**NEW BUCKENHAM PARISH COUNCIL**

Minutes of a meeting of New Buckenham Parish Council held at New Buckenham Village Hall on Tuesday 11th April, 2023

**Present**: Karen Hobley (KH Chair) Andrew Bingham (AB Vice-Chair) Mary Dowson (MD), Mary Manning (MM), Andrew Nettleton (AN), Steve Highton (SH), Don Crossman (DC)

**Also in attendance**: Barbara Cattermole, Charles Oxley, Angela Thornton (AT) - mins. Steve Askew (SA) District and County Councillor joined the meeting part way through.

**2324/1 Apologies for Absence:** MD left at 7:30pm to attend another meeting.

**2324/2 Minutes**: The minutes of the Parish Council meeting held on 14th March 2023 were confirmed as a true record.

**2324/3 Matters Arising**:

1. Village Gateway – A basic model will cost 2.5k. Norfolk County Council (NCC) are offering 50% subject to application. SA has offered to contribute leaving NBPC to pay the remainder. NCC will arrange contractors etc. **ACTION AB** to bring final costings and designs to NBPC to enable funding from various sources to be applied for.
2. Defibrillator – Terms and Conditions have been checked. Acceptance sent awaiting receipt of funds. **ACTION KH** to confirm choice and clerk will order on receipt of funds.
3. County Broadband (CB) Wayleave Agreement – With solicitors, ongoing.
4. Establishment of community woodland working group – AB and working group met and completed village walk 26.03.23 to assess potential sites for woodland. **ACTION AB** and working group to investigate identified potential sites and bring proposal with costings to NBPC.
5. Establishment of electric car charging point. AT has submitted expression of interest to NCC, awaiting feedback.
6. Litter picking – DC looking to see if we had the equipment. **ACTION DC**
7. Coronation Plaque – KH, ongoing.
8. Churchyard Foliage and Flowers – £150 approved for shrubs, ongoing.

**2324/4 Declarations of Interest**: - None were declared.

**2324/5 Public Participation**:

1. District and County Councillor Report – previously circulated. KH will offer copies to parishioners in May Parish News.
2. Chair and Parish Councillor Reports - KH presented a resident’s objection to changes to the 37A bus route and his request that the Parish Council supports his objections. Parish Councillors agreed to support this objection **ACTION AT** to send NBPC objection to NCC.

KH further reported that the Parish Council elections are uncontested with 6 nominations for 7 places. The co-option process for a 7th councillor will be started in the next meeting.

AB - Updated on the Cuffer Lane Planning Approval, explaining that whilst NBPC is considering a judicial review, the District Council cannot answer any emails / letters on the subject. **ACTION** **AB** is taking legal advice on the viability of taking this to judicial review.

1. Parishioners’ Comments & Questions:

Resident has had to have a tree removed as instructed by planning, resulting in street light outside his home shining into bedroom. He asked if the light could be turned off at 1am, this would also reduce energy usage .**ACTION AT** to check timings of streetlights and availability and costings of fitting a shield.

Barbara Cattermole explained that the stile at footpath 2 is not very user friendly, it is not marked on maps and is thought to have been installed by a member of the public. **ACTION AT** to establish who landowner is and explore the replacement of the stile with a gate.

**2324/6 Financial Matters:**

1. Bank reconciliation for March was accepted.
2. There were no new Community Project Group recommendation of funds. Old Buckenham Primary School Library Refurbishment is ongoing.
3. Payments for April 2023 (below) were approved:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Payment Approved Date | Invoice Date | Payment ref. | Payee | ITEM | FOLIO | Gross expenditure | VAT | VAT No | Net |
| 11/04/23 | 30/03/23 | Online payment | NBVH | Jan - March Hall rental | 1 | 47.00 | 0 |  | 47.00 |
| 11/04/23 | 30/03/23 | Online payment | MPT Healthcare | CCS Driver medical | 2 | 142.00 | 0 |  | 142.00 |
| 11/04/23 | 28/04/23 | Online payment | A Thornton | Clerk & RFO April salary | 3 | 568.91 | 0 |  | 568.91 |
| 11/04/23 | 29/04/23 | Online payment | NCC | Clerk & RFO April pension | 4 | 166.66 | 0 |  | 166.66 |
| 11/03/23 | Mar-23 | Online payment | A Thornton | Clerk & RFO Mileage resubmitted as not paid in March 2023 | 5 | 27.00 | 0 |  | 27.00 |
| 11/4/23 | 5/4/23 | Direct Debit | N Power | Street Lights electric | 6 | 29.49 | 1.40 |  | 28.09 |
| 11/04/23 | 20/03/23 | Online payment | Lakenham Creamery | Coronation Ice cream | 7 | 102.20 | 14.7 | 595259102 | 87.5 |

 1083.26 16.10 1067.16

Additional payment requested at the meeting:

11/4/23 03/04/23 Online A Thornton Printer ink 8 18.99 3.17 15.82 11/4/23 16/3/23 Online TT Jones Street Lights 9 25.25 4.21 21.04 **New Totals 1127.50 23.48 1104.02** 1

d. Financial Regulations and Standing Orders were reviewed and approved subject to FR 2.5 which was changed from USB stick to cloud based. **ACTION AT** to change wording and publish on Website.

**2324/7 Planning**: The below planning applications were considered.

1. Ref No: 3NM/2023/0035/NMA No objections
2. Ref No 3PL/2023/0084/LB No objections

Concern was expressed re new front door on a residence in the village as no listed building consent has been submitted. DC to approach homeowners.

**2324/8Amenities**: To consider any issues raised regarding the following:

**a. Grounds Maintenance:** Contract now with Broadland Trees who are employing local gardeners.

**b. Closed Churchyard –** Parochial Church Council will be applying for a faculty to increase the provision for Ash Burials. **ACTION** site meeting to be arranged to agree location and requirements.

**c. Cemetery:** It was clarified that the PC put the bins out and they are emptied routinely.

**d. Allotments:** All are currently occupied. 3 people on the waiting list.

**e. Play Area/ cricket pitch:** Broken post on rope walk is to be repaired. **ACTION** **DC** to order post and arrange repair.

**f. Public Footpaths:** nothing more at this meeting.

**2324/9 Correspondence** Request to change October 2023 meeting date as clerk unavailable. Agreed to ask S Hobley to take mins and date remain the same. **ACTION** **KH** will ask S Hobley if she will be available to take mins.

**2324/10 Key Documents Reviewed.** The Risk Assessment (RA) plan was approved. **ACTION** **AT** to upload approved RS Plan to NBPC website.

**2324/11 Correspondence:** To note any correspondence received and not covered elsewhere on the agenda - none

**2324/12 Key Documents:**

1. AT has started to update the Risk Management Plan.

The Chair thanked those in attendance and asked all to stay to the Annual Parish Meeting.

NBPC Meeting closed at 8pm

**The next meeting of the Parish Council will take on Tuesday 9th May 7.30pm.**