

## NEW BUCKENHAM PARISH COUNCIL

**Minutes** of a meeting of New Buckenham Parish Council at the Village Hall, Moat Lane, New Buckenham on **Tuesday 8<sup>th</sup> October 2019 7.30 – 8.35pm**

**Present:** Cllrs Karen Hobleby (Chair) Andrew Bingham (Vice-Chair), Don Crossman, Mary Dowson, Steve Highton, Mary Manning

**Also in attendance:** Trevor Wenman (Clerk), six members of the public

**1920/50 Apologies** for absence were received and accepted from Cllr Paul Martin, and District/County Councillor Steve Askew

**1920/51 Minutes: Resolved** that the minutes of the Council Meeting held on 10<sup>th</sup> September 2019 be approved as a correct record.

**1920/52 Matters Arising:** Any significant matter arising were covered on the agenda.

**1920/53 Declarations of Interest:** There were none.

**1920/54 Public participation: Resolved** that the meeting be suspended to enable public participation as follows:

- a. District Councillor/County Councillor Reports. There were none
- b. Parishioners' Comments & Questions:
  - i. Kerb at market place. It was pointed out that disabled access to the Market Place was impaired by the lack of dropped kerb. The Chair agreed to raise this with the High Bailiff's Trust.
  - ii. Scaffolding outside the Crows Nest. This had now been removed, but there had been complaints that this had caused an obstruction. It was pointed out that a licence to place scaffolding on the highway was required, and that permission had presumably been given by the County Council.
- c. Parish Councillor Reports
  - i. It was noted that a large tree had fallen blocking the footpath between Cuffer Lane and Castle Hill Road. The Clerk agreed to report this in the first instance to the Highways department.
  - ii. Nicola King had suggested some wooden sensory play apparatus for the play area. It was suggested that councillors look at some of the options available on the Hand-made Places website <https://www.handmadeplaces.co.uk/product-category/sensory-inclusive-play/> . This could then be considered at a future meeting, for a potential use of the Section 106 funding.
  - iii. The streetlight at the junction of Rosemary Lane/Chapel Street was not currently working. The Clerk agreed to notify TT Jones.

**1920/55 Financial Matters:**

- a. **Financial report.** The financial report from the Clerk to 30<sup>th</sup> September 2019 was noted
- b. **Payments Resolved:** that the following payments for October 2019 be approved/noted as appropriate:

<b>Payments List October 2019 for approval/noting</b>			
<b>Payments marked with a cheque number for approval at this meeting</b>			
<b>Payments marked DDR or STO are for information only</b>			
	<b>Net</b>	<b>VAT</b>	<b>Gross expenditure</b>
<b>08/10/2019</b>			
<b>Broadland Tree Services</b>	<b>614.07</b>	<b>122.81</b>	<b>736.88</b>
Grounds Maintenance September 2019 102067	614.07	122.81	736.88
<b>New Buckenham Village Hall</b>	<b>30.00</b>	<b>0.00</b>	<b>30.00</b>
Room Hire July - September 2019 102065	30.00	0.00	30.00
<b>TT Jones Electrical Ltd</b>	<b>20.20</b>	<b>4.04</b>	<b>24.24</b>
Street Lighting Maintenance October- December 2019 102064	20.20	4.04	24.24
<b>V Baker</b>	<b>60.00</b>	<b>0.00</b>	<b>60.00</b>
Closed churchyard gardening October 102063	60.00	0.00	60.00
<b>PKF Littlejohn LLP</b>	<b>200.00</b>	<b>40.00</b>	<b>240.00</b>
Audit fee for 2018/19 accounts 102066	200.00	40.00	240.00
<b>HMRC</b>	<b>248.20</b>	<b>0.00</b>	<b>248.20</b>
Income Tax payment July-September 2019 102068	248.20	0.00	248.20
<b>11/10/2019</b>			
<b>EON</b>	<b>25.78</b>	<b>1.29</b>	<b>27.07</b>
Street lights electricity September 2019 DDR	25.78	1.29	27.07
<b>18/10/2019</b>			
<b>Information Commissioner</b>	<b>35.00</b>	<b>0.00</b>	<b>35.00</b>
Data Protection registration fee 2019/20 DDR	35.00	0.00	35.00
<b>28/10/2019</b>			
<b>T Wenman</b>	<b>365.81</b>	<b>0.00</b>	<b>365.81</b>
Salary for October 2019 (net of tax and pension contribution) STO	330.81	0.00	330.81
Clerk's Office Expenses contribution October 2019 STO	35.00	0.00	35.00
<b>Grand Total</b>	<b>1,599.06</b>	<b>168.14</b>	<b>1,767.20</b>

