council **RESOLVED** to set the proposed 2025/26 expenditure budget at £26,280. (proposed budget circulated with the January 2025 agenda)

11.4 The Council **RESOLVED** to set the Precept for 2025/26 at £17,000.

11.5 There were no requests for donations.

12. To discuss proposal for a Footway linking Woodlakes Park to Stow Bridge Village

12.1 It was agreed that a Working Group be formed to take this matter forward; Cllr Hudson and Cllr Dent were nominated; they will liaise with the Clerk and report back to the Council at a future meeting.

13. To review and approve policies and procedures

13.1 The following policies and procedures were reviewed and approved without amendment:

- Data Audit
- Data Protection Policy
- Privacy Statement
- Information available under the Model Publication Scheme

14. Items for the next agenda

14.1 To appointment a new Trustee to the Hundred Acre Chairty

14.2 To review the Council's Insurance provision.

The Chairman closed the meeting at 8.44pm. The next meeting is due to take place on 11th March at Stow Bridge Village Hall, and will commence immediately after the conclusion of the Annual Parish Meeting.

Chairman

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

HIGHWAYS ISSUES APPENDIX i (previously reported issues)		
AREA	ISSUE	LATEST UPDATE FROM NCC HIGHWAYS
Stow Bardolph	Faded white lines faded on Give Way Triangle	18/07/24: This has been inspected and works have been programmed for all Road Markings at junctions to be refreshed when contractor is next in area
	Faded white lines at junctions with A10 (both sides of road)	18/07/24: This has been inspected and works have been programmed for all Road Markings at junction to be refreshed, this will be completed when our contractor is next in the area
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	18/07/24: Thank you for your email in regards to this matter, we are aware of the situation with the condition of the carriageway in this location, the Highway Engineer is looking into to this
	White lines at junction of Runcton Road and The Causeway white lines are faded. Surface of road is very smooth and slippery in wet weather.	08/07/24: We have inspected and are going to resolve the problem – <i>this response refers to the faded white lines, no mention of smooth/slippery road surface</i>
	Conifers overgrown on The Causeway (Woodbine Cottage)	08/07/24: Letter sent to resident
	Overgrown hedge Runcton Road (Corner Cottage)	08/07/24: Letter sent to resident
	White lines at junction of West Head Road and Low Road faded	08/07/24: We have inspected and are going to resolve the problem
	Drainage problem causing flooding at junction of West Head Road and Low Road	21/08/24: We have resolved the problem. 2/10/24: Sent email to Saddlebow Dept asking them to revisit this as the work they did has not been effective. 03/10/24: Email confirming they would revisit the site to review.

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	White lines at junction of West Head Road and Wards Chase faded	08/07/24: We have inspected and are going to resolve the problem
	Cracked drains near level crossing	18/7/24: This matter this has previously been inspected and works have been programmed for repair along with other gullies along section, we are waiting for confirmation from Network Rail as to when works can take place, this is due to the close proximity of the Level crossing. Re-reported this on 02/01/25, asking if this matter can be address during the planned road closure in mid-January. No response.
	Cracked drain outside Oaklands, The Causeway	04/11/24: No action has been taken at this time but we will continue to monitor the problem -We have assessed that the defect does not currently meet our intervention criteria. We will continue to monitor as part of normal scheduled inspections.
	Pothole outside Station House on The Causeway	02/01/25: This pothole has been repaired 4 times in the last 12 months but has reappeared. Reported to Highways and asked if the matter can be addressed during the planned road closure in mid-January. However, it has now been repaired (11/01/25)
	Overhanging trees/hedge at The Poplars on West Head Road	Reported to Highways 02/01/25: No updates
Barroway Drove	Positioning of fence outside The Old School	Discussion with NCC Highways Area Manager, who agreed to review this; no further updates at present.