

**STOW BARDOLPH PARISH COUNCIL**

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Mrs. V Howling  
Clerk

Mr. W Esse  
Chairman

2nd September 2025

An **ordinary meeting** of the Stow Bardolph Parish Council will be held on **Tuesday 9<sup>th</sup> September 2025.**

The meeting will be held at **Barroway Drove Village Hall** and will commence at **7.30pm.**

All Councillors are summoned to attend.

*Vicki Howling*

Mrs V Howling  
Clerk

The Agenda is attached

# **MEETING OF STOW BARDOLPH PARISH COUNCIL**

**Tuesday 9<sup>th</sup> September 2025**

**Commencing at 7.30pm**

**Venue: Barroway Drove Village Hall**

Stow Bardolph Parish Council welcomes the public and press to its meetings. The public and press are able to address the Council during the Public Participation Session. However, the law does not permit members of the public and press to take part in the debates\*

## **Agenda**

1. To accept apologies for absence
2. To receive any Declarations of Interest in items on the agenda
3. To approve and sign the minutes of the meeting held 8<sup>th</sup> July 2025
4. To receive Clerk's report – update on matters arising from last meeting (for information only)
5. To receive updates from Borough and County Councillors
6. Open forum for Public Participation: an opportunity to hear from members of the public  
(\*Please note: in accordance with Standing Orders, each person wishing to speak, will be allotted 2 minutes, with a maximum of 15 minutes being allowed for this section of the agenda)
7. To discuss any Highway Matters
  - a. To receive an update on previously reported items
  - b. To report any new issues
  - c. To discuss other Highways matters, including correspondence
8. To discuss any Street Light matters
  - a. To report any issues
9. To discuss any Planning Matters
  - a. To receive report from Planning Advisory Group
  - b. To receive new applications and make comment
  - c. To discuss other planning matters, including correspondence
10. Finances
  - a. To review the Council's current financial position (report attached)
  - b. To review the External Audit report (report attached)
  - c. To agree the payment of accounts
  - d. To discuss and agree any requests for grants and donations
11. To review the following Policies and Procedures
  - a. Code of Conduct (no changes recommended)
  - b. Training & Development Policy (no changed recommended)
  - c. Record Management Policy (new)
  - d. SAM2 Risk Assessment (no changes recommended)
12. To review the training needs of the Clerk and Councillors (as per the Council's Action Plan)
13. To receive items for the next meeting's agenda

## REPORT FROM PLANNING GROUP (agenda item 9a)

### OUTCOME OF PREVIOUS APPLICATIONS

Application Number	Proposal	Decision
25/00868/F	Renewal of the current PP 21/01299/F and for permission to be given to extend the temporary use of the Portacabin for the purposes of using it as an office and private meeting space for a further period of four years maximum.  Cats Protection Downham Market Adoption Centre Wards Chase Stow Bridge	Application Permitted 1 July 2025 Delegated Decision

### APPLICATIONS REVIEWED BY PLANNING GROUP

NONE

### PAYMENTS TO BE AGREED (agenda item 10a)

DATE	PAYEE	AMOUNT
09/09/25	Npower (electricity for streetlighting)	1,594.80
09/09/25	PKF Littlejohn LLP (external audit)	252.00
09/09/25	Downham & Stow IDB (allotment drainage rates)	505.92
09/09/25	Cozens UK Ltd (streetlight maintenance)	108.00