

## New Buckenham Parish Council

### MINUTES OF THE MEETING OF New Buckenham Parish Council held on Tuesday 10<sup>TH</sup> November 2015 at 7.30pm in the Village Hall, Moat Lane

Present: Councillors Karen Hobley (Chair), Andrew Bingham, Susan Felton and Nigel Redfern

In Attendance: Mrs H A Clutten (Clerk)

Absent  
(without apologies) None

Public: 8

The Chair welcomed everyone to the meeting.

15/133 To consider accepting apologies for absence:

**Council RESOLVED** to accept apologies from Councillors Chirodian, Crossman and Dowson for reasons known to it. District Councillors Joel had also sent apologies.

15/134 To approve the Minutes of the Council Meeting held on 13<sup>th</sup> October 2015:

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 13<sup>th</sup> October 2015. The Minutes were signed at the end of the meeting by the Chair, Karen Hobley.

15/135 To receive reports of matters arising from those Minutes: for update and information only:

State of Church Farm House – Councillor Joel has been in touch with Breckland Environmental Health Department.

Potholes, fading of marking around potholes – Clerk to contact NCC and Norfolk County Councillor again and to advise Chair of the Highways' contact at NCC.

Trees in Churchyard – Clerk to contact Tree Officer again.

Clerk has chased up annual inspection of play equipment.

The Chair had laid the wreath at the Remembrance Day service in the village.

The Chair has ordered the village Christmas Tree.

15/136 To record Declarations of Interest not covered by the Current Register of Interests:

None not on current register.

15/137 To adjourn the meeting to allow public participation including:

**(a) Parishioners' Comments & Questions:**

Issues raised:

Low Cost Housing - provision, siting and effect on historical character of the village.

Councillor Redfern commented on his planning applications.

Councillor Bingham and his partner commented on their planning application.

**(b) District Councillor's Report:**

No report as District Councillor Joel had sent his apologies for the meeting.

**(c) Parish Councillor Reports:**

The Chair paid tribute to the late Caroline Greenwood whose funeral had taken place last month; she acknowledged all the work Caroline had done not just for the Parish Council but also for the village as a whole.

Council meeting resumed.

15/138 Planning:

- 1) Planning Permission had been received for work at 13 St Martin's Gardens – added to correspondence folder.
- 2) Planning Permission had been received for work at Circassia, Chapel Hill – added to correspondence Folder
- 3) The Clerk had obtained details of a Tree Works' application and permission from the Breckland Website for work at Walnut Tree Lodge – added to correspondence folder.
- 4) Applications for Pickwick House – to build a property in the grounds of a Listed Building.

Councillor Redfern, the applicant, left the meeting whilst the application was discussed. There was some concern with the scale of the elevation on Grange Road and a perceived reduction in parking. As an amendment to the application appears imminent Council chose merely to advise Breckland Council of its concerns

Councillor Redfern returned to the meeting.

- 5) Application for Hill View, Castle Hill – demolish property and rebuild

Councillor Bingham, the applicant, left the meeting during this discussion. The Council had no objections to the application but wondered what the impact of the new building would be entering the village.

Councillor Bingham returned to the meeting.

15/139 Financial Matters:

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

A financial report had been circulated to the Councillors prior to the meeting.

**(b) To approve payments to be made:**

**Council RESOLVED** to authorise the following payments:

| <b>Cheque No</b>                | <b>Item</b>  | <b>Vat £</b>   | <b>Gross £</b>   |
|---------------------------------|--|----------------|------------------|
| <b>Cheques drawn 10/11/2015</b> |  |                |                  |
| 101801                          | New Buckenham Village Hall   | £0.00          | £30.00           |
| 101802                          | T T Jones Electrical Ltd, Replacement of light on Village Green        | £46.00         | £276.00          |
| 101803                          | Broadland Tree Services, November 2015 Invoice                         | £92.10         | £552.60          |
| 101804                          | Society of Local Council Clerks  | £0.00          | £153.00          |
| 101805                          | Mrs H A Clutten expenses plus any additional hours less tax , November | £0.00          | £276.12          |
| 101806                          | Mazars, Audit  | £80.00         | £480.00          |
| 101808                          | Norfolk Parishes Training Partnership for D Crossman                   | £0.00          | £50.00           |
| <b>Totals</b>                   |  | <b>£218.10</b> | <b>£1,817.72</b> |

**For information: payments by DDR /SO**

|            |  |       |         |
|------------|--|-------|---------|
| 16.10.2015 | Information Commissioner                                 | 0.00  | 35.00   |
| 08.11.2015 | Mrs H A Clutten, Basic Pay and Office Allowance less tax | £0.00 | £238.74 |
| 11.11.2015 | E-ON Street Lighting                                     | £2.92 | £61.36  |

**(c) To commence budgeting for 2016/17**

The first draft budget figures have been presented to the Council. The budget will be reconsidered at next month's meeting.

15/140 Street Lighting – to consider a survey of residents:

This was generally considered an appropriate and useful exercise. A three month time-scale was put forward to get all the facts and figures together including more information on recent years' costs of maintaining the current equipment and the new costs for the various options. It was agreed that the survey should be comparatively short and that additional information be available on the Village Website.

Councillor Redfern was asked to bring this back to the Council at the next meeting.

15/141 Plans for improving car parking and barriers on the Common:

In the absence of Councillor Crossman, it was agreed to carry forward this item to the next meeting.

15/142 To consider applying for Transparency Funding for a website and laptop:

Council agreed that the Clerk should investigate the cost of the equipment/services required to comply with the new transparency regulation for the purposes of applying for funding.

15/143 To consider updating Guidance Notes for the Public at Council Meetings:

The suggested updating of the document received a favourable response. Councillor Felton agreed to look at this for the next meeting.

15/144 To consider what action should be taken regarding some trees in the Churchyard – update:

Nothing to report as the Tree Officer has not yet visited the site.

15/145 Notice Board – update:

Councillor Bingham is still investigating this.

15/146 Project Fund Update:

The Project Group had met and come up with a draft outline for the scheme, an application form and a method of assessing applications against the criteria set. Some amendments to the draft documents had been suggested; the Project Group will meet again shortly.

15/147 Housing Needs Survey:

The Clerk reported that she had purchased 2 maps for the possible locations identified as sites for low cost housing; she had then applied to the Land Registry for details of ownership, if available. The Land Registry has reported that one of the sites is not registered but it had since been possible to identify the landowner and he/she has been contacted to enquire as to his/her interest in this initiative. The other search had been done badly and the Land Registry is looking at it again.

15/148 To receive items of correspondence:

Planning Permission for extension on 13 St Martin's Gardens  
Planning Permission for extension on Circassia, Chapel Hill  
Tree Works' Application and Breckland Response for Walnut Tree Lodge  
South Norfolk Council, Adoption of South Norfolk Local Plan Documents  
The Clerk, September 2015

15/149 To confirm the date of the next Parish Council Meeting as 8<sup>th</sup> December 2015

Confirmed and items for the agenda will include:

Housing Needs Survey  
Community Project Fund

Notice Board  
Improving Car Parking on the Common  
Street Lighting Survey  
Transparency Funding  
Guidance Notes for the Public attending Council Meetings  
Budgeting for 2016/17  
Trees in the Churchyard

There being no further business the meeting closed at 9.01pm.

***Signed Karen Hobley, Chair, 8<sup>th</sup> December 2015***