

Minutes of the Meeting of Stow Bardolph Parish Council

Held at Fork Handles Tea Rooms, Stow Bardolph on Tuesday 14th July 2026

The meeting commenced at 7.32pm

In attendance:

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

Borough Councillors: Colin Rose

Norfolk County Councillors: None

Clerk: Mrs V Howling

One member of the public were present.

1. To receive apologies for absence

1.1 Apologies were received from Borough Cllr Vivienne Spikings & County Cllr Olivia Morris

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

2.1 Cllr Esse declared an interest in agenda item 10.

3. To approve and sign the minutes of the meeting held 12th May 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 Annual Governance & Accountability Return was completed and submitted to the External Auditor before the deadline of 1st July. The dates for the Exercise of Public Rights have been displayed on the parish council website and notice boards.

4.2 A new mobile phone contract has been set up (as agreed at the May meeting) and monthly direct debit payments will be made via the council's bank account.

4.3 The SAM2 device is continually rotated around various locations in the parish; information regarding this has been shared with parishioners via social media.

4.4 Work on the Parish Infrastructure and Investment Plan has been delayed to the Clerk needing to take sick leave last month, but is underway and will be shared with the Council in due course.

5. Open Forum for public participation

- 5.1 One member of the public was in attendance to answer any questions the Council had regarding planning application number 26-01089-F; they were able to explain the reason for the withdrawal of a previous application [ref: 26-00578-F] and submission of this new application being due to a change in the plot size, as requested by the Borough Council Planning Department.

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.
- 6.3 The Community Infrastructure Levy (CIL) application that had been submitted for funds to extend the footway on The Causeway (from the Village Hall to the Bus Shelter) was successful, with £17,000 being awarded to the project. Four quotations to carry out this work had been obtained by the Clerk; these were anonymised to ensure they were considered with impartiality (and are attached at appendix iii). The Council **RESOLVED** to award the contract to Quotation B [West Norfolk Surfacing]. The Clerk will liaise with the contractor and NCC to agree a date for the work to be completed.
- 6.4 There have been no updates from Norfolk County Council regarding the Council's request for Bus Stop signage on the A10 at Stow Bardolph. The Clerk has contacted the newly elected County Councillor, Olivia Morris, to ask for help in progressing this matter, and will give an update at the next meeting.

7. To discuss any Street Light Matters

- 7.1 No faults were reported.
- 7.2 No other Street Lighting matters were discussed.

8. To discuss Planning Matters

- 8.1 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 July 2026 agenda).
- 8.2 The following planning applications were reviewed:

Application Number	Proposal	Decision
26/01089/F	SELF BUILD: Proposed Self Build Dwelling House at Land S of 201 The Drove, Barroway Drove	Support

Application Number	Proposal	Decision
26/01085/F	Construction of one SELF-BUILD two storey dwelling and garage, following demolition of existing dwelling and garage at Bardolph House, Cuckoo Road Stow Bridge	Support

8.3 No other Planning Matters were discussed.

9. To discuss and agree Finance Matters

9.1 The following payments were approved:

Date	Payee	Details	Amount	Reference
22/05/2026	Ecotricity	Streetlighting electricity	114.71	Direct Debit
26/05/2026	Arthur J Gallagher	Insurance	761.93	Bank Transfer
10/06/2026	Wix	Website domain	259.20	Debit Card
17/06/2026	Information Commissioner	Registration	47.00	Direct Debit
22/06/2026	Ecotricity	Streetlighting electricity	107.00	Direct Debit
22/06/2026	Parish Online	Mapping software	108.00	Bank Transfer
22/06/2026	Parish Online	Email package	362.40	Bank Transfer
30/06/2026	Mrs V Howling	Salary & expenses	1,773.60	101365
30/06/2026	HMRC	Tax on salary	568.59	101366
13/07/2026	Stow Estate Trust	Room hire	25.00	101637
13/07/2026	Wimbotsham Parish Council	Trod grass cutting costs	370.44	Bank Transfer

9.2 One quotation to clean, repair and repaint the Stow Bridge Village Sign had been received. Cllr Dent explained that it was not easy to obtain quotations for this type of work, as there are very few blacksmiths working in the area. The Quotation received from Dean Hawes was for an estimate of £700; Mr Hawes was an apprentice of Rodney Cranwell, the blacksmith who had made the sign in 1992. After discussion, Members agreed that no further quotations were needed and **RESOLVED** to appointment Mr Hawes to carry out the necessary work.

9.3 There were no requests for donations.

10. To receive and update on Allotment Land Tenancy Renewals

10.1 No update was available therefore this agenda item was deferred to the next meeting.

11. To discuss correspondence regarding a Footpath Audit

- 11.1 The Norfolk Ramblers Association clarified that the Parish Council would not be responsible for carrying out any repairs to footpaths within the parish; their request was only that the Parish Council compile a list of footpaths within the parish and report any defects to the landowner and/or Norfolk County Council. With this confirmation, the Council agreed that a list of footpaths within the parish could be compiled by the Clerk and displayed on the Council website.

12. To review Council policies and procedures

- 12.1 The following documents were reviewed and agreed without amendment:
- Planning Policy
 - Information Technology Policy
 - Equality Policy
- 12.2 An updated Website Accessibility Statement was agreed.

13. Items for the next agenda

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

The Chairman closed the meeting at 8.17pm. The next meeting is due to take place on Tuesday 8th September 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 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	Reported to highways 14/08/25 19/08/25: update from Highways: 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.
	Broken road sign on Low Road	Reported via the online portal 17/04/26 15/06/26: We have resolved the matter
	Poor Visibility on bend near Willow Barn on Stow Bridge Road	Reported via email to Highways 26/06/26. 26/06/26: Reply from Area Engineer: I have asked my technician to contact the adjacent landowner to deal and if un-responsive deal with the over growth ourselves.
	Safety concerns in Low Road	20/04/26: Letter requesting SLOW markings in the road and signage to warn of possible pedestrians in the road

Minute Number 4/26

		14/05/26: Email response from Highways confirming that our requests for the above would be carried out.
Barroway Drove	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. 10/05/26: Warning signs are in place
	Depression in road outside 256 The Drove	17/12/25: Programmed for repair.

HIGHWAYS ISSUES APPENDIX ii (new issues)	
AREA	ISSUE
Outwell Road/ Low Road/Cuckoo Road	Continued issue of subsidence creating uneven and therefore potentially dangerous road surfaces.
Property on The Causeway	Continued concerns regarding trees being planted outside of property boundary

Appendix iii – Quotations for work to extend Trod/Footway in Stow Bridge

Quote A

- just footpath (TROD – loose chippings) **£15,000**
- extend across the VH entrance (TROD – loose chippings) **£18,500**

TOTAL = £18,500

Quote B

- just footpath (TROD – loose chippings) **£7,715**
- extend across the VH entrance (TROD – loose chippings) + **£5,790**

TOTAL = £13,505

Quote C

- just footpath (asphalt) **£14,925**
- extend across VH entrance (asphalt) + **£8,835**

TOTAL = £23,760

Quote D

- footpath, including entrance to VH (tarmac)

TOTAL = £37,834.80

ALL PRICES ARE SUBJECT TO VAT