

Minutes of the Ordinary Meeting of Stow Bardolph Parish Council
Held at Stow Bridge Village Hall on Tuesday 12th November 2024

Before the meeting commenced, representatives from The Middle Level Commissioners gave a short presentation on the desilting works that is currently taking place along The Main Drain.

The meeting commenced at 8pm

In attendance:

Parish Councillors: William Esse (Chair), Mark Brighton, Gary Bishop, Raymond Hudson, Derek Barnes, Richard Gilbert & Susan Clanfield

Borough Councillors: Colin Rose & Vivienne Spikings

Norfolk County Councillors: Brian Long

Clerk: Mrs V Howling

1. To receive apologies for absence

- 1.1 Apologies were accepted from Parish Councillor's Stephanie Dent (prior engagement) & David Brighton (family commitments).
- 1.2 Apologies were received from County Councillor Chris Dawson.

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

- 2.1 Cllr Esse declared an interest in agenda item 10b.

3. To approve and sign the minutes of the meeting held 10th September

- 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 the External Audit had been satisfactorily completed and the Conclusion of Audit Notice had been displayed as per regulations.
- 4.2 The Clerk referred Members to the Consultation on Remote Meetings, which is live until 19th December, and will forward details of how to respond via email, copying in the Borough and County Councillors.
- 4.3 The Cycle Storage Unit for Stow Bridge Village Hall has been purchased and installed, and the grant to cover the cost has been received. Barroway Drove Village Hall decided not to proceed with the project, therefore only one Storage Unit was purchased.
- 4.5 The Clerk reported that the National Joint Council for Local Government Pay-Scales for 2024/25 have been approved.
- 4.6 The local Constabulary were invited to attend this meeting to discuss Stow Bridge residents' concerns regarding Police Cars speeding through the village; however, they declined due to a clash with their own Safer Neighbourhood Partnership meeting. It was agreed that residents should be encouraged to log the times and dates of incidents. The Clerk can then pass on the details to the Police, who can check to see if the vehicle was responding to a priority call at the time.

5. To receive updates from Borough and County Councillors

- 5.1 Cllr Rose & Cllr Spikings confirmed that the Borough Council's Chief Executive will be visiting the area on 12th December and asked if there were any issues particularly pertinent to the area that the Parish Council wishes to raise during the visit.
- 5.2 Cllr Dawson had sent information regarding installing Bat Boxes and/or Bird Boxes at Woodlakes in Stow Bridge. Both Cllr Dawson and Cllr Long are also keen to explore the

possibility of providing a footpath from Woodlakes Park into Stow Bridge village. After discussion, it was agreed that both projects need further research and that the footpath would need investigation into funding options; this will be brought back to the January meeting, where the Council will consider forming a Working Party to look at this in more detail.

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 New issues identified are listed at appendix ii and will be reported to NCC Highways Department.

7.3 A meeting to discuss the ongoing issue of road closure diversions took place on 9th October; Grahame Bygrave, Director of Highways, Transport & Waste for Norfolk County Council, was in attendance, along with Jay Moore from the local (Western Area) Highways office. It was agreed that one option to improve signage could be for specific signage for the parish to be manufactured and then stored within the parish, to be used as and when needed. Both Brian Long and Chris Dawson indicated they may be able to use their County Councillor Member Allowance Fund to contribute towards the costs of any such signage. However, after discussion it was apparent that the wording on any such signage would need careful consideration. Jay Moore confirmed he would investigate further what can be done and how much the signage might cost to produce.

7.3a During the meeting to discuss road closures, the subject of Heavy Goods Vehicles (HGVs) taking unsuitable routes was discussed, and as a result, two HGV's signs have been erected in Wimbotsham and Stow Bridge.

8. To discuss any Street Light Matters

8.1 No new faults were reported (two faults had already been reported during the last week).

9. To discuss Planning Matters

9.1 The Council noted the report from the Planning Advisory Group (attached to November 2024 agenda).

9.2 One planning application was considered by the Council:

| <i>Application no.</i> | <i>Application details</i> | <i>Parish Council comments</i> |
|-------------------------------|--|---|
| 24/01950/F | <i>Proposed Dwelling 15 Hootens Row Barroway Drove</i> | <i>The Council RESOLVED to support this application</i> |

9.3a Correspondence regarding consultation on Norfolk Minerals and Waste Local been forwarded to Members via email ahead of the meeting; no comments were made.

