

## NEW BUCKENHAM PARISH COUNCIL

**Minutes** of a meeting of New Buckenham Parish Council held at New Buckenham Village Hall on Tuesday 8<sup>th</sup> June 2021 7.30-9.20pm

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

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

**2122/11 Apologies for absence:** County & District Cllr Steve Askew

**2122/12 Minutes:**

a. **Parish Council Annual Meeting – 7 pm 11<sup>th</sup> May 2021**

**Resolved:** that the minutes of the Annual Parish Council Meeting be confirmed as a correct record.

b. **Annual Parish Meeting 8pm 11<sup>th</sup> May 2021** Councillors noted the draft minutes of the Annual Parish Meeting, which would be presented for approval to the next Annual Parish meeting in 2022.

**2122/13 Matters Arising from both meetings:**

a. **Litter Bins** Cllr Highton had inspected the bins at the play area and concluded that no further action was required. Regarding the two bins on the Market Place, he estimated between £100 to £200 for them to be repaired and repainted and would obtain quotations.

b. **County Broadband.** Cllr Nettleton had been making enquiries as to the Company's intentions regarding new telecoms infrastructure in the village. A response was awaited.

c. **Cricket Club.** The Clerk had yet to contact the Cricket Club regarding their policies.

d. **The Cottage, Church Street.** The Clerk had heard nothing further from the managing agents but would chase them.

e. **Hedge next to the Bus Stop – Market Place.** No progress yet on identifying those responsible for the hedge.

f. **Trees on the allotments.** The Clerk had met with Phil Anderson, who would provide a quote for thinning out the trees on the western boundary of the allotments.

g. **Common/Moat** A meeting with Norfolk Wildlife Trust was imminent.

**2122/14 Declarations of Interest:** There were none.

**2122/15 Public Participation**

**Resolved:** That the meeting be suspended to allow public participation as follows:

a. **County/District Councillor.** Cllr Askew had given his apologies but emphasised that he was always available if any issues arose.

b. **Parish Councillor reports**

i. Cllr Crossman reported that the play area would be pressure washed on 21<sup>st</sup> June.

ii. Cllr Manning referred to a recent accident in the village when a vehicle had left the road and caused some damage to a building

- apparently due to excessive speed. There was some discussion as to the possibility of further traffic calming measures.
- iii. Cllr Dowson referred to the need to investigate a formal communications policy.
  - iv. Cllr Highton expressed concern at changes to the planning application for the Inn on the Green which the Council had not been aware of when considering the application. The Clerk was asked to write to the Planning department to query the apparent lack of consultation.
- c. Public Comments:
- i. Barbara Cattermole drew attention to some issues with blocked public footpaths in or adjacent to the village. The Clerk undertook to put a standing item on future agendas to enable footpaths to be kept under discussion.
  - ii. A local landowner in the Parish asked why it had not been recorded in the minutes that the Parish Council had received a letter from the local MP. The Chair replied that the Council would be looking at a communications policy which would include a protocol on which communications should be reported to the Council.

**2122/16 Financial Matters:**

**a. Financial report for the month ending 31<sup>st</sup> May 2021**

**Resolved** that the report be noted

**Payments for June 2021**

- b. **Resolved:** That the following payments for June 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>08/06/2021</b>			
<b>Broadland Tree Services</b>	<b>632.48</b>	<b>126.50</b>	<b>758.98</b>
Grounds Maintenance May 2021 OL/Chq	632.48	126.50	758.98
<b>V Baker</b>	<b>62.50</b>	<b>0.00</b>	<b>62.50</b>
Closed churchyard gardening June 2021 OL/Chq	62.50	0.00	62.50
<b>Playdale Playgrounds</b>	<b>1,693.08</b>	<b>377.62</b>	<b>2,070.70</b>
Invoice 41716 (VAT outstanding on Annual inspection fee paid by Cllr Crossman) OL/Chq	0.00	39.00	39.00
Invoice 41159 - site visit for engineer to inspect the Roundabout OL/Chq	105.00	21.00	126.00
invoice 41987 - repairs to Roundabout OL/Chq	1,588.08	317.62	1,905.70
<b>R Canwell</b>	<b>55.00</b>	<b>0.00</b>	<b>55.00</b>
Internal Auditor's fee 2020/21 OL/Chq	55.00	0.00	55.00
<b>11/06/2021</b>			
<b>EON</b>	<b>26.64</b>	<b>1.33</b>	<b>27.97</b>
Street lights electricity May 2021 DDR	26.64	1.33	27.97
<b>28/06/2021</b>			
<b>Norfolk Pension fund</b>	<b>108.67</b>	<b>0.00</b>	<b>108.67</b>
June 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>
Salary for June 2021 (net of tax and pension contribution) STO	283.32	0.00	283.32
Clerk's Office Expenses contribution June 2021 STO	35.00	0.00	35.00
<b>Grand Total</b>	<b>2,896.69</b>	<b>505.45</b>	<b>3,402.14</b>

