

**Minutes of the Ordinary Meeting of Stow Bardolph Parish Council**  
**Held at Stow Bridge Village Hall on Tuesday 13<sup>th</sup> January 2026**

The meeting commenced at 7.45pm

**In attendance:**

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

**Borough Councillors:** Mr C Rose

**Norfolk County Councillors:** None

**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 Councillor William Esse (away).
- 1.2 Apologies were received from Borough Councillor Vivienne Spikings and from County Councillors' Chris Dawson & Brian Long

**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 Tuesday 11<sup>th</sup> November 2025**

- 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 A consultation on Local Government Reorganisation had been sent to Members since the last meeting; with a deadline before this meeting took place, it was confirmed no response would be made.
- 4.2 The Clerk has been contacted regarding lack of signage for existing bus stops on the A10 at Stow Bardolph; Norfolk County Council (NCC) will be contacted to request signage be installed.
- 4.3 The Clerk will investigate the new Community Infrastructure Levy funding to see if the Parish Council will be eligible to apply, and will report back to the next meeting.
- 4.4 Letters were received from Stow Bardolph Church and West Norfolk Riding for the Disabled, thanking the Council for donations received.
- 4. The Clerk reminded Members that going forwards, they should use their council specific email address for all council business.

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

- 5.1 Cllr Rose gave a brief verbal update, stating that the Borough Council still believes three Unitary Authorities is the best option for Local Government Reorganisation; the Borough Council's budget for the next financial year will be agreed at a meeting on 28<sup>th</sup> February.
- 5.2 Cllr Dawson sent a report via email, this will be forwarded to Council Members and is available from the Clerk on request.

**6. Open Forum for public participation**

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

**7. To discuss any Highway Matters**

- 7.1a 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.
- 7.1b New issues identified will reported to NCC and are listed at appendix ii.
- 7.1c The Clerk met with the NCC Highways Area Engineer Andy Wallace in December and was able to query several outstanding matters; notes of the meeting are attached at appendix iii.

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

- 8.1 Two lights in Barroway Drove were reported as having faults; the maintenance company has been contacted.
- 8.2 The Clerk has contacted Utility Aid regarding a review of energy supplier and will liaise with the Chairman as soon as a response is received.

**9. To discuss Planning Matters**

- 9.1 The Council noted the report from the Planning Advisory Group (attached to January 2026 agenda).
- 9.2 There were no new applications for review and no other Planning Matters for discussion.

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

- 10.1 Members reviewed the Council's current financial position.
- 10.2 The Council **RESOLVED** to set the proposed 2026/27 expenditure budget at £30,275. (proposed budget circulated with the January 2026 agenda)
- 10.3 The Council **RESOLVED** to set the Precept for 2026/27 at £22,000.
- 10.4 The following payments were approved:

Date	Payee	Details	Amount	Cheque no.
31/12/25	Mrs V Howling	salary & expenses	1254.82	101349
31/12/25	HMRC	tax on salary	341.96	101350

- 10.5 The Council **RESOLVED** to give the following grants:
- £750 towards Stow Bridge Village Hall & Playing Field's playground improvements
  - £750 towards Barroway Drove Village Hall's foyer improvements

**11. To review Council policies and procedures**

- 11.1 The following documents were reviewed and agreed without amendment:
- Bullying and Harassment Policy
  - Complaints Procedure

**12. To confirm meeting dates and venues for 2026**

- 12.1 The next meeting of the Council, including the Annual Parish Meeting, will be on Tuesday 10<sup>th</sup> March and will be held at Fork Handles Tea Rooms in Stow Bardolph. If this proves to be a suitable venue, further meetings may be held there, but this will be confirmed at the following meeting, which will be held on Tuesday 12<sup>th</sup> May at Stow Bridge Village Hall.

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

- 13.1 To agree an Internal auditor for 2026/27
- 13.2 CIL funding update

*The Chairman closed the meeting at 8.51pm. The next meeting of the Parish Council is due to take place at Fork Handles Tea Rooms, Stow Bardolph on Tuesday 10<sup>th</sup> March 2026, commencing at 7.30pm*

Chairman .....