9.3b Correspondence regarding consultation on King's Lynn and West Norfolk Local Plan 2021-2040: Main Modifications Part 2 (Gypsy, Traveller and Travelling Showpeople) had been forwarded to Members via email ahead of the meeting; no comments were made.

9.3c Correspondence regarding consultation on the proposed Fens Reservoir had been forwarded to Members via email ahead of the meeting; no comments were made.

10. To discuss correspondence requiring action

- 10.1 The Council **RESOLVED** support a campaign to improve the safety of lithium batteries; the Clerk will confirm their support to the campaign organiser (Ron Bailey on behalf of Electrical Safety First) via email.
- 10.2 Cllr Esse had declared an interest in this agenda item and therefore removed himself from the discussion. After discussing correspondence from Barry Hawkins (Land Agent) regarding a proposed increase in the Allotment Land rent, it was agreed that a Working Group be appointed to review this. Cllr Gilbert and Cllr Hudson will work with the Clerk on this matter and report back to the Council at the January meeting.

11. To discuss and agree Finance Matters

- 11.1 The following payments were approved:

| <i>Date</i> | <i>Payee</i> | <i>Details</i> | <i>Amount</i> | <i>Cheque no.</i> |
|-------------|--------------------|-------------------------|---------------|-------------------|
| 30/09/2024 | Mrs V Howling | Salary & expenses | 1218.19 | 101249 |
| 30/09/2024 | HMRC | Tax on salary | 281.80 | 101250 |
| 30/09/2024 | Stow Estate Trust | Allotment Rent | 3118.00 | 101251 |
| 30/09/2024 | PKF Littlejohn LLP | External Audit | 378.00 | 101252 |
| 03/10/2024 | Broxap | Cycle Storage Unit | 255.35 | 101253 |
| 12/11/2024 | Cozens | Streetlight Repair | 474.00 | 101254 |
| 12/11/2024 | Cozens | Streetlight Maintenance | 108.00 | 101254 |

- 11.2 The Council **RESOLVED** to make donations of £3000 towards churchyard maintenance for each of the two churches in the parish, which will include the payment of the grass cutting invoice for St Peters Church.

12. To consider the purchase of a subscription to the Parish Online Service

- 12.1 It was agreed that the Clerk should make use of the three-months free trial on offer from the Parish Online website, and report back to the Council the benefits service, before purchase is agreed.

13. To receive an update on potential sites for Bird Boxes in the parish

- 1.1 This item was discussed at agenda item 5.

14. To agree meeting dates for 2025

- 14.1 The following dates were agreed:

| | | |
|-----------------------------|------------------------------|---------------------------|
| 14 January [Barroway Drove] | 11 March [Stow Bridge] | 13 May [Barroway Drove] |
| 8 July [Stow Bridge] | 9 September [Barroway Drove] | 11 November [Stow Bridge] |

15. Items for the next agenda

- 15.1 None (other than those already mentioned in these Minutes).

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The Chairman closed the meeting at 8.56pm. The next meeting is due to take place on 14th January at Barroway Drove Village Hall, commencing at 7.30pm

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. |
| | 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 |

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|-----------------------|---|---|
| | 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. |
| | 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. |
| | Potholes on The Causeway outside Bearts | 18/07/24: This matter this has been inspected and works have been programmed for repair and will be completed as soon as we can. |
| | Overgrown weeds making Trod between Stow Bridge and Wimbotsham impassable in places. | 18/07/24: Thank you for your email in regards to this matter this has been inspected and works have been programmed and will be completed as soon as we can |
| | Overgrown verge causing visibility issues opposite Landymore's Farm Shop | 15/08/24: Thank you for your email in regards to this matter, I will inspect when next in the area and programme if works are required |
| 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. |
| | Trees in garden of 118/120 The Drove subject to Preservation Order are overhanging road and footway | 13/06/24: Letter sent to landowner |
| | Bend on Lady Drove has no verge and in need of reflectors to prevent vehicles going into ditch | 02/09/24: Thank you for your email in regards to this matter this has been inspected and works have been programmed for new reflector posts and a new Water course alongside road sign to be installed, this will be carried out as soon as we can. 29/10/24: We have resolved the problem. |

HIGHWAYS ISSUES APPENDIX ii (new issues)

| AREA | ISSUE |
|--------------------|--|
| Stow Bridge | Overhanging trees/hedge at The Poplars on West Head Road |