

Minutes of the Ordinary Meeting of Stow Bardolph Parish Council
Held at Barroway Drove Village Hall on Tuesday 9th September 2025

The meeting commenced at 7.30pm

In attendance:

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

Borough Councillors: Colin Rose

Norfolk County Councillors: Chris Dawson

Clerk: Mrs V Howling

One member of the public was present.

1. To receive apologies for absence

- 1.1 Apologies were accepted from Parish Councillors' Stephanie Dent (away) & Raymond Hudson (away).
- 1.2 Apologies were received from Borough Councillor Vivienne Spikings.

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 8th July 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 Gov.uk email addresses are now operational for all Councillors and the Council's website address has been changed to www.stowbardolph-pc.gov.uk.
- 4.2 Local Government Pay Scales for 2025-26 have been agreed.
- 4.3 Allotment Rent Invoices have been sent out; no further communication has been received regarding the rent review by the Council's landlord.
- 4.4 A report of rubbish in the garden of a property in Barroway Drove has been received and passed on to the Borough Council.
- 4.5 The Clerk reminded Councillors of their responsibility to complete (and keep up to date) their Register of Interests Forms, which are held by the Borough Council.

5. To receive updates from Borough and County Councillors

- 5.1 Regular updates on the progress of Local Government Reorganisation continue to be received from both the Borough and County Council; there is currently no indication of when a decision on any changes will be made.
- 5.2 Cllr Rose confirmed that the West Lynn Ferry is now fully operational.
- 5.3 Cllr Dawson updated the Council on his work around addressing the issue of pavement parking.
- 5.4 Cllr Dawson confirmed that the issue of mud being left on the roads by farm traffic is being addressed.

6. Open Forum for public participation

- 6.1 A member of the public expressed concern about farmers choosing to chop straw after harvest rather than baling it, as the dust from this process can affect air quality for residents. The Clerk responded that this would be a matter for the Environmental Health Team at the

Borough Council, and any concerns should be reported directly to them. Cllrs' Brighton and Gilbert responded that the quality of the straw this year most likely dictated that the farmers had no other option but to chop it.

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 Council Members noted the Highways Department responses acknowledged two incidents where a boundary fence was confirmed to be encroaching Highways land, but had chosen not to insist on the fences being moved; the Council asked the Clerk contact the Highways Department to express their disappointment in these decisions and to ask if Norfolk County Council will accept liability for any accidents that happen as a result.
- 7.1c The hedge at Rose Farm on Lady Drove has still not been cut and is significantly reducing visibility on the bend. The Clerk will report the matter to Highways again.
- 7.2 New issues reported are listed at appendix ii.
- 7.3a Correspondence from a resident concerned about pedestrian safety on Low Road was noted.
- 7.3b Correspondence from a resident concerned about speeding on West Head Road was noted.
- 7.3c A meeting will be arranged between the Council and a representative from the Highways Department, where these two items of correspondence will be discussed, along with the various other ongoing concerns within the parish.
- 7.4a A revised estimate of £18,500 to complete the Trod from Stow Bridge Village Hall to the bus stop on The Causeway had been received from NCC Highways. It was agreed alternative quotes should be sought.
- 7.4b It was agreed that an application to The Parish Partnership Fund should be made for 50% of the estimated cost of the Trod. The Council **RESOLVED** to delegate responsibility for making the application to the Clerk.
- 7.5 Poorly signed road closures continue to be an issue within the parish and beyond; it was agreed that Working Party consisting of Cllr M Brighton, Cllr D Brighton and Cllr Hudson be formed to look in detail at the appropriate wording required for bespoke signage; their conclusions will be reported back to the next Council meeting.

8. To discuss any Street Light Matters

- 8.1 Four faults were reported in August; three of these have been repaired but one (outside 97 The Drove) needs a lantern replacement, which will cost £395 plus VAT. The Council **RESOLVED** to approve the repair.

