

**Minutes of the Ordinary Meeting of Stow Bardolph Parish Council
Held at Fork Handles Tea Rooms, Stow Bardolph on Tuesday 10th March 2026**

The meeting commenced at 7.30pm

In attendance:

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

Borough Councillors: None

Norfolk County Councillors: Mr C Dawson & Mr B Long

Clerk: Mrs V Howling

There were no members of the public present.

1. To receive apologies for absence

- 1.1 Apologies were accepted from Parish Councillors' Derek Barnes & Mark Brighton
- 1.2 Apologies were received from Borough Councillors' Vivienne Spikings & Colin Rose

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

- 2.1 Cllr Esse declared an interest in agenda item 11 (allotment rent review)
- 2.2 Cllr Bishop declared an interest in agenda item 6.3e (Highways correspondence)

3. To approve and sign the minutes of the meeting held Tuesday 13th January 2026

- 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 has contacted has Norfolk County Council (NCC) regarding lack of signage for existing bus stops on the A10 at Stow Bardolph and has so far not had a response, so has chased this and included Cllr Long in correspondence.
- 4.2 The Clerk reminded Members that from 1st April they should use only their council specific email address for all council business.

5. Open Forum for public participation

- 5.1 No members of the public were present at the meeting.

6. To discuss any Highway Matters

- 6.1 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.
- 6.2 New issues identified will reported to NCC and are listed at appendix ii.
- 6.3a The Clerk confirmed that the Council's current insurance policy would not cover the use by the Council of either temporary or bespoke road closure signage; therefore, the project will not progress any further at the present time.
- 6.3b The Council **RESOLVED** to progress the proposal to extend the current footway on The Causeway (from Stow Bridge Village Hall to the Bus Shelter). Work to complete an application to the Community Infrastructure Levy (CIL) Fund before the closing deadline of 1st May was delegated to the Clerk, in conjunction with the Chair. It was agreed that as part of this piece of work, a Parish Infrastructure Investment Plan (PIIP) will be developed.
- 6.3c A Stow Bridge resident has made contact to ask if anything can be done to improve pedestrian safety on Low Road, especially in regards to children catching school transport. The bend in the road near to the junction with West Head Road is of particular concern. The Council considered this request and instructed the Clerk to write to NCC Highways to ask if

SLOW markings could be painted on the road and 'Pedestrians in Road Ahead' signs be installed at this location.

6.3d The Lay-by on Low Road has developed severe potholes; on investigation it would appear that this land is not registered to anyone, and no one is willing to take responsibility for the repair of the potholes. It was agreed that quotes for the work to repair the potholes should be sought, and brought back to the next Council meeting for review.

6.3e A letter regarding a proposed new bus stop on The Drove, Barroway Drove has been received by the Council. It is anticipated that this proposal will be incorporated into a planning application for new dwellings at the same location. Whilst the Council support the idea of a new bus stop, they agreed that any planning application would need to be reviewed on its own merits and independently of the bus stop proposal.

7. To discuss any Street Light Matters

7.1 A light in Barroway Drove (outside 77 The Drove) is in need of repair; a quotation of £475 to complete the work had been received from Cozens (the council's contracted maintenance company). The Council **RESOLVED** to approve the repair.

7.2 Utility Aid have not, so far, been able to provide any alternative competitive energy supplier quotations.

8. To discuss Planning Matters

8.1 The Council noted the report from the Planning Advisory Group (attached to March 2026 agenda).

8.2 There were no new applications for review and no other Planning Matters for discussion.

9. To discuss and agree Finance Matters

9.1 The following payments were approved:

Date	Payee	Details	Amount	Cheque no.
10/03/2026	Cozens Ltd	Streetlight maintenance	108.00	101353
10/03/2026	Stow Bridge Village Hall	Room Hire	28.00	101354
10/03/2026	Barroway Drove Village Hall	Room Hire	50.00	101355
10/03/2026	Stow Hall Gardens	Room Hire	25.00	101356
10/03/2026	Stow Estate Trust	Allotment Rent	3,118.00	101357
10/03/2026	Mrs V Howling	Salary & expenses	1,307.83	101358
10/03/2026	HMRC	Tax and NI on salary	341.76	101359

9.2 The Council **RESOLVED** to appoint Mapus, Smith & Lemmon as Internal Auditor for 2025-26

9.3 Members reviewed the Council's current financial position and **RESOLVED** to move £6,500 (surplus for the current financial year) to general reserves. A revised Reserves Policy was agreed, with a total amount held in reserve fixed at £22,000 for 2026-27.