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

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: Thank you for your enquiry in regards to this matter this has been inspected and agreed action is 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 be reported directly to them as it will be their responsibility to rectify.
	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.
Barroway Drove	Depression in road outside 129 The Drove	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.
	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

HIGHWAYS ISSUES APPENDIX ii (new issues)	
AREA	ISSUE
Stow Bridge	Three properties in Stow Bridge (The Poplars, Corner Cottage & Woodbine Cottage) to be contacted regarding hedges causing obstructions for road users. NCC Highways to be copied in.
	Continuing deterioration of Cuckoo Road and Wards Chase
	Potholes in the pavement on The Causeway

Meeting between SBPC Clerk Vicki Howling (VH) and NCC Highways Engineer Andy Wallace (AW) to discuss various concerns within the parish of Stow Bardolph – Monday 15 <sup>th</sup> December 2025 (APPENDIX iii)	
Stow Bardolph PC Update/Information request	Highways response/update
Tree in need of attention on land that is not registered to or claimed by anyone	AW confirmed that Highways would only intervene if such a tree was encroaching on Highways land, otherwise it would be down to any concerned party i.e. owner of neighbouring land, to deal with.
<p>Road closures working group update:</p> <p>Anglian Water recent closure of Barroway Drove is a good example of the problems we face (VH to write up full account of this and send to AW)</p> <p>The parish council don't always get informed of road closures in time to use signage</p> <p>If we do, info is not always accurate – i.e road is still open</p> <p>Council Members are concerned about signage being removed by Highways at the end of closure (therefore lost to parish)</p> <p>Members would like to trial idea by using temporary signage</p>	Agreed that a trial using non-standard signage could be carried out to see if having parish specific signage is viable.
Footpaths in Stow Bardolph – 2 residents have complained about leaves on the footpaths and a hedge encroaching the path outside The Hare Arms	<p>AW confirmed Highways are aware that paths in Stow Bardolph need attention and this work will be carried out in the near future.</p> <p>AW was not aware of how far the hedge outside The Hare Arms is encroaching the footpath and will ask the Inspector for the area to deal with this.</p> <p>Highways do not have capacity to deal with leaves on footpaths in rural areas, as the task of clearing would need to be carried out on an almost daily basis in the autumn months.</p>
Overhanging trees at the Stow Road/Causeway junction	AW confirmed Highways can deal with this as it is on a bus route and causing issues for bus drivers.

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Road surface on the corner of the causeway	The section of road from Sergeant's Butchers to the junction with Runcton Road is programmed for resurfacing.
Tree canopy overhanging the road near to West Head Road/Low Road junction	Highways are aware and confirmed that the landowner has been made aware that it is their responsibility to cut these trees back.
Correspondence regarding lack of footpaths on Low Road, combined with vehicles not obeying the speed limit, makes this a dangerous stretch of road for pedestrians, particularly school children walking up to West Head Road to catch the school bus.	AW & VH discussed the possibility of a Trod. Other options to make the road safer could be signs to alert road users that pedestrians could be in the road and/or SLOW signs on the road.
Correspondence regarding West Head Road – request to reduce the speed limit to 30mph for entire road. This is something that has been requested before by both the parish council and residents.	AW confirmed that the road does not currently meet the criteria for a reduction in the speed limit.
Boundary fence issues in Stow Bridge and Barroway Drove  The parish council asked is there is an incident – e.g. a large vehicle hits the fence whilst moving over to let oncoming traffic pass, who would be liable.	AW said who as liable would depend on the details of the incident. He explained that whilst Highways have not asked the fence to be moved, as it is not causing an obstruction, it will have been logged as an 'encroachment onto Highways land' and the resident will have been made aware of this.
Damage to road surface on Wards Chase and Cuckoo Road (some of which has been exacerbated by the additional heavy traffic using the roads whilst Anglian Water are laying new pipework).	AW confirmed that damage caused by the current pipelaying work will need to be rectified by Anglian Water. Highways are aware of the deterioration in the road surface and are monitoring this.
Hedge at Rose Farm (on the bend in Lady Drove). VH explained that this hedge had caused restricted visibility to traffic entering and leaving Barroway Drove, the parish Council reported this to Highways in August and were told that the landowner had been asked to cut it back at the end of nesting season; however, this has still not happened and there seems to be some confusion as to whether this was necessary.	AW said he would query this with the inspector.
Subsidence in road surface outside 129 The Drove. The parish council have asked if temporary signage can be placed on the site to warn road users, until such time a repair can be made.	AW confirmed that temporary signage can be put in place.
Subsidence in road surface outside Hybrid Farm and 256 The Drove. The parish council have asked if temporary signage can be placed on the site to warn road users, until such time a repair can be made.	AW confirmed that temporary signage can be put in place.