

**Minutes of the Ordinary Meeting of Stow Bardolph Parish Council**  
**Held at Stow Bridge Village Hall on Tuesday 11<sup>th</sup> November 2025**

The meeting commenced at 7.45pm

**In attendance:**

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

**Borough Councillors:** None

**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 Susan Clanfield.
- 1.2 Apologies were received from Borough Councillors' Colin Rose & Vivienne Spikings and from County Councillor Chris Dawson.

**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 9<sup>th</sup> September 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 All matters that the Clerk has been working on are included on the agenda.

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

- 5.1 None.

**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 The Clerk has requested a meeting with NCC Highways to discuss various concerns (including those outlined in the last meeting minutes ref 5/6 – 7); whilst the Highways Engineer confirmed they would be willing to meeting, no meeting date has been offered yet.
- 7.2 New issues reported are listed at appendix ii.
- 7.3 After reviewing options for funding for the proposed Trod between Stow Bridge Village Hall to the bus stop on The Causeway, in particular the changes to the Community Infrastructure Levy criteria, Council Members felt that match funding for this project may prove difficult to secure and that further research was needed to ensure the best chance of success; they therefore **RESOLVED** to put the project on hold until 2026.
- 7.4a The Road Closures Working Group reported that, after considering where and when parish specific signage might be useful, they had concerns about how useful this would actually be in practice. Potential issues they identified included: the parish not being informed in a timely manner of the exact location of any closure (or indeed in some cases, not being

- informed at all); whether the road was fully closed or passable; signs (belonging to the parish) being removed by NCC after the closure and therefore 'lost' to the parish.
- 7.4b It was agreed that one option would be to hold blank signs that could be changed according to where the road closures were, and that this should be trialled using temporary signs to see if it was worthwhile pursuing on a long-term basis.

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

- 8.1 None.
- 8.2 Due to Npower not taking payment for an outstanding invoice, there has been no progress on changing energy supplier; the Clerk has spoken to Npower and been assured the matter should be resolved soon.

**9. To discuss Planning Matters**

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

<b>Application no.</b>	<b>Application details</b>	<b>Parish Council comments</b>
25/01529/F	Householder: Proposed extensions, alterations and loft conversion to dwelling and associated outbuildings.  Meadow End Cuckoo Road Stow Bridge	The Council <b>RESOLVED</b> to support this application

- 9.3 The Clerk gave an update on changes to the Community Infrastructure Levy Grant Scheme, which can be viewed on the Borough Council's website: [www.west-norfolk.gov.uk/homepage/343/borough\\_cil\\_infrastructure\\_fund](http://www.west-norfolk.gov.uk/homepage/343/borough_cil_infrastructure_fund)

**10. To discuss correspondence requiring action:**

Council Members reviewed the Property Flood Resilience (PFR) Questionnaire sent by Norfolk County Council and **RESOLVED** not to make a response at the present time.

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

- 11.1 Members reviewed the Council's current financial position.
- 11.2 The following payments were approved:

<b>Date</b>	<b>Payee</b>	<b>Details</b>	<b>Amount</b>	<b>Cheque no.</b>
30/09/25	Mrs V Howling	salary & expenses	1292.94	101342
30/09/25	HMRC	tax on salary	358.26	101343
03/10/25	Cozens UK Ltd	streetlight repair	474.00	101344
11/11/25	Cozens UK Ltd	Street light maintenance	108.00	101345

- 11.3a The Council **RESOLVED** to make donations of £3025 towards churchyard maintenance for each of the two churches in the parish, which will include the payment of the grass cutting invoice for St Peters Church.
- 11.3b The Council **RESOLVED** to make a donation of £500 to The Magpie Riding for the Disabled.

**12. To agree meeting dates for 2025**

12.1 The following dates were provisionally agreed:

13 January [Stow Bridge]	10 March [venue to be confirmed]	12 May [Stow Bridge]
14 July [Venue to be confirmed]	8 September [Stow Bridge]	10 November [Venue to be confirmed]

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

13.1 Budget setting

*The Chairman closed the meeting at 8.42pm. The next meeting of the Parish Council is due to take place at Stow Bridge Village Hall on Tuesday 13<sup>th</sup> January, commencing at 7.45pm*

Chairman .....

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

AREA	ISSUE	LATEST UPDATE FROM NCC HIGHWAYS
Stow Bardolph	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	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	Reported to Highways 08/11/25  Response: we will investigate the matter
	Poor condition of road along the whole length of Cuckoo Road and Wards Chase	Reported via online portal 07/11/25  Response: we will investigate the matter
Barroway Drove	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

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	Depression in road outside 59 The Drove	Reported via online portal 07/11/25  Response: we will investigate the matter
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HIGHWAYS ISSUES APPENDIX ii (new issues)	
AREA	ISSUE
Barroway Drove	Depression in road outside 129 The Drove – to be reported again and Highways to be asked if temporary signs could be placed at the location to warn drivers of the issue. Highways also to be reminded that there was a fatality at the location in 2015 when the road was in a similar condition.
	Depression in road outside Hybrid Farm
	Depression in road outside 256 The Drove
Stow Bridge	Pothole on The Causeway, near the junction with Runcton Road