

New Buckenham Parish Council

MINUTES OF THE ANNUAL GENERAL MEETING OF New Buckenham Parish Council held on Tuesday 10th May 2016 at 7.30pm in the Village Hall, Moat Lane

Present: Councillors Karen Hobleby (Chair), Andrew Bingham, Bella Chirodian, Don Crossman, Mary Dowson and Nigel Redfern

In Attendance: Mrs H A Clutten (Clerk), & Councillor Adrian Joel (Breckland Council)

Absent
(without apologies) None

Public: 23

The Chair welcomed everyone to the meeting

16/72 To elect a Chairman of the Council for 2016/17 and to sign a Declaration of Acceptance of Office:

Councillor Karen Hobleby was nominated and seconded as Chair of the Parish Council for 2016/17; there were no other nominations. **Council RESOLVED** to appoint Councillor Karen Hobleby as Chair of New Buckenham Parish for 2016/17; Councillor Hobleby signed a Declaration of Acceptance of Office.

16/73 To consider accepting apologies for absence:

Apologies for absence were received and accepted from Councillor Susan Felton for reasons know to the Council.

16/74 To approve the Minutes of the Council Meeting held on 12th April 2016:

The draft Minutes of the previous meeting had been circulated. **Council RESOLVED** to approve the Minutes as a true and accurate record of the meeting held on 12th April 2016. The Minutes were signed at the end of the meeting by the Chair, Karen Hobleby.

16/75 To receive reports of matters arising from those Minutes: for update and information only:

It was reported that there has been some tidying up done at Church Farm; it is thought that that the property is being prepared for occupation.

Councillor Redfern reported that the PCSO has been able to confirm that the 20MPH speed limit in the village is enforceable but that at the present time Norfolk Constabulary is not currently enforcing such limits.

Councillor Dowson had précised the draft April Parish Council Minutes and circulated these to the Parish Councillors; this was considered a successful exercise.

16/76 To record Declarations of Interest not covered by the Current Register of Interests:

None received.

As the Representative from Saffron Housing had not yet arrived, it was agreed to leave adjourning the meeting for public participation until later in the meeting.

16/77 To elect a Vice Chairman for 2016/17:

Councillor Andrew Bingham was proposed and seconded as Vice Chairman of the Parish Council for 2016/17; there were no other nominations. **Council RESOLVED** to appoint Councillor Andrew Bingham as Vice Chairman for 2016/17.

16/78 To confirm Councillors' Responsibilities for 2016/17

Council agreed the following Parish Councillors' Responsibilities for 2016/17:

- a) Allotments – Councillors Chirodian and Felton
- b) Cemetery - Councillors Chirodian and Felton
- c) SNAP – Councillor Redfern
- d) Street Lights – Councillor Redfern
- e) Village Hall Committee – Councillor Bingham
- f) Footpaths & Highways – Councillor Dowson
- g) Play Area – Councillor Crossman
- h) High Bailiff's Trust – Councillor Hobley
- i) Community Project Fund – Councillors Hobley, Bingham and Dowson plus 2 residents of New Buckenham
- j) Investment Committee – Councillors Hobley, Bingham and Crossman plus the Clerk
- k) Finance - Councillors Hobley and Bingham plus the Clerk
- l) Insertion of précised monthly PC Minutes in Parish News – Councillor Dowson

The appointment of a trustee to the Barber Trust was not due for renewal yet but Councillor Bingham, the present Parish Council Representative, said that he would like to stand down – to be discussed at the June Parish Council meeting.

16/79 Planning:

No new applications or decisions had been received from Breckland Council since the last Parish Council meeting.

The Council considered a letter from Dr Oxley reporting that there was strong support at the New Buckenham Society's AGM for some form of neighbourhood plan. Along with Dr Oxley, Mary Manning, Janet Trewin and Robert Cooper are interested in joining a team for such a project. Councillor Joel said that he was willing to be involved and that he can arrange for a visit from a Breckland Council Officer who is knowledgeable about Neighbourhood Plans.

The Council suggested that the group of interested residents should meet to look at the feasibility of such a project and what was involved – this to be reported to the June Parish Council meeting.

The Parish Council is willing to appoint a representative to the project group when more information is known.

16/80 Accounts:

(a) To receive a financial summary report from the Clerk:

A financial report had been circulated to the Councillors prior to the meeting. The Clerk was asked if the transparency funding had been received – this was confirmed.