- c. **Annual Internal Audit Report 2020/21**  
**Resolved** That the Annual Internal Audit Report 2020/21 be received.
- d. **Annual Governance Statement 2020/21**  
**Resolved:** that the Annual Governance Statement in the 2020/21 Annual Return be approved.
- e. **Accounting Statements 2020/21**  
**Resolved:** that Accounting Statements in the 2020/21 Annual Return be approved.
- f. **2020/21 Annual Return**  
**Resolved:** that the Chairman be authorised to sign the 2020/21 Annual Return.
- g. **Accounts for 2020/21**  
**Resolved** that the Accounts for 2020/21 be adopted

## 2122/17 Planning

- a. **Planning applications received:**

3PL/2021/0612/HOU

Two Storey Side Extension Garage Garden Room Extension and conversion front parking access area and Side access area Iydene Chapel Road New Buckenham

**Resolved:** that no objection be raised to this application

**b. Planning Decisions:**

The following planning approvals were noted:

- i. **3PL/2021/0195/LB**  
Replacement of 11 windows, patio doors and 2 rear doors.  
Beech House Norwich Road
- ii. **3PL/2021/0335/VAR**  
Variation of Condition No 2 on 3PL/2020/0417/HOU -Change of materials to cover existing brickwork and roof light to light the roof space.  
13 St Martins Gardens New Buckenham
- iii. **3PL/2021/0366/LU**  
Replacement of windows and doors to the front and side of the property (certificate of lawfulness)  
Chapel Cottage Chapel Street
- iv. **3PL/2021/0418/LB & 3PL/2021/0417/HOU**  
Demolition of existing shed to create parking area & installation of EV charging point, erection of new shed in rear garden, open up historic access by removing part of hedge  
Wisteria House Market Place
- v. **3PL/2021/0469/LB**  
Strengthening of timber support beam in lounge, it is proposed to install a 125 x 65 pfc steel support above the existing beam.  
Kings Cottage King Street

**2122/18 Neighbourhood Plan**

Cllr Manning reported that the plan would shortly be ready to be passed to Breckland Council for the next phase. In the meantime, it was noted that a letter needed to be sent to certain landowners in the village whose land would be affected by Green Space designation. It was agreed that a draft letter would be prepared by the NHP steering group to be sent by the Clerk on the Council's behalf.

Cllr Manning paid tribute to Charles Oxley for his tireless efforts as Chair of the Steering Group and his indispensable contribution to the Neighbourhood Plan.

**2122/19 Councillors Responsibilities.**

Councillors reviewed their responsibilities, and agreed the following revised list:

- a. Allotments: Mary Manning, Andrew Nettleton
- b. Cemetery: Andrew Nettleton
- c. Community Project Fund Group – Karen Hobley, Mary Dowson, and Andrew Nettleton, (plus two residents of New Buckenham)
- d. Finance: Karen Hobley and Andrew Bingham, plus the Clerk
- e. Footpaths and Highways – Andrew Bingham, Steve Highton
- f. High Bailiff's Trust – Karen Hobley
- g. Neighbourhood Plan – liaison with NP Working Group – Mary Manning
- h. Parish News liaison Mary Dowson
- i. Play Area – Don Crossman
- j. SNAP – Mary Dowson and Mary Manning
- k. Village Hall Committee – Andrew Bingham
- l. William Barber Trust – Mary Dowson

**2122/20 The Phone Box**

Attention had been drawn to the poor state of the phone box in the village. Cllr Nettleton had contacted BT, who had carried out some repairs to the inside of the box. The phone box itself, was being maintained by BT, partly because there was currently no viable mobile phone signal (although the phone itself was not operational) and because it was a Grade II listed building.

**2122/21 Amenities:**

Concern had been expressed on social media about dog excrement on the cricket pitch. There were already felt to be sufficient dog bins. Cllr Manning offered to produce some leaflets for handing out to dog walkers.

**2122/22 Next Meeting.** The next Parish Council meeting would be held on Tuesday 13<sup>th</sup> July 2021 at the Village Hall.

Cllr Karen Hobley Chair

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