

Minutes of the Annual Meeting of Stow Bardolph Parish Council

Held at Stow Bridge Village Hall on Tuesday 12th May 2026

The meeting commenced at 7.45pm

In attendance:

Parish Councillors: William Esse, Derek Barnes, Raymond Hudson, Mark Brighton, Gary Bishop, Stephanie Dent, Susan Clanfield, Richard Gilbert & David Brighton

Borough Councillors: Colin Rose & Vivienne Spikings

Norfolk County Councillors: None

Clerk: Mrs V Howling

Four members of the public were present.

1. To elect a Chairman and Vice-Chairman

1.1 The Council **RESOLVED** to elect Cllr William Esse as Chairman; Cllr Esse accepted the position and duly signed the Declaration of Acceptance of Office.

1.2 The Council **RESOLVED** to elect Cllr Derek Barnes as Vice-Chair; Cllr Barnes accepted the position and duly signed the Declaration of Acceptance of Office.

2. To receive apologies for absence

2.1 None.

3. To receive any Declarations of Interest in items on the agenda

3.1 None.

4. To approve and sign the minutes of the meeting held 10th March 2026

4.1 The minutes of the meeting were approved without amendment and signed by the Chairman as a correct record.

5. Clerk's report (for information only)

5.1 There have been no further updates on the request for Bus Stop signs on the A10; the Clerk will contact the newly elected County Councillor for support with this matter.

5.2 A debit card (agreed at last meeting) was ordered and is now in use.

5.3 Work to review the allotment tenancies is ongoing, and will be added to the next meeting as an agenda item.

6. Open Forum for public participation

- 6.1 Two members of the public introduced themselves as the applicants for planning application no. 26/00578/F and wanted to give rationale for the application (they farm the land and plan to live in the house for which permission is being sought).
- 6.2 Two members of the public raised concerns about the potholes on the layby in Low Road and the damaged sign on the blind bend in Low Road – both matters will be addressed under Highways Matters (agenda item 7).

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 A letter has been sent to NCC Highways requesting additional signage (SLOW markings and pedestrian in the road signs) in Low Road; no response has been received to date.
- 7.1c On review of the potholes on the layby in Low Road, it became apparent they have been partially filled with loose chippings and the repair is no longer urgent; they will be kept under review and quotes for repair will be sought in due course.
- 7.2 No new issues were reported.
- 7.3 A Community Infrastructure Levy (CIL) application has been submitted to apply for funds to extend the footway on The Causeway (from the Village Hall to the Bus Shelter). The outcome of the application will be known late June.

8. To discuss any Street Light Matters

- 8.1a No faults were reported.
- 8.1b The council **RESOLVED** that any urgent streetlighting repairs that occur between meetings can be approved by the Clerk, in conjunction with the Chairman.
- 8.2 As previously agreed [minute reference 4/25 – 8.2a], and with support from Utility Aid, the streetlighting energy supplier has been changed to Ecotricity.

9. To discuss Planning Matters

- 9.1 The Council noted the results of previous applications and the responses from the Planning Advisory Group to applications received for consultation since the last meeting (see report attached to May 2026 agenda).
- 9.2 No new planning applications were reviewed.

10. To review and agree the Council's Insurance cover for the coming year

- 10.1 As per the current insurance arrangements (3-year agreement with Gallagher) the schedule and premium for the coming year were reviewed and approved.

11. To discuss and agree membership of CPRE

- 11.1 The Council **RESOLVED** not to renew their membership of CPRE at the present time.

12 To discuss and agree Finance Matters

- 12.1 The following payments were approved:

<i>Date</i>	<i>Payee</i>	<i>Details</i>	<i>Amount</i>	<i>Reference</i>
17/04/2026	Tesco	Stationary supplies	9.80	Debit Card
17/04/2026	Npower	Streetlighting electricity	1887.83	Direct debit
27/04/2026	Npower	Streetlighting electricity	3.84	Direct debit
12/05/2026	Cozens	Streetlight repair	570.00	#101360
12/05/2026	Cozens	Streetlight maintenance	108.00	#101360
12/05/2026	NPTS	Membership	264.00	#101361
12/05/2026	Norfolk ALC	Membership	133.52	#101362
12/05/2026	BCKLWN	Dog waste collection	1093.25	#101363
12/05/2026	King's Lynn IDB	Drainage rates	174.54	#101364

- 12.2 The Council reviewed the Asset Register and approved it without amendment.

- 12.3 The Council **RESOLVED** to accept the year-end financial report and bank reconciliation as a true record of the Council's financial transactions for 2025-26.

- 12.4 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.

- 12.5 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.

- 12.6 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.

- 12.7 The Council noted that the period for the exercise of public rights will commence on Wednesday 3rd June 2006 and end on Tuesday 14th July.

- 12.8 There were no requests for donations.

13. To discuss correspondence received and agree any actions

- 13.1 A request from Norfolk Ramblers to complete a footpath audit had been received; the Council requested further information be sought before any decision was made; therefore, this item will be added to the agenda for the July meeting.
- 13.2 Cllr Dent said that a resident of Stow Bridge had asked if the village sign could be cleaned and repainted; it was agreed that Cllr Dent should get quotes for review at the next meeting.
- 13.3 An email requesting the Council consider further improvements to Stow Bridge (future footway links and enhancing the 'village green') was noted; these requests will be incorporated into the Parish Infrastructure Improvement Plan.

14. To discuss and agree adoption of the General Power of Competence

- 14.1 After confirming that it meets the eligibility criteria, the Council **RESOLVED** to adopt the General Power of Competence.

15. To discuss and agree purchase of IT equipment (laptop and printer)

- 15.1 The Council **RESOLVED** to approve the following budget for purchase of IT equipment:
- Laptop computer £300
 - Printer £150
 - Software £85

16. Items for the next agenda

- 16.1 None (other than those already mentioned in the minutes above).

17. To review the Clerk's hours (confidential)

- 17.1 At 8.43pm the Council **RESOLVED** to close the meeting to the public so that a confidential agenda item could be discussed.
- 17.2 The Council agreed to increase the Clerk's contracted hours to 10 per week, backdated to 1st April 2026. This increase will be kept under regular review.

The Chairman closed the meeting at 8.53pm. The next meeting is due to take place on Tuesday 14th July at the Fork Handles, Stow Hall Gardens , commencing at 7.30pm

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.
	Overhanging trees causing poor visibility at junction of Stow Bridge Road & The Causeway	19/08/25: Inspected and agreed action required.
Stow Bridge	Faded white lines at junction of The Causeway and Runcion 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	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	07/04/26: We have resolved the matter
	Overgrown hedges at properties on West Head Road and The Causeway	11/02/26: We have investigated and will be sending letters to the responsible parties to resolve this issue. 29/04/26: We have sent another letter to the resident requesting that they cut back the overhanging hedge and remove the trees which have been planted within the Highway boundary.

Minute Number 3/26

	Broken road sign on Low Road	Reported via the online portal 17/04/26
Barroway Drove	Depression in road outside 129 The Drove	20/03/26: We have resolved the matter
	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.