

New Buckenham Parish Council

Minutes of the meeting held on Tuesday 10th January 2017 at 7.30pm in the Village Hall, Moat Lane.

Present: Karen Hobley (Chair) Trevor Wenman (Clerk)
 Bella Chirodian Julie King (Locum Clerk)
 Don Crossman
 Mary Dowson
 Mary Manning
 Steve Highton

Members of the public – eight including Adrian Joel, District Councillor and Steve Askew, County Councillor

- 17/1** The Chair welcomed everyone to the meeting and introduced Trevor Wenman as the new Parish Clerk.
- 17/2** **Apologies**
It was resolved to accept apologies from Andrew Bingham – away.
- 17/3** **Minutes of the Meeting Held on 13th December 2016**
These were agreed as a true record of proceedings with no amendments.
- 17/4** **Matters Arising from the Previous Minutes (for update and information only)**
Pot holes in Market Place – some of the holes had been filled, Highways would be approached regarding the remainder.
- Tas Valley Sign – Don would be removing the redundant sign the following day.
- Parking Outside St Mary's – The Chair still had had no response from the PCSO. It was recognised that there were occasions when the area became very congested and concern was expressed regarding access for an ambulance. Questions were asked about the possibility of yellow lines, Karen explained that this had been investigated a number of years ago and wasn't allowed due to it being within a conservation area. It was agreed that Karen Hobley would have one final attempt at making contact via e-mail and if that was unsuccessful Bella Chirodian would try phoning during the day.
- Laptop – The Locum Clerk confirmed that the invoice had included software, but that the 'key' for the software had yet to be located.
- 17/5** **Declaration of Interest for Items on the Agenda**
Don Crossman declared an interest in item 17/8c as he is a member of the Village Hall Management Committee.
- 17/6** **Co-option of a Councillor**
There had been one application, **it was agreed to co-opt Steve Highton**, Steve duly signed the Declaration of Acceptance of Office.

17/7

Public Participation

a. Parishioners' Comments and Questions

A Parishioner raised concern regarding speeding and 'rat-running' through the village as well as the problem of large lorries, Karen Hobley confirmed that the Parish Council were seeking support from the PCSO.

The Parish Council was thanked for the festive refreshments laid on at the end of the previous meeting.

It was noted that the new edition of bi-annual Villager Directory had been published and distributed, copies were also available in the shop.

b. District Council Report

Adrian Joel said that Breckland Council was switching to one main customer contact number – 01362 656870. This would have simple touch-tone options to make it quicker and more convenient for customers to contact the Council. In addition the Council aimed to work more efficiently by making better use of Officer time and Council resources.

Adrian also said that residents and businesses were being invited to have their say on Breckland Council's draft budget for 2017/18. The consultation would run until 22nd January and details of how to respond were on the website – www.breckland.gov.uk. Adrian explained that there would be a reduction in the Government settlement for 2017/18 of 25%, further reductions would be made and by 2020 there would be no settlement. Breckland were planning for this by investing in revenue raising projects such as renewable energy, a cinema, hotel and shops along with house building.

Finally he said that he had been asked to look into whether, according to Breckland Planning Policy, mobile phone masts could be erected on churches. He confirmed that current policy did not preclude the use of churches.

c. Parish Councillor Reports

Mary Dowson confirmed that she would start doing a precis of the Minutes for the Parish News again.

17/8

Planning

a. Planning Application 3PL/2016/1426/LB

8 Booseys Walk – Repairs and alterations to existing semi-detached house.

It was noted that this was a very simple 'making good' and would improve the property.

It was agreed that the Council had 'no objections'.

b. Planning Application 3PL/2016/1353/LB

St Marys Cottage, Market Place – In-fil internal door access between care home and cottage.

It was noted that this would reinstate a wall.

It was agreed that the Council had 'no objections'.

c. Prior Approval Application 3BT/2016/003/BTM

Mary Dowson and Bella Chirodian had asked for this item to be revisited as some of the information shared at the previous meeting had been found to be not current Breckland policy. The policy quoted, regarding the siting of mobile phone masts on churches, was part of the proposed but unadopted Local Plan and as such it was the Planning Officer's opinion that it held very little weight in the determination process. The current policy had been circulated and did not preclude putting a mast in a conservation and on a listed building. Councillors felt that the shared information could have misled Councillors in their voting and that it was important that they made the decision having understood current Breckland planning policy.

Councillors were disappointed that there had not been an opportunity for a bigger strategic decision, that may have allowed the village to consider other possible sites for a mobile phone mast and that when asked, Waldon had refused to extend their pre-application consultation period. However it was understood that the Council was being asked to consider this application as it stood.

The benefit of the mast was understood and all agreed that it would provide a much needed mobile phone signal in the area.

Concern was expressed that this application would see the erection of a 15m high mast, right on the edge of a conservation village in the vicinity of medieval buildings and that there would not be adequate screening.

Don Crossman explained that the offer had come to the Village Hall Trust, it had been fully considered and discussed and that the Trust had voted to support it. There was no indication that Waldon would consider erecting the mast on the Church.

