

**Minutes of the Ordinary Meeting of the Stow Bardolph Parish Council**  
**Virtual meeting held via video conferencing on Tuesday 9<sup>th</sup> March 2021**

The meeting commenced at 7.05pm following the conclusion of the Annual Parish Meeting

**In attendance:**

Parish Councillors: Mr W Esse (Chair), Mr D Barnes, Mr M Brighton, Mrs S Cooke, Mrs S Ling, Mr R Hudson, Mrs S Clanfield (arrived 7.15pm) & Mr G Bishop (arrived 7.20pm)

Borough Councillors: Mrs V Spikings & Mr C Rose

Norfolk County Councillors: Mr H Humphrey & Mr B Long (arrived 7.20pm)

Clerk: Mrs V Howling

**1. To Receive apologies for absence**

1.1 Apologies were accepted from Parish Cllr Mrs S Dent.

**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 12<sup>th</sup> January 2021**

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 report on Neighbourhood Planning will be deferred until the Clerk has attended training on the subject later in the year.

4.2 All other matters that the Clerk has been working on are reported in the minutes.

**5. To receive updates from Borough and County Councillors**

5.1 Reports were received from Cllr Humphrey, Cllr Spikings & Cllr Rose and are attached to these minutes at appendix i.

5.2 Cllr Barnes offered a vote of thanks to Cllr Humphrey for his many years hard work whilst serving as a Country Councillor and all present wished him well on his retirement.

**6. Open Forum for public participation**

6.1 No members of the public were in attendance.

**7. To discuss any Highway Matters**

7.1 The junction of Lady Drove & The Drove will be resurfaced w/c 22/3/21. Pot holes on Stow Bridge Road have been patched.

7.2a Another pot hole on Stow Bridge Road has appeared; the Clerk will report this to NCC Highways Dept.

7.2b Conifers on The Causeway are overhanging the road and need to be cut back; the Clerk will write to the home owner and inform NCC Highways Dept.

7.2c Drains on Low Road have dropped; the Clerk will report to NCC Highways Dept.

7.3 No other Highways matters were discussed.

**8. To discuss any Street Light Matters**

8.1 No faults were reported.

**9. To discuss Planning Matters**

- 9.1a The Council noted the results of previous applications.
- 9.1b Two planning applications had been reviewed by the Planning Working Group since the last meeting (see Planning Group Report attached to agenda March 2021); the Parish Council **RESOLVED** to support their recommendations.
- 9.2 There were no new planning applications for review.
- 9.3 No other Planning matters were discussed.

**10. To discuss and agree Finance Matters**

- 10.1 The following payments were approved:

<i>Date</i>	<i>Payee</i>	<i>Details</i>	<i>Amount</i>	<i>Cheque no.</i>
09/03/21	Westcotec	Street lighting maintenance Feb & Mar	55.58	#101123
09/03/21	BKLWN	Dog Waste Bin Emptying	282.67	#101124
09/03/21	Mrs V Howling	Salary & expenses (Jan - Mar)	988.13	#101125
09/03/21	HMRC	Tax & NI on salary	158.80	#101126

- 10.2 The Council **RESOLVED** to appoint Mapus Smith & Lemmon as the Internal Auditor for 2020/21.
- 10.3 The Council reviewed the Financial Regulations and **RESOLVED** to approve them without amendment.
- 10.4 The Council reviewed the Risk Assessment and **RESOLVED** to approve it without amendment.
- 10.5 The Council reviewed the Asset Register and **RESOLVED** to approve it without amendment.
- 10.6 The Council reviewed the Reserves Policy and **RESOLVED** to approve it without amendment.
- 10.7 The Council reviewed the Grant Awarding Policy and **RESOLVED** to approve it without amendment.
- 10.8 The Council requested that the Clerk present a report on options for changes to the banking arrangements at the July meeting.
- 10.9 The CIL funding opportunity had been reviewed by members ahead of the meeting. The Council **RESOLVED** that an application for funding towards a foot path in Barroway Drove be submitted. The Clerk will work on the application and liaise with the Chairman and/or Vice Chairman where necessary.
- 10.10 There were no requests for donations.

