

## NEW BUCKENHAM PARISH COUNCIL

**Councillors are summoned and the public and press are invited to attend a meeting of New Buckenham Parish Council on Tuesday 11<sup>th</sup> May 2021 at 7.00pm at New Buckenham Village Hall**

COVID-19 social distancing restrictions still apply at this time. Members of the public will be required to wear face coverings whilst inside the building and remain socially distanced from anyone outside their household or support bubble. If you intend to attend the meeting, please contact the Chairman, Cllr Karen Hobley to allow for arrangements to be made appropriate to the number attend

*Trevor Wenman,  
Clerk to the Council  
4th May 2021*

### **Agenda**

- 1. Chairman:** To elect a Chairman of the Council for 2021/22
  
- 2. Apologies:** To consider apologies for absence
  
- 3. Vice Chairman:** To elect a Vice Chairman of the Council for 2021/22
  
- 4. Minutes:** to approve the minutes of the meeting held on 13<sup>th</sup> April 2021 as a correct record
  
- 5. Matters Arising:** To receive reports on matters arising from those minutes (for update and information only)
  
- 6. Declarations of Interest:** To record declarations of interests not already recorded in the current Members' Register of Interests and to consider requests for dispensation.

## **7. Financial Matters:**

(a) Financial report for the month ending 30th April

(b) Payments for May 2021

## **8. Planning**

To consider planning applications received since the last meeting, and to note planning decisions notified since the last meeting

## **9. Litter Bins - Market Place and Play area**

## **10. Next Meeting**

The next meeting will be held on Tuesday 8th June 2021 at 7.30pm at the Village Hall.

Circulation: **Parish Councillors** Andrew Bingham, Don Crossman, Mary Dowson, Steve Highton, Karen Holey, Mary Manning, Andrew Nettleton. **District and County Councillor** Stephen Askew

## NEW BUCKENHAM PARISH COUNCIL

**Minutes** of a meeting of New Buckenham Parish Council held via Zoom on Tuesday 13<sup>th</sup> April 2021 7.30 – 9.30pm

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

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

**2021/129 Apologies for absence:** None

**2021/130 Minutes: Resolved:** that the minutes of the Parish Council Meeting held on 9th March 2021 be approved as a correct record.

**2021/131 Matters Arising:**

**2021/132 Declarations of Interest:** There were none

**2021/133 Public participation: Resolved** that the meeting be suspended to enable public participation, as follows:

- a. District Councillor/County Councillor Report. None available
- b. Parishioners' Comments & Questions. A query was raised regarding procedures to notify the public of correspondence received by the Parish Council. The Clerk pointed out that he received in the region of 200 emails each month. Significant items would be passed to Councillors, and if a decision was required by the Council this would be duly minuted
- c. Parish Councillor Reports
  - i. County Broadband. Concern was expressed at the infrastructure proposals of County Broadband as part of their plan to bring fibre broadband to the village. The Clerk agreed to make enquiries.
  - ii. Cllr Bingham had attended a constructive meeting with Highways regarding flooding at the Dam Brigg. Some potential solutions were being costed, and may be put into the Highways budget for 2022/23
  - iii. Cllr Hobley mentioned that the water supply at the allotments needed to be turned on again. Cllr Crossman agreed to attend to this.
  - iv. Cllr Hobley also questioned whether the Parish Council as landlord should ask for a copy of the Cricket club' safeguarding policies. The Clerk agreed to investigate.