(b) To approve payments to be made:

Council RESOLVED to authorise the following cheques drawn today, 10th May 2016:

Cheque No	Item	Vat £	Gross £
101831	Mrs H A Clutten expenses plus any additional hours less tax for May 2016	0.00	250.92
101832	T T Jones Electrical, Streetlights, repairs only	11.00	66.00
101833	Broadland Tree Services, monthly village grass cutting etc	92.10	552.60
	Total	£103.10	£869.52

Standing Orders/Direct Debits:

08.05.2016	Mrs H A Clutten, Basic Pay and Office Allowance less tax	0.00	238.74
11.05.2016	E-ON Street Lighting – May 2016 Energy	2.83	59.39

(c) To receive a report from Councillor Crossman about possible reinvestment of the Business Reward Account:

Councillor Crossman reported that he had made a number of enquiries but had found that as the Council's funds were regarded as 'Corporate Funds' the rates of interest were not as attractive as those given to private individuals; there are also strict guidelines for the investment of Parish Council funds. Therefore it had not been possible to find a suitable account to obtain a better return at the present time. Councillor Crossman said that he would recheck the position from time to time.

As Councillor Redfern was presently trying to contact Saffron Housing the Council agreed to take next the item regarding the dog bin instead of the Street Lighting Project.

16/81 To discuss the dog bin letter from Mr & Mrs Pearson:

One of the Councillors had inspected the position of the dog bin (on Mr & Mrs Pearson's land) and could not see a need to spend money moving it; also there was no indication why someone had asked Mr & Mrs Pearson to contact the Council to relocate it. To move the bin to the North side would need permission from Mr & Mrs Pearson – which they publicly gave at this evening's meeting.

There was a long discussion about this issue, finally it was agreed that Councillor Bingham should go and look at the condition of the bin, which is now quite old, and then report back to the next Parish Council meeting.

It was mentioned by Mr Stimpson that a small section of hedge would be applied for to be removed.

16/82 Councillor Redfern now reported that he had rang the evening telephone number for Saffron Housing but this number is only for the reporting of housing repairs and the member of staff he had spoken to did not have a telephone number for Sam Watts.

16/83 Update on Street Lighting Project – agreement of survey document:

There was general agreement to the new format of the survey document. There followed a long discussion on how the survey should be distributed and collected to ensure that as many completed forms as possible were obtained. The use of numbered forms was considered the best option rather than using residents' names and addresses; a note could be made of the number of each form left at each property.

The Council agreed that each person over 18 years of age at the same address in the village should be able to respond to the survey.

The following Councillors agreed to distribute and collect the surveys:

Councillors Redfern, Dowson, Chirodian, Bingham and Crossman.

16/84 To discuss the letter received from Janet Trewin:

The letter had been addressed to the Clerk and she had replied to some of the points relating to herself. The Chair apologised about the confusion over the electoral roll issue. The Chair then read out the reply that the Clerk had already sent.

Janet Trewin was asked if she was satisfied with the response but she said that she had been more concerned about the way the Parish Councillors had treated members of the public at recent Parish Council meetings. Councillor Chirodian apologised for any offence that she might have caused.

16/85 To confirm Council's pension arrangements as required by the Pensions Act of 2008:

The Clerk explained that next year the Council would have to be responsible for automatically enrolling its employees in a pension scheme due to a piece of legislation which would soon be extended to cover small employers.

Council RESOLVED that from 1st January 2017 it would automatically enrol its employees in the Local Government Pension Scheme.

The Council acknowledged that the present Clerk had no wish to be enrolled in the Local Government Pension Scheme.

16/86 To adjourn the meeting to allow public participation including:

(a) Parishioners' Comments & Questions:

Comments/Issues Raised:

Why should public money be used to pay for the dog bin to be moved?

The excellent resources of the Prince's Trust to support the compilation of Neighbourhood Plans

Potholes in Boosey's Walk and the Market Place

Discontent that Saffron Housing had not attended the meeting as promised

(b) District Councillor's Report:

Councillor Joel congratulated Councillor Hobley on her reappointment as Chair of the Parish Council.