**11. To review and agree and Action Plan for 2021-22**

- 11.1 The Council approved the Action Plan for 2021-22 without amendment; the document will be published on the Council’s website.

**12. To discuss and agree membership of Norfolk Parish Training & Support**

- 12.1 The Council **RESOLVED** to subscribe to membership of Norfolk PTS for the year 2021/22.

**13. To discuss correspondence received and agree any actions**

- 13.1 Hootens Row is an unadopted road and therefore the upkeep is not the responsibility of Norfolk County Council. The Clerk has investigated this subject and found that this is a common issue; as the housing is a mixture of privately owned and social housing there is no obvious solution. One suggestion is that a resident’s association be formed and

communication with the Social Housing landlord be established to try to resolve the issue. The Clerk will convey this to the resident who made contact with the Parish Council.

- 13.2 Correspondence regarding inequalities between villages within the parish had been received; the Clerk had responded on behalf of the Council and the Council agreed that no further comments were needed. The correspondence and reply are attached at appendix ii.
- 13.3 A request for additional Dog Waste Bins in Barroway Drove had been received; after review, the Council **RESOLVED** to install an additional bin on the junction of Cuckoo Road and High Bridge Road.
- 13.4 Cllr Clanfield raised the issue of obstructions being placed on the highways verge, which has happened recently outside several properties in Barroway Drove, making it difficult for large vehicles to pass; the Clerk will liaise with NCC Highways Dept on the best way to resolve this.

**14. To receive items for the next meeting’s Agenda**

- 14.1 The following items will be included on the next agenda
  - o Annual Return
  - o Policies for review

**15. To discuss and agree the date and format of Annual Meeting of the Parish Council**

- 15.1 Legislation and guidance on holding meetings remotely is likely to change before the next meeting; a decision on the date and format of the Annual Meeting of the Council will be made by the Clerk, in conjunction with the Chairman, mid-April.

*The Chairman closed the meeting at 8.12pm. The next meeting of the Council will be the Annual Meeting of the Parish Council – date and format to be confirmed.*

Chairman .....

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

**SBPC Minute no 2/21 Appendix i**

**County Council report 2020 – 21 Harry Humphrey Member Marshland South**

The Coronavirus pandemic has greatly affected the ways of working in all organisations and tributes must be paid to the NHS staff and other Key workers who have continued to provide essential services. They have been working under new safer ways of working under the pandemic restrictions.

Meetings, public and internal, have been held on-line via Microsoft Teams or Zoom. Strange at first, these have led to a new way of communications in authorities and other areas. Their use can lead to more efficient services with savings in time and travel.

Services that the County Council provides have been maintained throughout the pandemic whilst observing Coronavirus precautions, including working from home where possible.

Staff of all departments have given support for Coronavirus actions guided by the County's Director of Public Health and the Norfolk Resilience Forum including involvement in the Test & Trace scheme, active support for the vaccination rollout and general support.

The weekly Coronavirus reports issued by the Council have been particularly informative and welcome.

With their emergency training, the Fire & Rescue Service have helped the NHS including the ambulance service. During this time, they have also received much praise for their actions during the extensive flooding throughout Norfolk.

Many schools have remained open for the children of Key Workers and those with Special Needs. The Education Service have given support to our teaching staff in their valuable provision of on-line tuition.

The County Council is facing extremely challenging times on top of declining Government grant and rising general pressures and will continue to press the Government for sustainable future funding for all council services, including adult social care.

The council has seen its Government funding reduce by £92.8 million since 2015, while cost pressures on children's services and adults' services rose by £40.1 million, last year alone.

Budget 2021-22

- Raising general Council Tax 1.99 per cent – and raising the adult social care precept by two per cent in 2021/22. This would raise the county council's overall share of Council Tax by 3.99 per cent, increasing the share of band D bills by £56.43 to £1,472.94 for 2021-22.

Full details of the budget are available on the NCC website.

### Flooding

The County Council is the lead Flood Authority and a Flood Strategy Task Group to be led by General Lord Dannatt has been set up, aiming to involve all agencies working together for alleviation of flooding issues in Norfolk.

