

**Minutes of the Ordinary Meeting of Stow Bardolph Parish Council**  
**Held at Barroway Drove Village Hall on Tuesday 10<sup>th</sup> September 2024**

The meeting commenced at 7.30pm

**In attendance:**

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

**Borough Councillors:** Colin Rose & Vivienne Spikings (Arrived 7.47pm)

**Norfolk County Councillors:** None

**Clerk:** Mrs V Howling

**1. To receive apologies for absence**

- 1.1 Apologies were accepted from Parish Councillor's Mark Brighton (away) William Esse (away) Susan Clanfield (illness).
- 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 9<sup>th</sup> July 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 the External Auditor had queried some information from the Internal Auditor, but this had been clarified, so it was expected that the Audit should be completed in the very near future.
- 4.2 The Clerk referred Members to information regarding the Audit process that had appeared in a recent copy of the Councils & Clerks Direct Magazine; the Clerk will make a copy of this information and circulate to Members.

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

- 5.1 Cllr Rose reported that the Borough Council's new Chief Executive Officer, Kate Blakemore, started in post this 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 New issues identified are listed at appendix ii and will be reported to NCC Highways Department.
- 7.3 After discussion about the general poor condition of the roads within the parish, it was agreed that NCC Highways should be invited to a meeting to discuss the matter. It was also noted that no further communications have been received on repairs to the bridge in Stow Bridge; therefore, it was agreed that this should be raised as part of the invitation to meet.
- 7.3 A meeting to discuss the ongoing issue of road closure diversions has been arranged for Wednesday 9<sup>th</sup> October; Grahame Bygrave, Director of Highways, Transport & Waste for

Norfolk County Council, will be in attendance, along with representatives from the local (Western Area) Highways office.

**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 September 2024 agenda).
- 9.2 There were no new applications for review.
- 9.3 Correspondence regarding consultation on the Gambling Act Statement of Principals had been forwarded to Members via email ahead of the meeting; no comments were made.
- 9.4 Correspondence regarding consultation on the Borough Council's Local Plan had been forwarded to Members via email ahead of the meeting. Cllr Spikings gave a verbal update on the Local Plan and explained that a meeting was due to be held on 12<sup>th</sup> September, which would give further information; the Clerk will forward details of this meeting to all Members.

**10. Changes to the Agenda**

10.1 The Council **RESOLVED** to move agenda items 11 & 13 forward, so that they could be discussed before financial payments were approved.

**11. To review the training needs of the Clerk and the Councillors**

- 11.1 The Clerk regularly reviews the training courses on offer from both Norfolk Association of Local Council and Norfolk Parish Training and Support, and forwards anything of relevance to Council Members.
- 11.2 The Clerk will attend training on Parish Online (mapping service) next month.
- 11.3 No other training needs were identified at the present time.

**12. To receive an update on cycle storage funding and agree any actions**

12. After discussion, it was agreed that both village halls should be asked to confirm how much they expect installation of the Cycle Storage Unit will cost; the Council will then consider making a contribution towards those costs at their next meeting.

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

13.1 The following payments were approved:

<i><b>Date</b></i>	<i><b>Payee</b></i>	<i><b>Details</b></i>	<i><b>Amount</b></i>	<i><b>Cheque no.</b></i>
10/09/24	Downham & Stow IBD	Drainage rates for Allotment Land	491.04	#101246
10/09/24	Mapus Smith & Lemmon	Internal Audit	720.00	#101247
10/09/24	Norfolk PTS	Training on Parish Mapping	14.00	#101248

13.2 The Council **RESOLVED** to decline a request for funding from Marie Curie, as they prefer to support local causes, where they can be sure the funding will be used to help parishioners.

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

14.1 As no further information was available, this item was deferred to the November meeting.

**15. To consider a request for changes to bus routes in the Parish and agree any actions**

- 15.1 A request for the current No. 37 bus route to be changed to incorporate the village of Stow Bardolph had been received from a resident. Whilst the Parish Council have no control over the bus routes, as this is determined by Norfolk County Council, it was agreed that a request be made for the route to be reviewed, and a letter was drafted and agreed (attached at appendix iii).

**16. Items for the next agenda**

- 16.1 Council Members living in Stow Bridge reported that they had been approached by residents who are concerned about Police Cars speeding through the village. It was agreed that this should be included as an agenda item for the next meeting and that the local Constabulary be invited to attend the meeting to discuss these concerns.

*The Chairman closed the meeting at 8.36pm. The next meeting is due to take place on 12<sup>th</sup> November at Stow Bridge Village Hall, commencing at 7.45pm*

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	18/07/24: Thank you for your email in regards to this matter this has been inspected and I have discussed with resident on site and agreed works this will be completed as soon as we can. UPDATE 21/08/24: We have resolved the problem.
	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.

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	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	Letter sent to NCC Highways Area Manager asking for clarification on boundary issues. No response 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.

**HIGHWAYS ISSUES APPENDIX ii (new issues)**

AREA	ISSUE
Stow Bridge	Drainage problem causing flooding at junction of West Head Road and Low Road. Highways state that they have resolved the problem; however, Cllr Hudson informed the Council that this was not the case and that the work completed has not resolved the issue.
Stow Bridge	Chevrons on the corner of Cuckoo Road have fallen down.

**APPENDIX iii**

Travel and Transport Officer (West area)  
Norfolk County Council  
Via Email

10<sup>th</sup> September 2024

Dear Mary

Review of Number 37 Bus Route – request to include Stow Bardolph

I am contacting you on behalf of Stow Bardolph Parish Council, to request that you consider changing the Number 37 Bus Route to include the village of Stow Bardolph. This would enable residents to access services in both Downham Market and King's Lynn.

At present, Stow Bardolph residents need to cross the main road (A10) and walk to Wimbotsham to catch a bus; this is a very busy main road and would be difficult for anyone with mobility issues.

Providing a bus service into Stow Bardolph would also give members of the public better access to Stow Bardolph Rare Breeds Centre, thus boosting local economy.

Stow Bardolph Parish Council hopes that Norfolk County Council will consider this request, and would be very willing to meet and discuss this request in more detail, should such a meeting be considered useful.

Yours sincerely

Mrs Vicki Howling  
Clerk to Stow Bardolph Parish Council