Residents in Breckland will have by now received a brand new publication which is being launched to keep them informed about the changes Breckland Council is making to its services, how they are delivered, and how people can access them. The publication is called Transforming Breckland, and was sent to all households in the district last month; it contains news and information about Breckland's services, key projects, and the support that the District Council provides for residents. Breckland is currently trying to make its services more accessible to residents through its new website.

The Local Plan is moving forward and the next step is to look at the revised site-specific possible developments; this document will be out for consultation in July 2016. A Pre-Submission Local Plan document will be out for consultation in autumn 2016.

(c) Parish Councillor Reports:

Councillor Crossman confirmed that the car park on the Common was now finished; the Clerk handed the April 2016 dated cheque to Phil Anderson of Broadland Tree Services who was present at this evening's meeting.

There was a report of dog mess on the cricket pitch and in the toddler play area as well as other areas on the Common. Councillor Chirodian offered to insert an article about this in the Parish News and will also look into what the Parish Council can do to improve the current situation eg signage etc.

Councillor Hobley asked if Norfolk County Council could be asked to add some information to the Tas Valley tourist sign – Clerk to action. Also, that she had managed to circulate information about the dog poisoning on the Common which has now been reported to both the Police and Norfolk Wildlife.

Councillor Chirodian reported on the progress with the new equipment for the Play Area. It is possible that some money is remaining from the original fundraising – to be checked with Mrs Anderson. Clerk to let Councillor Chirodian know what the proposed budget was for the Play Area improvements. Councillor Joel reminded the Council about the Breckland grants for such projects. Councillor Chirodian will now cost the project including the cost of installation and safety surfacing and then report back to the Council.

There was discussion about a possible lock on the gates of the toddler area – Councillors Crossman agreed to investigate this.

Councillor Bingham reported that there was still a problem with flooding in front of the Alms Houses which is affecting the listed wall. This has been reported to NCC on a number of occasions – Clerk agreed to report again. Also the footpath on Norwich Road, outside Beech House, is very bad – also to be reported to NCC.

Councillor Joel reported that some work is to be done to resurface the road at Dam Brigg and suggested that the Parish Council asked for this to be extended towards New Buckenham.

There are some branches overhanging the cricket pitch – Phil Anderson has sent a quotation for trimming the trees – to be discussed at the next Parish Council meeting.

The Chair had received a letter from Mr Sampson asking to be considered for the vacant allotment.

Council meeting resumed.

16/87 To receive items of correspondence:

Only one item of correspondence had been received by post, Councils and Clerks Direct – it was agreed to carry this forward to next month's correspondence folder.

16/88 To receive items for the next agenda:

Saffron Housing – Councillor Bingham to contact, possibly a Parish Meeting might be arranged.
Play Area Improvements
Parish Council Noticeboard
Street Lighting Survey - update
Trees in Churchyard & on the Common
Purchase of a computer
Dog Bin
Overhanging trees on the Cricket Pitch
Appointment of a Trustee for the Barber Trust
Defibrillator

16/89 To confirm the date of the next Parish Council Meeting as 14th June 2016

Confirmed.

16/90 A proposal to exclude the press and public from the meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed (Public Bodies (Admission to Meetings) Act 1960 s1):

Council RESOLVED to exclude the press and public from the meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed (Public Bodies (Admission to Meetings) Act 1960 s1).

16/91 To discuss the arrangements for appointing a new Clerk to the Council:

The Chair read out the resignation letter of the current Clerk who intended to leave in November 2016; her last working day will be 30th November 2016.

There was a long discussion about where to advertise, what should be contained in the advertisement, how the candidates should be short-listed and to whom the applications should be addressed. Also, there was a possibility of sharing a Clerk with Old Buckenham Parish Council as it currently had a vacancy for a Clerk.

Council RESOLVED that details of the advertisement for a new Clerk should be put on the websites of Norfolk ALC and SLCC; also that an advertisement should be inserted in the Eastern Daily Press – Clerk to use her spending power to arrange this.

It was agreed that Councillor Redfern should write the advertisement in consultation with the other Councillors – Clerk to forward to him details of the pay scale. It was also agreed that the application should initially go to the Chair.

Council RESOLVED that due to the Clerk's increased workload over the years and the additional work which would be needed to update a new Parish Council Website each month, that the working hours of the position should be increased to 7 hours per week.

There being no further business the meeting closed at 10.05pm.

Signed by Karen Hopley, Chair, 14th June 2016