### Libraries

Although the libraries have been closed, they have made available on-line articles and activities to help children and their parents with home schooling including having a scheme to help them in the use of their devices on-line.

### Museums

Likewise, the museums being closed, they have made available on-line museum virtual tours and articles and activities to help children and their parents.

The online Virtual Museum Storytimes from Gressenhall, Lynn Museum, Ancient House and Stories of Lynn are proving popular with children and their parents.

### Reducing Carbon footprint

- 1m additional trees pledged to be planted in the county over a 5-year period.
- NCC to be carbon neutral by 2030.
- The Norfolk Climate Change Partnership was set up in January and meets 6 times each year to work on issues of shared importance across local government to address the climate change challenge.

Longer term vision too, with The Norfolk and Suffolk 25 Year Plan Steering Group working on next steps based around 7 areas; water availability, land management, greenhouse gases, carbon sequestration, habitats, biosecurity, and resilience which will ensure NCC stays at the forefront of the carbon reduction programme.

### Better broadband for Norfolk Project

Investing to directly improve county wide superfast and gigabit fibre infrastructure, with an average speed of over 30mbps now available to more than 95% of premises.

NCC staff were, if required, able to work effectively from home in response to the pandemic.

Supporting schools and around 6,000 school children to cope with remote learning and digital inclusion.

Enabling and supporting a massive increase in the use of data and Business Intelligence systems to improve decision making.

Continuing to deliver savings enabled by IT and digitally developments as well as introducing new capabilities and innovations.

## **2020-21 Report from Borough Cllr Spikings**

COVID and lockdown has made this year more challenging for all of us but different ways of working and using Zoom for meetings etc has meant that Council meetings are being held and attended.

I have helped with resident's medication renewals, planning questions, waste disposal and fly tipping and many general enquiries. I have telephoned residents who I know are vulnerable, shielding and lonely. I had also heard many reports of how kind people have been to each other and when out for their daily exercise the number of people who just say hello and smile.

Flooding issues remain a big problem especially the Upwell Health Centre car park and in consultation with the IDB and the Borough Council, measures are being put forward to rectify this. Welney Causeway being flooded and the road closure for over 60 days has not helped either and has meant longer travel times for delivery lorries etc. I have been liaising with the Borough Council Leader, Cllr Brian Long, regarding this matter as this is a big concern for all road travellers, businesses and local residents.

I have also put my name down to fight plans to build an Incinerator at Fenland. The Borough Council has backed this stance as well at Full Council.

Standing Orders at the Council have been changed due to COVID and only regulatory and Statutory meetings are being held i.e. Planning, Licensing, Cabinet and Full Council. This has meant staff at the Council can be redeployed for much needed help at the QE Hospital with regard to communications etc. A big thanks to them.

I have helped and informed local businesses, the self-employed, groups etc., that there are grants available for those who cannot work or open and to apply on the Borough Council website. In the first phase £40 million has been paid out in the Borough. There are still grants available and I do urge you to apply. You can apply for this latest round even if you got monies in the first phase or not. A further £14 million has been paid in this second tranche.

Despite the COVID situation it appears the local elections are going ahead this year in May and so I would like to take the opportunity to thank Cllr. Harry Humphrey, who is our County Councillor, retiring after 30 plus years. Anyone wanting a postal vote for the election can go onto the Borough Council website and request one or to telephone 01553 616200 and request a postal vote form to fill in and return to get registered to vote.

COVID for us all has been a massive challenge both emotionally and physically so I would ask that we all stay safe and we can all look forwards to better times.

I am always available on 01945 772248 for a telephone request or on [Cllr.vivienne.spikings@west.norfolk.gov.uk](mailto:Cllr.vivienne.spikings@west.norfolk.gov.uk) should anyone need help.

