**NEW BUCKENHAM PARISH COUNCIL (NBPC)**  
**Minutes of the Meeting held at New Buckenham Village Hall on Tuesday 8th July 2025**

**Present:**  
Andrew Bingham (AB - Chair), Paul Martin (PM), Karen Hobley (KH), Mary Dowson (MD), Mary Manning (MM).

**Apologies:**  
Steve Highton (SH), Don Crossman (DC), Steve Askew (District Councillor).

**Also in attendance:**  
Angela Thornton (AT - Clerk), and 3 members of the public.

**2526/38 Apologies for Absence**

Apologies were received from Don Crossman, Steve Highton, and District Councillor Steve Askew.

**2526/39 Approval of Minutes**

The minutes of the meeting held on 10th June 2025 were approved.

**2526/40 Declarations of Interest**

No new declarations of interest were made.

**2526/41 Matters Arising from June Minutes**

1. **Moat Lane:** After investigation via Land Registry, it was concluded that NBPC does not own or have responsibility for the moat along Moat Lane. This project will not be pursued by NBPC at this time.
2. **Sale of Land Behind Village Hall:** The owner of the land (Grade 3 agricultural arable) behind the Village Hall has had an offer. NBPC has expressed interest to the purchaser in buying or leasing part of this land to create a community woodland.

**2526/42 Public Participation**

* **Patrick Winser** informed the Council of the passing of his mother, Rosemary Winser, and thanked the Parish Council for its work during his parents' lifetimes. NBPC expressed sympathy to the Winser family.
* **Alice Cattermole** reported on Speed Watch and highlighted that the Police suggested that the Parish Council request from Highways a "Children Play Area" sign on Wymondham Road, as vehicles are still approaching this 20mph area with speeds recorded up to 47mph. It was also suggested that the 20mph sign be replaced with a flashing sign depicting actual vehicle speeds. ACTION AB AT

**2526/43 District Councillor's Report**

No updates were provided at this meeting.

**2526/44 Chair and Parish Councillors' Reports**

* **PM** clarified that following the last meeting, the Clerk submitted concerns regarding the felling of multiple trees at a property in New Buckenham. An investigation by Breckland Council is underway.
* **AB** informed the Council that the Inn on the Green's replacement windows have been investigated, and Planning Enforcement is taking no further action.
* **KH** mentioned that the Village Noticeboard requires some attention. ACTION AB
* **MM** reminded everyone to complete the Devolution survey on an individual basis.

**2526/45 Financial Matters**

a. **Bank Reconciliation for June**: The bank reconciliation for June was noted.  
b. **Community Project Fund**:

* **Grant for Church Entrance Ramp**: A grant request for £315 for an entrance ramp to the Church was proposed by KH and seconded by PM. All present approved. ACTION AT
* **Additional Member Needed for Project Fund Group**: KH to write an article for the Parish News. ACTION KH
* **Football Club Grant**: The recently awarded grant for the football club has been partially spent (on goalposts). A proposal to change equipment for the remaining funds will be circulated for approval.
* **Village Hall Theatre Lighting**: A £5,000 contribution towards the Village Hall Theatre Lighting project was approved, subject to satisfactory viewing of the NBVH accounts. This has been verified, and payment will be processed in July.

c. **Payments for July and August 2025**: The following payments were approved for processing: ACTION AT AB

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Payment Approved Date** | **Invoice Date** | **Payment reference** | **Payee** | **ITEM** | **Gross expenditure** | **VAT** | **Net** |
| 08/07/2025 | 16/06/2025 | Online payment | St Johns | Defibrillator Batteries | 90.00 | 15.00 | 75.00 |
| 08/07/2025 | July | Online payment | A Thornton | Clerks July Salary | 578.59 |  | 578.59 |
| 08/07/2025 | July | Online payment | NCC | Clerks July Pension | 171.36 |  | 171.36 |
| 08/07/2025 | 10/07/2025 | Online payment | Broadland Trees | June Maintenance | 1230.00 | 205.00 | 1025.00 |
| 08/07/2025 | 15/08/2025 | Online payment | Clear Councils | Annual insurance | 697.28 | 69.35 | 627.93 |
| 08/7/2025 | July | Online Payment | NBVH | Grant towards Theatre Lights | 5000.00 | 0 | 5000.00 |
| **July Total** |  |  |  |  | **7767.23** | **289.35** | **7477.88** |
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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Payment Approved Date** | **Invoice Date** | **Payment reference** | **Payee** | **ITEM** | **Gross expenditure** | **VAT** | **Net** |
| 08/07/2025 | August | Online payment | Broadland Trees | July Maintenance | 1230 | 205 | 1025 |
| 08/07/2025 | August | Online payment | A Thornton | Clerks August Salary | 578.59 |  | 578.59 |
| 08/07/2025 | August | Online payment | NCC | Clerks August Pension | 171.36 |  | 171.36 |
| 08/07/2025 | 08/07/2025 | Online payment | A Thornton | Clerks mileage Apr-July | 49.5 |  | 49.5 |
| 08/07/2025 | 01/07/2025 | Online payment | A Thornton | Printer ink | 19.94 | 3.98 | 15.96 |
| **August Total** |  |  |  |  | **2049.39** | **208.98** | **1840.41** |

**526/46 Planning Applications**

No planning applications were considered at this meeting.

**2526/47 NBPC Amenities Update**

* **Grounds Maintenance:** Re-tendering will take place in October. ACTION AT
* **Closed Churchyard:** Volunteers will work on flowerbeds. ACTION MM
* **Cemetery:** No discussion at this meeting.
* **Allotments:** All allotments are let.
* **Play Area/Cricket Pitch:**
  + A fence on the zipline side of the toddler play area needs repair. ACTION AB
  + A heap of soil left after the container move near the Cricket Club pavilion needs to be cleared. ACTION AB
* **Public Footpaths:** Footpath 1 is closed until 2026. No changes to the Footpath off Castle Walk.
* **Community Car Scheme:** The scheme is still in use, and a new driver has been recruited (DBS check pending). ACTION AC
* **Street Lights:** No updates.
* **Defibrillator:** New pads have been purchased and replaced. It was confirmed that a 999 call triggers the availability status on the circuit, whether the defibrillator is used or not.

**2526/48 Key Documents for Review**

No key documents were reviewed at this meeting.

**2526/49 Correspondence**

1. **SNAP Meeting**: Scheduled for 10th July, information forwarded to MD. AT will attend and assess. ACTION AT
2. **Village Hall Trust Nominee**: New Buckenham Village Hall has requested a NBPC nominee on the Trust for a further 12 months. AB is happy to continue in this role, and all present approved. ACTION AT

**The meeting closed at 20:54.**

**Next meeting:** Scheduled for 9th September but now cancelled. An extraordinary meeting has been called for 12th August at 3:30 pm