It was agreed that the Council would 'support' the planning application, three in favour, two against, Don Crossman abstained from voting.

d. Decisions taken by Breckland District Council

Castle Hill House – removal of UPVC conservatory and erection of new garden room. Approval with conditions

e. Breckland Local Plan Update

Adrian Joel spoke of a meeting planned for 3rd February which would consider the responses to the draft Local Plan. He invited Councillors to attend but promised to represent their views. Officers were recommending the removal of New Buckenham's development boundary and if agreed this would limit the number of possible applications for new properties in New Buckenham to around five. Adrian would circulate details of the meeting once they were agreed.

Following the meeting there would be a further consultation period during April and May, which would seek views on the accuracy of the Local Plan.

Capita's Satisfaction Survey

It was noted that Capita was the appointed partner to Breckland Council to provide its Town Planning and Building Control Service. A satisfaction survey had been received, Councillors felt that they didn't have anything to contribute and **it was agreed not to respond.**

Church Farm House

Adrian Joel reported that a resolution was being sought regarding this derelict property and that he hoped to have more information for the next meeting.

County Council Report

Steve Askew had joined the meeting and was invited to speak.

He asked if there were any issues that needed his support. The unfinished pot-hole filling on Boosys Walk and further pot holes on Chapel Street and Church Street were mentioned and he agreed to follow up.

Steve asked whether the Council had put in an application for the Parish Partnership Scheme, explaining that it was a scheme that supported Highway projects with 50% funding. It was noted that an application had not been submitted this year but consideration could be given to future years. Steve agreed to circulate information on the scheme, it was unclear if this may assist with the replacing of the street lights.

17/9 Mobile Phone Mast

a. Signing of the Lease Agreement with Cornerstone Telecommunications Infrastructure Limited (CTIL)

A draft lease had been circulated. It was noted that it had not been finalised and that the Village Hall Trustees were reviewing the text and might make some minor changes.

Concern was expressed that Section 10 laid out the termination terms for the tenant (3 months) but there did not appear to be any termination terms for the landowner. Don Crossman agreed to raise the issue with the Village Hall Trust's legal advisers.

It was also noted that the title deeds were lodged with the address of an ex-clerk which would need to be changed.

It was anticipated that a revised lease would be presented the following month.

It was noted that the Lease would need to be signed by the Chair plus one other Councillor – a slight variation on what was agreed at the last meeting, it was **agreed that Karen Hobley and Mary Dowson would sign the lease.**

17/10 Finance

a. Financial Report

The financial report had been circulated and was noted.

b. Payments

The Council resolved to authorise the following payments:

Chq no.	Item	VAT	Gross
101868	New Buckenham Village Hall Trust	0	£52.00
101869	Broadland Tree Services	£36.00	£216.00
101870	Norfolk Parish Training & Support	0	£547.50
101871	TT Jones Electrical Ltd	16.24	£97.43
	Total	£52.24	£912.93

The following payments were noted:

SOs/DDRs

01/01/2017	Anglian Water	0	£81.80
08/01/2017	E-ON, electricity for street lights – Jan 2017	£3.39	£71.26

c. Budget 2017/18

An updated budget had been circulated.

Discussions took place regarding a number of budget headings and the earmarked reserves. **The budget was agreed without alteration, which resulted in a precept of £17,566 and a Band D cost of £96.30.**

d. Bank Mandate

It was noted that the account signatories were Karen Hopley, Andrew Bingham and an ex-councillor. **It was agreed to remove the ex-councillor and add Don Crossman along with changing the correspondence address to that of the new Clerk.**

17/11 Neighbourhood Plan

a. Terms of Reference

These had been updated to include comments previously made and recirculated. Those who had made suggestions were thanked for their input.

It was agreed to adopt the Terms of Reference.

b. Communications Strategy

This had been updated to include comments previously made and recirculated.

A question was asked regarding the use of emails as a way of communicating with interested parties. It was explained that this document dealt with the high level strategy and that the next stage would be to define a process. This would be submitted to the Parish Council once it had been developed.

It was agreed to adopt the Communications Strategy.

c. Working Party Minutes – 17th December 2016

These had been circulated and were noted.

d. Further Update

The Application Statement had been submitted to Breckland Council, thanks were given to all concerned for their work on this. Adrian Joel confirmed that the statement would, in time, be published on the District Council website.

17/12 Footpaths

Bella Chirodian reported that the bridge from the field near Tanning Lane to The Common had been repaired including the use of chicken wire to prevent it from becoming slippery. It was noted that the bridge that crossed the brook on The Common was 'rickety', Bella would inform Highways.

17/13 Street Lighting

Don Crossman reported that he had met with Bella Chirodian and Mary Dowson, they had spent some time looking at the lanterns available and were recommending that a lantern suggested by TT Jones Electrical – Urbis Axia-2 16 LED with NEMA – be used. Based on the quote from TT Jones Electrical the cost to renew all the streetlights was likely to be in the region of £5,000. It was noted that a further two quotes would be required, Don agreed to seek these.