## **2020-21 Report from Borough Cllr Rose**

It can be taken for granted that I have had to help both Village Hall Cmts, local businesses and individuals with grant advice etc., in fact this is why I had not mentioned it. I have also had to deal with a certain PO that was not taking proper precautions. This I personally dealt with by two meetings and leaving printed instructions. However, there are a few who are very anti those currently at the PO so I eventually had to request The local Beat Manager, Tracey James, to pay a visit. This was done but I have had to repeat this again recently. 2 did not accept that the matter had been dealt with proportionately but good sense ruled at Monday nights meeting and it was reported that masks were now being worn. In reality any Cllrs could deal with such issues but it is easier to complain. Tracey has not seen anything that merits a fine and reported that their sanitation was better than most.

Not much has changed at the BC except that panels are now returning and different groups have had teams meetings with the S151 officer and a chance to ask questions, I was one of the three Independents selected.

There has been the second presentation from QEH Admin to keep us up to date with their work and there has been a considerable drop in patients. Further details are available from their site which should now be up to date. These reports are scheduled for every six weeks. Cllr. Lesley Bambridge has organised meetings on Disabled awareness training only three of us bothered. Pity! Covid lockdown is scheduled to end on June 21st.

Those standing for election to NCC are only required to have 2 signatories rather than the old 10. As I have had to deal with so many Highways problems I am standing for NCC on the 6th of May, I may not have the resources of the Conservatives and probably stand no chance statistically but then I did not in 2019. I shall be meeting with Jay Moorse and Andy Wallace on Thursday pm via zoom to discuss overdue matters in another parish, public safety trumps protocol.

I have dealt with a mixed bag of problems from overflowing cesspits and surface water, these were physical trips partly due to riparian owners not maintaining ditches and I would like to request all parishes ensure that any riparian owners of ditches attend to their duty of care for non IDB ditches. I am on four local IDBs but have to admit the anticipated trial of agitation dredging on the Stow Bridge Hump did again not take place, probably down to the EA or weather conditions. This comes under Ouse and Nar IDB. If a filled in ditch needs to re-established the IDB may not have powers to deal with what have become Civil matters. I have to attend an EA meeting about the main flood defences at Welney soon.

There is a very large development near Lynn that the BC planning cmt are to have special visits to as many problems have been identified that justify such.

Fly tipping is on the increase and I have had to call out CSNN to deal with 2 problems in the last week, and some church walls have needed attention. Many of these are owned by the BC not the Diocese.

For any that use Upwell surgery they have had a flooding issue that went back to Dec. 2019, one of my other IDBs had a report drawn up by MLC in consultation with the BC this was published under MLC ref. 602 in February. Was due to be discussed by the local IDB last night but I had to give my apologies as I am on Upwell PC. I have to admit I was not aware of this problem as I rarely see a doctor. VS should have mentioned she brought it up with the BC but she is not on any IDB I believe, it was due for work this year anyway. I have to ask why have so many problems not been dealt with over the years.

There has allegedly been a long running inability of Highways or MLC to deal with matters when Riparian owners are not determined but I did send a report to David Thomas of MLC and they are to at last look into a problem of bank erosion/slipping due to failed Siling, this causes back cutting and the angle of repose of the bank is then too steep and waterlogged so to be expected.

The BC has taken the initiative to restart SNAP meetings with Downham and other area forces. I am vice chair of the former and Mike Howland the Chair. It is our job to request all parishes with Police concerns to send a member to take part so that their parish can have a voice in setting Police priorities locally. The next meeting is on 28th April at 19.00 by teams. The new western Commander is Supt. Lou Provar based at Lynn HQ. David Buckley is now a Ch. Supt. in another area. The next SNAP meetings are 28th July then 27th October.

Other problems have been too complicated to even start a brief report on and two are sub judice so one has to be aware of GDPR.

[cllr.colin.rose@west-norfolk.gov.uk](mailto:cllr.colin.rose@west-norfolk.gov.uk) is the best route for the public to contact me or by letter as mobile reception is dire.



**SBPC Minute no 2/21 Appendix ii**

Email correspondence regarding inequalities between villages within the parish and reply from Clerk (names and contact details redacted)

**From:** [REDACTED]  
**Sent:** 23 February 2021 14:26  
**To:** [stowbardolphpc@btinternet.com](mailto:stowbardolphpc@btinternet.com)  
**Subject:** Re: Extra Dog waste bins for Barroway Drove

Dear Vicki,

Thank you for this.