**2021/134 Financial Matters:**

(a) Financial report for the month ending 31st March

**Resolved** that the report be noted

(b) Payments for April 2021

**Resolved:** That the following payments for April 2021 be approved/noted as appropriate

Payments marked DDR or STO are for information only			
Payments marked OL/Chq will be paid by online banking, or cheque if the payee's payment details are not known.			
	Net	VAT	Gross expenditure
<b>01/04/2021</b>			
<b>Norfolk Playing Fields Assoc</b>	<b>20.00</b>	<b>0.00</b>	<b>20.00</b>
Subscription 2021/22			
STO	20.00	0.00	20.00
<b>12/04/2021</b>			
<b>EON</b>	<b>26.64</b>	<b>1.33</b>	<b>27.97</b>
Street lights electricity March 2021			
DDR	26.64	1.33	27.97
<b>13/04/2021</b>			
<b>T Wenman</b>	<b>189.18</b>	<b>37.83</b>	<b>227.01</b>
Reimbursement of Wix. Com Website hosting for 2021/22			
OL/Chq	72.00	14.40	86.40
reimbursment of Wix. com domain fee 2021/22			
OL/Chq	10.39	2.07	12.46
reimbursement of Microsoft 365 subscription 2021/22			
OL/Chq	94.80	18.96	113.76
reimbursement of Zoom subscription April 2021			
OL/Chq	11.99	2.40	14.39
<b>V Baker</b>	<b>60.00</b>	<b>0.00</b>	<b>60.00</b>
Closed churchyard gardening April 2021			
OL/Chq	60.00	0.00	60.00
<b>Norfolk Parish Training and support</b>	<b>152.41</b>	<b>0.00</b>	<b>152.41</b>
Subscription 2021-22			
OL/Chq	152.41	0.00	152.41
<b>HMRC</b>	<b>221.40</b>	<b>0.00</b>	<b>221.40</b>
Income tax payments Jan- Mar 2021			
OL/Chq	221.40	0.00	221.40
<b>Norfolk Association of Local Councils</b>	<b>30.00</b>	<b>6.00</b>	<b>36.00</b>
Training course - Burials administration			
OL/Chq	30.00	6.00	36.00
<b>TT Jones Electrical Ltd</b>	<b>20.20</b>	<b>4.04</b>	<b>24.24</b>
Street lights maintenance April - June 2021			
OL/Chq	20.20	4.04	24.24
<b>PA Cook</b>	<b>525.00</b>	<b>0.00</b>	<b>525.00</b>
Clearing of allotment 12			
OL/Chq	525.00	0.00	525.00
<b>28/04/2021</b>			
<b>Norfolk Pension fund</b>	<b>108.67</b>	<b>0.00</b>	<b>108.67</b>
April 2021 pension contributions			
STO	108.67	0.00	108.67
<b>T Wenman</b>	<b>318.32</b>	<b>0.00</b>	<b>318.32</b>
Clerk's Office Expenses contribution April 2021			
STO	35.00	0.00	35.00
Salary for April 2021 (net of tax and pension contribution)			
STO	283.32	0.00	283.32
<b>Grand Total</b>	<b>1,671.82</b>	<b>49.20</b>	<b>1,721.02</b>

(c) Review of Financial Standing Orders and Financial Regulations  
 It was noted that a review of Financial Standing Orders and Financial Regulations would need to take place to take account of procedures for online payments. The Clerk would liaise with the Chair and Vice Chair, with a view to bringing a report to the June Council meeting

### 2021/135 Community Car Scheme

Gerry Walsh was working with the Clerk to get all drivers properly certified to resume the service. The Clerk need to register with CBR business solutions to be able to request DBS checks for the drivers. In order for this to happen, it was necessary for the Council to have the following policies in place:

- Handling of DBS Certificate information
- Policy Statement on the Recruitment of Ex-Offenders

Two template policies had been adapted for the Council to adopt. It was noted that many of the provisions would not be applicable to the Community Car Scheme, but it was prudent from the Parish Council's perspective to have policies in place that covered all eventualities.

**Resolved:** That the Policies on Handling of DBS Certificate information, and on the recruitment of ex offenders be adopted.

### 2021/136 Planning

#### a. New applications

<b>REFERENCE:</b>	<a href="#">3PL/2021/0417/HOU</a> & <a href="#">3PL/2021/0418/LB</a>
<b>PROPOSAL:</b>	<b>Demolition of existing shed to create parking area &amp; installation of EV charging point, erection of new shed in rear garden, open up historic access by removing part of hedge</b>
<b>LOCATION:</b>	<b>NEW BUCKENHAM: Wisteria House Market Place</b>
<b>Resolved:</b>	That no objection be raised, subject to the Highways Authority being content with changes to the vehicular access.
<b>REFERENCE:</b>	<a href="#">3PL/2021/0469/LB</a>
<b>PROPOSAL:</b>	<b>Strengthening of timber support beam in lounge, it is proposed to install a 125 x 65 pfc steel support above the existing beam.</b>
<b>LOCATION:</b>	<b>NEW BUCKENHAM: Kings Cottage King Street</b>
<b>Resolved</b>	That no objection be raised to this application.

#### b. Planning decisions. The following was noted:

<b>REFERENCE:</b>	<a href="#">3PL/2020/1470/LB</a>
<b>PROPOSAL:</b>	<b>Rebuilding of dwarf wall at front of property</b>

<b>LOCATION:</b>	<b>NEW BUCKENHAM: St Mary's Residential Care Home Market Place New Buckenham</b>
<b>Decision</b>	<b>Approved</b>

### **2021/137 Neighbourhood Plan**

Cllr Manning reported that the Basic Condition Statement had been returned by Breckland with some comments. These were currently being addressed.

### **2021/138 Amenities**

#### **a. Allotments**

- Vacancies

The current vacant plots had now been let - Allotment 12 to Michele Marsh and Allotment 15 to Tracey Wooldridge. In view of the current poor state of Allotment 15 it was agreed that the rental for the remainder of the Allotment year should be reduced to £5. Both of the new tenants had expressed concern at the amount of shading from the trees alongside Cuffer Lane. It was further agreed to ask Phil Anderson of BTS to quote for some thinning/crown reduction of those trees, as these had not been attended to for some years.

- Review of tenancy agreements

Councillors discussed various options for changes to the standard tenancy agreement and rules. Templates based on other allotment authorities appeared over-elaborate, and it was agreed that the current agreement would suffice, with the addition of a paragraph requiring that, when vacating an allotment, the tenant should leave it in the condition they found it.

