**NEW BUCKENHAM PARISH COUNCIL**

Minutes of a meeting of New Buckenham Parish Council held at New Buckenham Village Hall on Tuesday 10thOctober 2023.

**Present**: Karen Hobley (KH Chair), Andrew Bingham (AB Vice Chair), Mary Manning (MM), Paul Martin (PM), Don Crossman (DC), and Mary Dowson (MD)

**Also in attendance**: Stevie Hobley (SH) (Minutes) 1 parishioner.

**2324/51 Apologies for Absence:** Steve Highton (SH) Angela Thornton (AT Clerk)

**2324/52 Minutes**: The minutes of the Parish Council meeting held on 12th September 2023 were confirmed as a true record.

**2324/53 Matters Arising**:

1. Village Gateway - Parish Partnership application to be submitted by December 2023.

**ACTION - AB**

1. Defibrillator – Awaiting installation on outside wall of the Kings Head. **ACTION - KH**
2. County Broadband Wayleave Agreement – with solicitors as issues around easements are yet to be resolved. **Pending**
3. Establishment of community woodland working group –1st choice of potential site is unavailable. 2nd choice to be investigated further. AB has spoken to landowner**. ACTION -AB**
4. Electric Charging Point – NCC site surveys are complete. NBVHT agreed to progress. Charging points to be installed, paid and maintained by NCC. Location discussed for the first two disabled parking bays: costs to be investigated. Replacement disabled bays could be marked out in an alternative location at the rear of the hall. Funding for this to be discussed. **ACTION - AB**
5. Breckland Mobile Food Store – Information received and included in this month`s Parish News
6. Speedwatch – A newsletter including information about speeding issues has been sent to all Village Hall users. Increase in activity along Church Street to be monitored.
7. Brew Daisy – The email received from the prospective new leaseholders of Angel Cakes was considered but it was felt that Brew Daisy should continue in the village on Tuesdays from 10am to 2pm.
8. NBPC email services – deferred until next month as AT is liaising with NALC.

**2324/54 Declarations of Interest**: - None were declared.

**2324/55 Public Participation**:

1. Chair and Parish Councillor Reports – The Chair will ensure that the Christmas Tree is ordered. The Chair had visited Old Buckenham Primary School Library which has been refurbished, partly with a grant from the Community Grant Fund. The school has created a lovely library area, a very welcoming space to encourage the youngsters with their reading.

MD had received a letter from a parishioner suggesting a footpath around the car park near the play area to reduce risk of children running across car park.but it was felt that there is not enough space to create a footpath, and this is unlikely to stop children running through the car park. AT will respond to parishioner. **ACTION - AT**

MM had received information from a parishioner regarding the Flexibus hitting overhanging brambles in Rosemary Lane. General discussion regarding overhanging branches and brambles etc. KH to write Parish News Article to include mention of overhanging foliage and bins blocking walkways. **ACTION - KH**

1. District and County Councillor Report – n/a
2. Public Participation – n/a

**2324/56 Financial Matters:**

 **a.** Bank reconciliation for September was accepted. AB proposed MM seconded

 **b.** Payments for October 2023 (below) were approved:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Payment Approved Date** | **Payment reference** | **Payee** | **ITEM** | **FOLIO** | **Gross expenditure** | **VAT** | **Net** |
| 14/09/2023 | online payment | C Rush | cutting of wildflower area | 79 | 44 |   | 44 |
| 12/09/2023 | online payment | NALC | NALC .gov.uk email | 65 | 204.4 | 22.4 | 182 |
| Above payments approved by email and paid prior to this meeting |
| 10/10/2023 | Direct Debit | Data protection | Data prot renewal | 66 | 35 |   | 35 |
| 10/10/2023 | online payment | A Thornton | Clerks October salary | 67 | 568.91 |   | 568.91 |
| 10/10/2023 | online payment | A Thornton | Clerks October pension | 68 | 163.84 |   | 163.84 |
| 10/10/2023 | Online payment | Stevie Hobley | OCT mins and meet 4 hours @13.95 | 69 | 55.8 |   | 55.8 |
| 10/10/2023 | Online payment | Broadland Trees | September maintenance | 70 | 1230 | 205 | 1025 |
| 10/10/2023 | Online payment | Broadland Trees | Extra churchyard / allotments maintenance | 71 | 980 | 196 | 784 |
| 10/10/2023 | Online payment | Broadland Trees | Streetlights pruning trees | 72 | 240 | 40 | 200 |
| 27/08/2023 | Online Payment | Angela Thornton | CILCA Training Extension | 74 | 50 |   | 50 |
| 10/10/2023 | online payment | TT Jones | Oct Dec Streetlights maintenance and fit baffle | 75 | 94.85 | 15.81 | 79.04 |
| 10/10/2023 | online Payment | Old Buckenham family’s association | Library refurb  | 76 | 1000 |   | 1000 |
| 10/10/2023 | Direct Debit | npower | Street lights Elec Sept no subsidy | 73 | 50.8 | 2.42 | 48.38 |
| 10/10/2023 | Online Payment | ALC | Cemetery and Memorial management | 77 | 36 |  6.00 | 30 |
| 10/10/2023 | online payment | NBVH | NBVH rental July-Sept | 78 | 31.5 |   | 31.5 |
| 10/10/23 | Online payment | Don Crossman | Play Area post | 79 | 204.00 |  | 204.00 |
|  |  |  |  |  |  |  |  |
| Totals |  |  |  |  | **4740.7** | **465.23** | **4275.47** |