I know you are doing your job but in regards to the many enquiries I raise and the official reply of 'I need to raise the same with Stowbridge and Stow Bardolph'

Can the village of Barroway Drove have a little of what StowBridge has please?

They have a 30mph limit

They have decent pathways

They have their main road, The Causeway gritted

Barroway Drove with all of its new residents

Do not have a 30mph limit

Do not have decent pathways, even treads

Do not have The Drove gritted even though it is a Bus School Route as recommended in the NCC Gritting plan

[NCC Winter Maintenance Policy](#) page 9 Appendix B

Please take this to the Parish Council and let's see some decisions that benefit Barroway Drove residents.

Many thanks

[REDACTED]

[REDACTED]

Dear Julie

I will of course take your correspondence to the parish council for discussion. However, I feel I should clarify some facts about the Council and its responsibilities.

The Parish Council is a legal entity and whilst individual councillors do represent distinct Wards (not villages) within the parish, it is a requirement that they work together to make decisions for the benefit of the parish as a whole. The nine elected councillors will listen to each other's views regarding issues or concerns and will then take a collective decision which they agree is fair and appropriate. The individual councillors, who must abide by a code of conduct, all take their responsibility to provide a range of services for the parish as a whole very seriously indeed, and as such, always strive to ensure equity for all residents.

In the course of my work as Parish Clerk I have regular communication with residents in Stow Bridge and Stow Bardolph, and they frequently raise similar concerns.

In Stow Bridge, speeding is just as much of a problem as it is in Barroway Drove, perhaps even more so, given that they have a higher volume of traffic travelling through the village. Stow Bridge does have a 30mph speed limit through the centre of the village – where the specified criteria of continuous built-up frontage for more than 400 metres is met. The residents of Stow Bridge would like to see the speed limit extended to the whole of West Head Road (where it is currently 60mph and where several vehicles have left the road over the last few years).

Although you did not mention Stow Bardolph in your email, it is worth noting that in this village the national speed limit of 60mph applies throughout – even though it has a primary school – the residents there would dearly love to see this changed.

The Parish Council is fully supportive of lowering the speed limits and has previously requested the speed limits across the parish be reviewed, but sadly these requests have been denied. The Council does not have the power to set or change speed limits (in fact, any change to a speed limit has to be agreed by Central Government).

Regarding foot-paths, Stow Bridge did have a trod installed along The Causeway a few years ago, but Barroway Drove also has a foot path through the main part of the village and, taking into account the size of the two villages, these footpaths are of comparable size. The trod in Stow Bridge is in a better state of repair, partly due to being installed much more recently, but also because of the severe flooding The Causeway experienced two years ago, when much of the path had to be repaired. The residents of Stow Bridge would very much like to see the foot path extended past the river and along West Head Road, where there are some dangerous bends that are particularly hazardous for pedestrians.

To provide extra foot paths is something within the Parish Council's remit; however, new foot paths – even trods – are very expensive, and to provide them throughout the parish would be extremely costly, and would require an increase in all resident's council tax bills. This does not mean that the Council has ruled out providing more paths, but it will need to rely on other sources of funding (which are currently being investigated).

Minute Number 2/21

Just like Barroway Drove, only part of Stow Bridge is gritted. The residents of Low Road have repeatedly asked that their road be gritted in winter. Stow Bardolph receives no gritting at all (and are perhaps most in need due to being on a slight hill!). And whilst extra gritting in all villages would be welcomed, the Parish Council understand that Norfolk County Council do not have infinite resources for this, and therefore decisions, albeit sometimes unpopular, have to be made.

I am sure the Council Members will consider carefully the points you have raised and they may wish to add a further response after their meeting.

Please don't think this reply is in any way dismissing your very valid concerns about Barroway Drove, it is just meant to illustrate that residents in other villages (and not just those in our parish) have very similar points of view. Please do telephone me if you would like to discuss any of the above.

Kind regards

Vicki

Mrs Vicki Howling  
Clerk to Stow Bardolph Parish Council  
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