

**Minutes of the Ordinary Meeting of Stow Bardolph Parish Council**  
**Held at Stow Bridge Village Hall on Tuesday 11<sup>th</sup> June 2024**

The meeting commenced at 8pm

**In attendance:**

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

**Borough Councillors:** Vivienne Spikings & Colin Rose

**Norfolk County Councillors:** Brian Long

**Clerk:** Mrs V Howling

**1. To receive apologies for absence**

- 1.1 Apologies were accepted from Parish Councillor's Derek Barnes (illness) & David Brighton (work 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 None.

**3. To approve and sign the minutes of the meeting held 14<sup>th</sup> May 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 had no urgent matters to report and will give a full update at the July meeting.

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

- 5.1 Cllr Long reported that both he and Cllr Dawson continue to lobby for more planning and better communication around road closures in the parish.

**6. Open Forum for public participation**

- 6.1 There were no members of the public present.

**7. To discuss any Highway Matters**

- 7.1a The Clerk has reported issues that were raised at the last meeting to NCC Highways, but had no updates on the status of these at the present time.
- 7.1b Two missing village name signs, which were reported stolen, have been replaced by the Highways Department.
- 7.2 A pothole on Stow Bridge Road was noted and will be reported to NCC Highways. Overgrown hedges continue to be an issue within the parish, but these have already been reported to NCC Highways.
- 7.3 A letter 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, has received support (in the form of signatures) from twenty local businesses; it will be posted first class recorded delivery later this week.
- 7.4 No other Highway Matters were discussed.

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

- 8.1 A streetlight on Low Road has developed a fault and cannot be repaired; as this happened between meetings, the Clerk liaised with the Chairman to agree for this to be replaced at a cost of £395.

**9. To discuss Planning Matters**

- 9.1 There were no updates on previous applications and the Planning Advisory Group had not reviewed any planning applications since the last meeting of the Council.
- 9.2 Two planning applications and one appeal were considered by the Council:

<i>Application no.</i>	<i>Application details</i>	<i>Parish Council comments</i>
24/00951/F	Replacement of existing conservatory with flat roof extension complete with terrace. Eel Pie House West Head Road Stow Bridge	<i>Object</i> <i>Whilst the Parish Council can see no issues with the design of the replacement conservatory, they are concerned that the flat roof terrace could lead to loss of privacy for neighbouring properties.</i>
24/01005/CU	Retrospective: Change of use from Sui Generis to B8 Commercial Storage. 170A The Drove Barroway Drove	<i>Support</i>
23/01342/O	APPEAL again decision to refuse permission for Outline planning for one chalet dwelling Roseside 31 Low Road Stow Bridge	<i>Additional comments:</i> <i>The Parish Council agrees with the Borough Council's decision to refuse planning permission for this site and also notes that since this decision was made, additional rubbish has been deposited, making the site untidy and potentially hazardous.</i>

- 9.3 Correspondence regarding the training being offered by the Borough Council's Planning Department had been circulated to Members via email ahead of the meeting.

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

- 10.1 The Council **RESOLVED** to accept the year-end financial report and bank reconciliation as a true record of the Council's financial transactions for 2023-24.
- 10.2 The Internal Audit had been completed by Mapus Smith & Lemmon Accountants, who confirmed that correct accounting procedures had been followed throughout the year; the Council **RESOLVED** to accept the Internal Audit Report.
- 10.3 The Council **RESOLVED** to approve the Annual Governance Statement. The Chairman signed the Annual Governance Statement section of the Annual Governance and Accountability Return (AGAR) on behalf of the Council.
- 10.4 The Council reviewed the Accounting Statements. The Council **RESOLVED** to approve the AGAR Accounting Statements. The Chairman signed the Accounting Statement section of the AGAR on behalf of the Council.
- 10.5 A payment of £35 for Registration with the Information Commissioner's Office was approved.
- 10.6 No requests for donations were received.

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

- 11.1 None

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*The Chairman closed the meeting at 8.25pm. The next meeting is due to take place on 9<sup>th</sup> July at Stow Bridge Village Hall, commencing at 7.45pm*

Chairman .....

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