17/14 Allotments

It was noted that there were two outstanding payments, Bella Chirodian agreed to chase these.

Bella reported that she had turned off the water at the site. As a result of reports at the last meeting that someone was taking water, Bella had placed a note in the Parish News and erected notices at the allotment and the cemetery, those responsible had been identified and it was no longer occurring.

17/15 Churchyard

a. Quinquennial Inspection

The Church's architect had undertaken the Quinquennial Inspection and the Fabric Officer had forwarded the section that related to the Churchyard.

The suggested work was divided into those recommendations that required attention in the next 18-24 months (C), those that should be done within the Quinquennial period (5 years) (D) and those which were routine maintenance (M).

It was agreed that Bella Chirodian, with the assistance with the Fabric Officer, would pick out the 'C' items from the report to produce a tender document. Three quotes would then be obtained from suitable builders and suggestions were made.

In addition it was suggested that a working party may be able to tackle some of the 'routine maintenance' jobs. A request for volunteers would be published in the Parish News and if sufficient support was forthcoming a date would be organised. Christopher Pearson the Fabric Officer advised that it was better to kill the ivy growing on the church wall rather than pull it off and offered to do

the section on the east end of the churchyard.

b. Lopping/Felling of Trees

The Fabric Officer had confirmed that the necessary faculty had been received allowing the quoted work to go ahead and had supplied the 'Certificate of Practical Completion of Works'. It was noted that the contractor was required to be given a copy of the faculty before the work was commenced, the Fabric Officer would try to locate it. It was noted that the contractor might have already been given a copy and Bella Chirodian offered to check.

c. Railings – East End

It was noted that this work had already been agreed by the Council and that a quote had been obtained from Phil Anderson. Bella Chirodian agreed to ask for a copy of the quote.

17/16

Cemetery

Management of Memorials Policy

A draft policy had been circulated. It was noted that the Council would need to consider how it would deal with the costs where the families couldn't or wouldn't pay or could not be found.

It was agreed to adopt the policy.

At a future meeting, consideration would be given to asking a contractor to carry out an inspection.

17/17

Project Fund

a. Spending of Capital Receipts

It was noted that as the fund was made up of capital receipts (the sale of the Town Houses), it could only be spent on capital projects, however the interest on the money did not have the same restrictions.

It was agreed that the Clerk would carry out an analysis of the capital spent to date and the interest earned to give an understanding of money available for both revenue and capital projects.

b. New Applications

None. It was noted that the deadline for the next quarterly round of applications was 31st March.

17/18

Noticeboard

It was noted that permission had been obtained from the High Bailiffs. Paving and installation would be considered once the noticeboard had been made.

17/19

Play Area

a. Play Area Improvements

All outstanding questions on the application had been answered. It was understood that it would be going before Breckland's preliminary hearing Strategy Board on 16th January then to cabinet in February.

b. Play Area Maintenance

It was anticipated that the work to the 2m long log, to be undertaken by Playdale, would be carried out by the end of January.

It was agreed that consideration should be given to establishing a working party to undertake some of the maintenance work required such as removal of mud from the mats.

It was understood that Phil Anderson had quoted for the pressure washing of the equipment, Bella Chirodian agreed to ask Phil for a copy of the quote.

Don Crossman would be looking at the 'crush sheer point' on the gate.

17/20 Defibrillator

Bella Chirodian had undertaken some research with the aim answering some of the questions posed at the last meeting. She had collated her findings and **it was agreed to circulate in the 'Correspondence Folder' with a view to making a decision at the next meeting.**

17/21 Policies

a. Data Protection Policy

The Locum Clerk had reviewed the policy, made suggested changes and recirculated. It was understood that the Neighbourhood Plan Working Group would adopt the policy once agreed.

It was agreed to adopt the policy as circulated.

b. Equalities Policy

The Locum Clerk had reviewed the policy, made suggested changes and recirculated.

It was agreed to adopt the policy as circulated.

17/22 Parish Council Website

It was noted that the Parish Council currently had a page on the village website and that the administrator of that site kindly updated as necessary.

It was recognised that to comply with the Transparency Code for Smaller Authorities a dedicated website that could be updated by the Clerk was really necessary and that the Parish Council had already received funding to set one up via the Transparency Fund.

In addition a Parish Council website would allow the Neighbourhood Planning Group to have a page/s to communicate their work.

It was agreed that the Clerk would look into the options available and submit a report for consideration at the next meeting.

17/23 Correspondence

Correspondence for circulation:

- paper on answers to questions regarding the defibrillator

- planning decision, Castle Hill House – removal of UPVC conservatory and erection of new garden room.

The Locum Clerk asked about the Council's policy for donation requests. It was noted that the Council supported the Royal British Legion but otherwise only supported village charities or organisations.

17/24 Next Meeting – 14th February 2017

The date of the next meeting was confirmed.

Items for the next agenda:

Membership of the Society of Local Council Clerks

Employment Contract for the Clerk

Responsibilities of Councillors

Review of the Agenda (maybe to include provision for an indication as to who would be speaking to each item)

Pensions Policy

There being no further business, the meeting closed.

DRAFT