9. To discuss Planning Matters

- 9.1 The Council noted the report from the Planning Advisory Group (attached to September 2025 agenda).
- 9.2 The Council reviewed one planning application:

<i>Application no.</i>	<i>Application details</i>	<i>Parish Council comments</i>
25/01395/F	RETROSPECTIVE- Erection of a garden shed which is forward of the bungalow front elevation. at Brieryfield Lady Drove Barroway Drove	The Council RESOLVED to support this application

- 9.3 An Addendum to the Local Plan, giving an explanation on how the Borough Council assesses applications for Custom and Self-build Housing will be forwarded to Council Members.

10. To discuss and agree Finance Matters

- 10.1 The Council noted the Conclusion of Audit Report provided by the External Auditor.
- 10.2 The following payments were approved:

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Date	Payee	Details	Amount	Cheque no.
09/09/25	Npower	Electricity for Streetlighting	1,594.80	Direct Debit
09/09/25	PKF Littlejohn LLP	External audit	252.00	101339
09/09/25	Downham & Stow IDB	Allotment drainage rates	505.92	101440
09/09/25	Cozens UK Ltd	Streetlight maintenance	108.00	101441

10.3 There were no requests for donations.

10.4 The Clerk confirmed that the Council's current banking arrangements do allow for online payments to be made, but require each of the current signatories to contact the bank individually to set up their own online access. The Clerk will forward full details of the action required to the signatories (Cllr M Brighton, Cllr Hudson, Cllrs Barnes & Cllr Esse).

11. To review and approve policies and procedures

11.1 The following policies and procedures were reviewed and approved without amendment:

- a. Record Management Policy
- b. Code of Conduct
- c. SAM2 Risk Assessment
- d. Training & Development Policy

12. To review the training needs of the Council and Clerk

12.1 No training needs were identified at present. The Clerk will continue to forward all opportunities for training to Council Members throughout the year.

13. To receive items for the next agenda

13.1 Meeting dates for 2026

The Chairman closed the meeting at 8.38pm. The next meeting of the Parish Council is due to take place at Stow Bridge Village Hall on Tuesday 11th November, commencing at 7.45pm

Chairman

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

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	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	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 Completed w/c 25/08/25
	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
	Overhanging trees/hedge at The Poplars on West Head Road	Reported to Highways 02/01/25: 02/04/25: We have investigated and will be sending a letter to the responsible party to resolve this issue.
	Overhanging trees on West Head Road, at junction with Low Road	Reported as dangerous by a member of the public. Reported to Highways via online system 12/06/25 17/06/25 update from Highways: We are aware of the situation with the trees and are currently looking into the ownership of the trees as they are just outside the Highway boundary, we will continue to monitor the situation.
	Positioning of fence outside Chellowdene	Reported to Highways 04/08/25 07/08/25: update from Highways: inspected and agreed no action required
	Overhanging trees causing poor visibility at junction of Stow Bridge Road & The Causeway	Reported to highways 14/08/25 19/08/25: update from Highways: inspected and agreed action required

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	Broken sign indication location of Stow Bridge Village Hall	Reported to highways 14/08/25 19/08/25: update from Highways: inspected and agreed action 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. Reported again via online portal 14/08/25 19/08/25: update from Highways: inspected and agreed no action required
	Concerns that the junction of High Bridge Road and The Drove is dangerous, particularly to motorists who are unfamiliar with the area, as they cannot easily understand the priorities of the junction due to poor road markings.	Reported via email to Saddlebow Depot 12/03/25. White lines repainted w/c 25/08/25
	Overgrown hedge outside Rose Farm, Lady Drove causing poor visibility on bend	Reported again via online portal 14/08/25 19/08/25: update from Highways: A site visit has been carried out and this issue has been resolved.
	Depression in road outside 129 The Drove	Reported via online portal 24/08/25 27/08/25: update from Highways: 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

HIGHWAYS ISSUES APPENDIX ii (new issues)

AREA	ISSUE
Barroway Drove	Depression in road outside 59 The Drove
	General deterioration in road surface on Cuckoo Road – due in part to the extra, and often heavy, traffic use due to Anglian Water Pipelaying works.