**2324/57 Planning**: Applications re Anvil Cottage and 2 Town Houses, Marsh Lane were considered. There were no objections but the Parish Council would request that Breckland Council would consider that both applications overlooked neighbouring properties.

**2324/58 Amenities**: To consider any issues raised regarding the following:

**a. Grounds Maintenance –** Tree between allotments and cemetery is to be removed this week.

**b. Closed Churchyard –** Refurbishment of Victorian Lamppost – to consider options outlined in AT`s email to determine if this is part of church fabric or PC responsibility. Email to be forwarded to all councillors for a decision next month. **ACTION - KH**

Period Pointing have completed this year`s scheduled repairs / maintenance. This work will continue next year and Period Pointing are available 2 weeks in April. All present approved. **ACTION** - **AT** to confirm with Period Pointing. – deferred to next month

**c. Cemetery (consecrated ground) –** Registration on the Diocesan system is in place. Faculty submitted to reuse some graves over 85 years – verbal confirmation that this has been granted.

**d. Allotments –** Broadland Trees are scheduled to complete some maintenance work. MM pointed out that both gates to the allotments are broken, unsure if repairable. DC wouldinvestigate and report back. **ACTION - DC**

**e. Play Area/ Cricket Pitch –** DC is arranging replacement and repair of broken log in Play Area and will check for replacement of worn signage. Warranty is now up (10 years). Mushroom seats to be considered for repair or replacement with alternative seat style? Picnic benches? DC toreport back**.** **ACTION - DC**

**f. Public Footpaths** MM on behalf of a parishioner - footpaths have not been reinstatedsouth of the village. To be monitored, and farmers/landowners allowed time to reinstate. MM to contact NWT regarding Bridge on footpath 2. DC:- Behind the Castle, footpath to main road, stile is in bad repair and the electric fence is very close to the hedge preventing use of footpath. AB toinvestigate. **ACTION - AB**

**g. Community Car Scheme –** Gerry Walsh reportedthat OB Community Car Scheme has no co-ordinator and that paperwork is completed by the Responsible Financial Officer of the Parish Council. They have fewer drivers but this does come with some issues.GW is currently looking at the budget - 6 DBS Checks to be done in 2024 Finances to be discussed with AT. GW to resign at the end of the financial year but will offer support with the grant application and handover should there be need. Low numbers of users currently due to lack of medical appointments being available. Regular appointments are continuing. GW to look into costings and viability of CCS going forward.

**h.** **Street Lights -** Streetlights maintenance contract received. This was considered and all agreed to approve extension of contract for 3 years **ACTION** **AT to contact TT Jones to confirm**.

Following last month’s meeting, Councillors proposed that shields be fitted to lights to reduce direct glare into properties and that light brightness reduces at midnight which will reduce the electricity usage. **ACTION** **AT** to **email quote forwarded to councillors to be considered.**

**2324/59 - Key Documents for Review**

1. To consider and approve the updated Data Protection Policy – Agreed
2. To agree and update Councillors` Responsibilities

PM to take over Andrew Nettleton`s responsibilities for the Allotments and the Cemetery and as a member of the Community Project Fund Committee.

**2324/50 Correspondence –** not considered elsewhere on the agenda. There was none.

Meeting closed at 20:51

**The next meeting of the Parish Council will take on Tuesday, 14th November at 7.30pm.**