

## NEW BUCKENHAM PARISH COUNCIL

**Minutes** of a meeting of New Buckenham Parish Council held at New Buckenham Village Hall on Tuesday 9<sup>th</sup> November 2021 7.30-8.55pm

**Present:** Cllrs Karen Hobley (Chair), Mary Dowson (MB), Mary Manning (MM), Andrew Nettleton (AN), Andrew Bingham (AB Vice-Chair) and Don Crossman (DC).

**Also in attendance:** Trevor Wenman (exiting Clerk), Angela Thornton (incoming Clerk) and one member of the public

**2122/62 Apologies for absence:** Steve Highton, Steve Askew

**2122/63** The Parish Council thanked Trevor for his work as Parish Clerk and welcomed Angela Thornton as the new Parish Clerk.

**2122/64 Minutes: subject to following changes:** 2122/53 b. i should read Cllr Bingham not Nettleton. b iii should read Lord Lieutenant`s Office, not Lord Lieutenant, is offering a community plaque.

**2122/65 Resolved:** that the minutes of the Parish Council Meeting held on 12<sup>th</sup> October 2021 be confirmed as a correct record

**2122/66 Matters Arising**

- a. Following discussion on possible “gateway to the village” AB to contact Highways and ask for details.
- b. Verge cutting reduction - no response received to date.
- c. County Broadband letter progress – No reply. KH to resend letter.
- d. Display of community plaque - AB to request permission from Village Hall Trust. Subject to this permission, the plaque unveiling, thanking the community, to take place before the Parish Council meeting 6:30 – 7:30 on 14<sup>th</sup> December.

**2122/67 Declarations of Interest:** There were none.

**2122/68 Public Participation** Resolved that the meeting be suspended to allow public participation as follows:

- a. **Public Comments:** Request for progress update on footbridge bordering New Buckenham and Banham. Volunteers available and have timber. Need clarity on permission – AN to contact landowners. KH to contact Banham PC re sharing cost and liaise with Barbara re Peter James and Highways to organise the volunteers.
- b. **Parish Councillor reports**
  - i. The Chair has ordered the Christmas tree.

- ii. The Chair noted that the goals could now be paid for as missing parts have arrived.
- iii. The Chair stated that Parish Council Meetings are to remain in the Auditorium until Christmas and then move back to the Large Meeting Room after Christmas.
- iv. Andrew Bingham - stated that Highways have cleared gulleys but not those in Castle Road. Rangers at Highways to be recontacted by AB.
- v. Andrew Bingham talked through a consideration, as part of the Green Agenda, that the Parish Council could consider buying an electric community car to try and reduce second car ownership leading to less car parking requirements. AB to write article for Parish News to ascertain interest.
- vi. AB informed the meeting that the Village Hall Trust is arranging activities stalls etc in January where the community plaque mentioned in (2122/66d.) could be displayed on possible Parish Council stand.

## 2122/69 Financial Matters:

### a. Financial report to 31<sup>st</sup> Oct 2021

**Resolved** that the report be noted

### b. Payments for November 2021

**Resolved:** That the following payments be approved or noted as appropriate:

| Highlighted payments are standing orders or direct debits for noting only                  |                 |               |                   |
|--|-----------------|---------------|-------------------|
|  | Net             | VAT           | Gross expenditure |
| <b>09-Nov</b>  |                 |               |                   |
| <b>Broadland Tree Services</b>   | <b>632.48</b>   | <b>126.50</b> | <b>758.98</b>     |
| Grounds Maintenance October 2021   | 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 November 2021  | 62.50           | 0.00          | 62.50             |
| <b>Norfolk Association of Local Councils</b>   | <b>80.00</b>    | <b>16.00</b>  | <b>96.00</b>      |
| Role of the clerk course October 2021  | 80.00           | 16.00         | 96.00             |
| <b>New Buckenham Village Hall</b>  | <b>30.00</b>    | <b>0.00</b>   | <b>30.00</b>      |
| Room hire April- June 2021   | 30.00           | 0.00          | 30.00             |
| <b>T J Doggett Engineering</b>   | <b>275.00</b>   | <b>0.00</b>   | <b>275.00</b>     |
| Welding repairs and repaint two metal rubbish bins   | 275.00          | 0.00          | 275.00            |
| <b>12-Nov</b>  |                 |               |                   |
| <b>EON</b>   | <b>30.62</b>    | <b>1.53</b>   | <b>32.15</b>      |
| Street lights electricity October 2021   | 30.62           | 1.53          | 32.15             |
| <b>28-Nov</b>  |                 |               |                   |
| <b>Norfolk Pension fund</b>  | <b>54.34</b>    | <b>0.00</b>   | <b>54.34</b>      |
| November 2021 pension contributions  | 54.34           | 0.00          | 54.34             |
| <b>T Wenman</b>  | <b>141.66</b>   | <b>0.00</b>   | <b>141.66</b>     |
| Salary for November 2021 (net of tax and pension contribution) Final payment - half month. | 141.66          | 0.00          | 141.66            |
| <b>Grand Total</b>   | <b>1,306.60</b> | <b>144.03</b> | <b>1,450.63</b>   |