#### **b. Cemetery**

- Review of cemetery rules

The main issue with the cemetery rules was that as spaces start to run out, it might be felt necessary to restrict burials or sales of exclusive right of burial to Villagers, or those with a strong connection to New Buckenham. However, Councillors agreed that such restrictions were unlikely to be helpful, and agreed to make no changes to the existing rules in that respect.

- c. **Market Place:** there was further discussion of options for replacement of existing litter bins on the Market Place and at the Play Area. In view of the potential cost, and the fact that it was only the lids that were broken, Cllr Highton agreed to look at the possibility of getting the lids

replaced or repaired. He had also identified a recycled plastic model which would be considerably cheaper than the timber products previously considered. It was agreed to return to this at the next meeting.

**d. Closed Churchyard**

- Boundary wall - The Cottage, Church Street

The Clerk was in continued correspondence with the agent for the landlord. On further investigation it appeared that the boundary wall may be subject to the Party Wall Act, as a result of which repairs would be the responsibility of the owner of The Cottage. Further clarification was being sought.

**e. Play area**

- Children's play equipment repairs and safety inspection

Cllr Crossman report that the Safety inspection had been carried out (report would be circulated to Councillors) This had identified a number of areas of work over the next few years, for which budgetary provision would be required. The repairs to the roundabout would be carried out in the week commencing 26<sup>th</sup> April 2021

- S106 funding: consideration of options for the installation of sensory play equipment

Councillors gave this further consideration and agreed to the purchase of the Bee Maze finger maze at a cost of £335+ vat and the provision of a post to locate the finger maze on.

**f. Cricket Pitch / Common**

- Maintenance of the moat

Issues had been raised recently regarding the proper maintenance of the moat given its wildlife conservation context. Cllr Bingham agreed to set up a meeting with Norfolk Wildlife Trust to agree the way forward.

**2021/139 Coronavirus update- Future meeting arrangements.**

The emergency legal provisions allowing for online meetings expired on 7<sup>th</sup> May 2021. The Council considered various options for the next meeting, scheduled for 11<sup>th</sup> May. The Village Hall auditorium would be available on that day, which would allow ample space to maintain social distancing for the Annual Parish Council meeting and for the Annual Parish Meeting (both of which now legally had to be held before the end of May. It was therefore

**Resolved:** to hold both meetings in the Village Hall on 11<sup>th</sup> May 2021 as follows:

- Annual Parish Council Meeting (including election of the Chair for 2021-22) - 7pm
- Annual Parish Meeting (Annual meeting of the electors of the Parish, chaired by the Parish Council Chair) 8pm

Cllr Karen Hobley Chair

DRAFT

**New Buckenham PC****11 May 2021 Item 7 (a)****New Buckenham PC - Bank Reconciliation March 2021**

	31/03/2021 Community Account		<b>7,475.83</b>
	31/03/2021 Base Rate Reward		<b>102,266.77</b>
Total B/fwd 1/4		£	<b>109,742.60</b>
Cashbook balance at 31/3/31		£	<b>109,742.60</b>
	Income April	interest March 2021	0.87
		Precept 2021-22 1st instalment	9662.50
		Allotment rental Marsh	15.00
		£	9,678.37
	less Expenses April		-£ 1,710.34
	add Cheques not cleared (error in STO to NPF		£ 1.87
	less receipts not credited		£ -
Total carried forward 1/5/21			<b>£117,712.50</b>
	Closing Bank Balances 30/4/21 Community Account		<b>15,444.86</b>
		Base Rate Reward	<b>102,267.64</b>
			<b>£117,712.50</b>

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 cheque if the payee's payment details are not known.

	Net	VAT	Gross expenditure
<b>11/05/2021</b>			
<b>Broadland Tree Services</b>	<b>1,264.96</b>	<b>253.00</b>	<b>1,517.96</b>
Grounds Maintenance March 2021 (blank)	632.48	126.50	758.98
Grounds Maintenance April 2021 (blank)	632.48	126.50	758.98
<b>EON</b>	<b>25.78</b>	<b>1.29</b>	<b>27.07</b>
Street lights electricity April 2021 DDR	25.78	1.29	27.07
<b>V Baker</b>	<b>65.00</b>	<b>0.00</b>	<b>65.00</b>
Closed churchyard gardening May 2021 OL/Chq	62.50	0.00	62.50
Closed churchyard gardening April (backdated increase) OL/Chq	2.50	0.00	2.50
<b>Norfolk Association of Local Councils</b>	<b>131.21</b>	<b>0.00</b>	<b>131.21</b>
Subscription 2021-22 OL/Chq	131.21	0.00	131.21
<b>28/05/2021</b>			
<b>Norfolk Pension fund</b>	<b>108.67</b>	<b>0.00</b>	<b>108.67</b>
May 2021 pension contributions STO	108.67	0.00	108.67
<b>T Wenman</b>	<b>318.32</b>	<b>0.00</b>	<b>318.32</b>
Clerk's Office Expenses contribution May2021 STO	35.00	0.00	35.00
Salary for May 2021 (net of tax and pension contribution) STO	283.32	0.00	283.32
<b>Grand Total</b>	<b>1,913.94</b>	<b>254.29</b>	<b>2,168.23</b>