9.4 The Council's Financial Regulations were reviewed and approved.

9.5a The Council's Banking Arrangements were reviewed and approved.

9.5b The Council **RESOLVED** to apply for a debit card, so that the Clerk can make online purchases on behalf of the Council.

9.6 There were no requests for grants or donations.

10 To confirm compliance with the Annual Governance and Accountability Return (AGAR) Assertion 10 requirements

10.1 The Council reviewed and approved use of the Data Protection Handbook, and prepared by the Clerk.

10.2 The Council reviewed the Assertion 10 requirements and agreed that these were fully met.

11. To receive an update on the Allotment Rent Review and agree any actions

11.1 The Allotments Working Group (Cllr Hudson and Cllr Gilbert, supported by The Clerk) will meet and liaise with the landlord’s agent regarding this matter and report back to the May Council meeting.

12. To review Council policies and procedures

11.1 The following documents were reviewed and agreed without amendment:

- Council Action Plan for 2026-27
- Council Risk Assessment
- Biodiversity Policy & Action Plan

13. To discuss and agree membership of support organisations

13.1 The Council **RESOLVED** to continue membership with Norfolk ALC for 2026-27

13.2 The Council **RESOLVED** to continue membership with Norfolk PTS for 2026-27

14. To confirm meeting venues for 2026

14.1 The following dates and venues were agreed:

12 May Stow Bridge Village Hall	14 July Fork Handles Tea Rooms, Stow Bardolph	8 September Stow Bridge Village Hall	10 November Fork Handles Tea Rooms, Stow Bardolph
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15. To receive items for the next agenda

15.1 None.

The Chairman closed the meeting at 8.28pm. The next meeting of the Parish Council is due to take place at Stow Bridge Village Hall on Tuesday 12th May 2026, 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 at junctions with A10	11/11/25: Thank you for your enquiry in regards to this matter this has previously been inspected and works have been programmed for all Road Markings at junction to be refreshed this will be completed as soon as we can and when resources allow.
Stow Bridge	Overhanging trees causing poor visibility at junction of Stow Bridge Road & The Causeway	19/08/25: Inspected and agreed action required.
	Faded white lines at junction of The Causeway and Runcton Road	11/11/25: Thank you for your enquiry in regards to this matter this has been inspected and works have been programmed for Road Markings to be refreshed when contractor is next in area.
	Poor condition of road along the whole length of Cuckoo Road and Wards Chase	10/10/25: Thank you for your enquiry in regards to this matter I will inspect when next in the area and programme any works which may be required, please note any damage caused by Anglian Water works will need to reported directly to them as it will be there responsibility to rectify. 16/02/26: Reported again and asked for plan/timescale for repair 23/02/26: Programmed for repair but unable to give timescales. Uneven road signs placed on Wards Chase.
	Damage to road on corner of The Causeway	12/12/25: Thank you for your enquiry in regards to this matter we are aware of the situation with the road surface at this location but currently it is not at intervention level, we will continue to monitor the situation.
	Potholes on The Causeway footpath outside Vicrose	17/02/26 Reported via online portal.
	Overgrown hedges at properties on West Head Road and The Causeway	Reported via online portal 06/02/2026. 11/02/26: We have investigated and will be sending letters to the responsible parties to resolve this issue.
Barroway Drove	Depression in road outside 129 The Drove	Reported via online portal 24/08/25 27/08/25: Thank you for your enquiry in regards to this matter I will inspect when next in the area and programme any works which may be required.

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		16/02/26: Reported again and asked for plan/timescale for repair.
	Depression in road outside 59 The Drove	11/11/25: We are aware of the situation with the carriageway at this location, we are currently monitoring the situation until repair works are completed.
	Depression in road outside Hybrid Farm	17/12/25: Works have been programmed for repair and will be completed as soon as we can, Warning signs have been placed out as a precaution. 16/02/26: Reported again and asked for warning signs to be placed at location.
	Depression in road outside 256 The Drove	17/12/25: Programmed for repair.

HIGHWAYS ISSUES APPENDIX ii (new issues)	
AREA	ISSUE
Stow Bridge	Concerns that trees have been planted to close to the verge on The Causeway Stow Bridge