c. **Draft Budget** this has been prepared by exiting clerk for further consideration at December meeting.

d. **Project fund** there have been no applications in the current financial year to date. AN to write article promoting the fund for Parish News.

## 2122/70 Planning

### Planning applications received:

|            |  |
|------------|--|
| REFERENCE: | <a href="#">3PL/2021/1408/F</a>  |
| PROPOSAL:  | Conversion of the existing Public House into a single dwelling with associated access and parking. |
| LOCATION:  | NEW BUCKENHAM: Inn On the Green Chapel Street  |
| APPLICANT: | Mr D Francis   |

### No objections from the Parish Council

The following applications have been approved by Breckland.

|            |   |
|------------|---|
| REFERENCE: | <a href="#">3PL/2021/1291/HOU</a>   |
| PROPOSAL:  | Single storey rear extension and Existing detached garage to be replaced with a new timber framed garage. |
| LOCATION:  | NEW BUCKENHAM: Carodene Cottage Chapel Street   |
| APPLICANT: | Mr Tom Fordham  |

**2122/71 Neighbourhood Plan** - It was noted that all paperwork is now with Andrew Ashcroft and Breckland District Council

### 2122/72 Amenities:

**Cemetery** - Cllr Nettleton went through the clerk's report on the cemetery. The Cllrs agreed a cemetery working group be established to review and mark available plots. This group would also give consideration of new land that may be available in the future.

It was noted that the last grounds maintenance invoice has been paid which included additional work on trees to the rear of the cemetery to be completed by end November.

**Closed Churchyard** - Pruning of lime trees was agreed.

Further discussion re current natural wildflower area as this is not aesthetically pleasing at the moment.

**Allotments** - Cllr Nettleton reported on the 2 plots requiring clarification of usage. Plot 15 is now clarified and is staying with current tenant. Plot 16 has been handed back to the Parish Council and will possibly be considered as 2 plots once tree work has been completed.

**Play Area** - Cllr Crossman reported that the steppingstone has been replaced. The fence post of the children's area is awaiting replacement and the Bee Maze is due for delivery in December. He further requested that consideration of any replacement or renovation of playground equipment for financial year 2022-23 be part of ongoing budget preparation..

**Cricket Pitch** - the Chair clarified that damage is been dealt with.

**Public footpaths** – the Long Lane signage is inaccurate and needs addressing. There is no news of our application to put the small additional piece of public footpath on the map. Barbara Cattermole will follow up.

#### **2122/73 Exclusion of the Public and Press**

**Resolved** that, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be asked to leave the meeting for the following confidential item

#### **2122/74 Parish Clerk Position**

a. The incoming clerk has attended three mini handovers with the outgoing clerk and Cllr Nettleton. The incoming clerk has completed the NALC Induction programme.

b. Archiving – consider transferring paper files to a designated filing cabinet at the village hall – AB to request permission.

c. Outgoing clerk to hand over laptop, printer, and appropriate passwords for Friday 12<sup>th</sup> November.

d. Parish Clerk required to have access to online bank account. AB to set up AT access to Bank Account.

**2122/75 Next Meeting.** The next Parish Council meeting will be held on Tuesday 14<sup>th</sup> December 2021 at the Village Hall.

Next month's agenda item – donation to Parish News.

Cllr Karen Hobley Chair