- c. **External Audit** The report of the External Auditor regarding the completion of the 2018/19 was noted

- d. **Community Project Fund** Two grant applications for the quarter ended 30th September had been received and were being considered by the CPF Group.

#### **1920/56 Planning**

a. **New Planning application:**

3PL/2019/1024/HOU -Front/Side extension and fencing, Castle Hill House, Castle Hill Road

**Resolved:** that this application be supported

- b. **Planning Decisions:** the following planning decision was noted  
3PL/2019/0975/HOU - Single storey side and rear extension including dormer, The Haven Lower Rosemary Lane

#### **1920/57 Rights of Way - Path at Marsh Lane**

Cllr Dowson reported that about eight evidence forms had been received, and four awaited. It was believed that at least twelve would be needed for a request for adoption of the footpath to be considered. Work on gathering evidence was continuing.

#### **1920/58 Neighbourhood Plan**

Cllr Manning provided an update the Neighbourhood Plan Steering Group. A very useful workshop session had been held with Parish Councillors, and work was continuing on the preparation of the draft plan for public consultation. This had been complicated by news that the Local Plan was being subjected to a second examination by the Planning Inspectorate.

#### **1920/59 Amenities**

- a. **Cemetery.** Quotations have been obtained for fencing works between the allotments and the cemetery, and at the Play Area and would be considered in closed session.

b. **Allotments**

The Clerk reported that all allotments are currently being cultivated. It is suggested that the rental per single plot be raised this year by £1 to £26, as happened last year.

**Resolved:** That the rental for a single allotment plot be raised by £1 to £26 with effect from November 2019

c. **Closed Churchyard**

The Clerk reported that approval had been given by Breckland Council for works to remove the Lime Tree at the NE corner of the churchyard, and for raising of the crowns of the yew trees along the eastern boundary wall for security reasons. Breckland Tree Services would be undertaking this work shortly and would also be removing the pile of cuttings by late October/early November as discussed at the last meeting.

d. **Play Area/Cricket Field**

The Clerk had established that there would be no charge from Breckland Council for the emptying of an additional dog bin provided that it was practical for the refuse vehicle to get access to the bin. Councillors confirmed that only one additional bin was required, at the north eastern corner of the cricket field. The Clerk agreed to seek approval of the location of the bin from Breckland, and if this were granted to order a bin and arrange for this to be delivered and erected, as this would be within his delegated authority under financial standing orders.

**1920/60 Projects** - to receive updates where appropriate on:

- a. Parish Council Noticeboard Map. It was agreed to have a further report on progress on the Map to the February 2020 meeting
- b. Community Car Scheme. Violet Highton reported two new drivers whose paperwork still needed doing. Demand for the scheme over the past two months had not been high.

**1920/61 Exclusion of the Public and Press**

**Resolved** to exclude the public and press from the following item due to the confidential nature of the matters to be discussed.

**1920/62 Cemetery/Allotment fence repairs and Play area roadside fence replacement - consideration of quotations**

Three quotation had been received for works to repair the boundary fence between the Cemetery and the Allotments, and to replace the fence between the play area and Wymondham Road. Councillors agreed in principle to accept the quotation from All Pests and Country Services at a total cost of £1100 plus vat. However, the quotation for the play area fence was based on a post and rail fence which councillors felt might be too imposing. The Clerk was asked to seek a revised quotation for a post and wire fence, higher than the existing post and single wire fence, and with at least two wire strands to provide a better barrier to young children straying onto the road

**Resolved**

- a. that All Pests and Country Services be appointed to repair the fence at the Cemetery/Allotments boundary and to replace the fence along they Wymondham Road boundary of the play area with a post and wire fence; and
- b. that the Clerk be authorised to accept the revised quotation up to the value of £1100

**Cllr Karen Hobley**

**Chair**