**NEW BUCKENHAM PARISH COUNCIL**

Minutes of a meeting of New Buckenham Parish Council held at New Buckenham Village Hall on Tuesday 13th June, 2023.

**Present**: Karen Hobley (KH Chair), Don Crossman (DC), Mary Manning (MM) and Steve Highton (SH).

**Also in attendance**: Angela Thornton (AT) (Clerk)

**2324/24 Apologies for Absence:** Mary Dowson (MD) and Andrew Bingham (AB Vice-Chair)

**2324/25 Minutes**: The minutes of the Parish Council meeting held on 9th May 2023 were confirmed as a true record.

**2324/26 Matters Arising**:

1. Village Gateway - NCC have confirmed funding for 2024-25. **ACTION AB** to check application process and **AT** to ensure provision is made in the 2024/25 budget. **ACTION -** carried forward as AB unavailable to update.
2. Defibrillator - Funds have now been received from County Broadband Hypercharged Foundation. **ACTION** - KH to check amount received, re-circulate choices of defibrillator, decide and place order.
3. County Broadband Wayleave Agreement – with solicitors as issues around easements are yet to be resolved. **ACTION** - carried forward as AB unavailable to update.
4. Establishment of community woodland working group – AB and working group met and completed village walk (26.03.23) to assess potential sites for woodland. **ACTION AB** and working group to investigate identified potential sites and bring proposal with costings to NBPC. No update at this meeting. **ACTION -** carried forward as AB unavailable to update.
5. Electric Charging Point – AT attended seminar. Norfolk County Council have confirmed our interest has been recorded; Technical procurement issues to be resolved, then NCC will start initial site surveys. MM stated that a resident has suggested more than one charging point is necessary. NBPC to ensure NCC are aware we have space and desire for several charging points. **ACTION** - AT
6. Litter picking equipment - it is believed that this is available via Steve Askew.
7. Coronation Plaque – ready to be picked up, cost approved as within agreed budget. **ACTION - KH**
8. Churchyard Foliage and Flowers – purchased and planted during May.
9. Cuffer Lane Planning – At the May meeting Councillors resolved not to pursue a Judicial Review thus enabling AB to request from Breckland District Council a response to questions re the planning decision process. **ACTION – AB** Retrospective planning was approved on 9th June. NBPC requests Ombudsman process is investigated. **ACTION - KH** to obtain details.
10. Street light concern awaiting engineer visit to investigate “shield”.
11. Footpath Number 2 re stile /gate – ongoing.

**2324/27 Declarations of Interest**: - None were declared.

**2324/28 Public Participation**:

1. District and County Councillor Report – None.
2. Chair and Parish Councillor Reports –

KH explained that following advertising and public notice, only one application for co-option has been received. A round robin email to all councillors had received a positive response and therefore KH proposed co-opting Paul Martin **(PM)** to NBPC. Paul has previously been a Parish Councillor and the Parish Council would be pleased to welcome him back. All present were in favour.

**ACTION - KH** to inform PM and AT to ensure necessary paperwork is sent to PM.

KH explained that, following the recent “bollard” incident, villagers have made suggestions for a child shaped bollard, and stickers for wheelie bins.. **ACTION - KH** to investigate.

Information received from Highways regarding the damaged bollard:-.

ENQ900232266 received on 16/05/2023 08:22:07 regarding Highways Maintenance: Street Furniture has been updated.
New Status: We have inspected and are going to resolve the problem - After investigation we have confirmed action is required. Defects are scheduled for repair depending on the nature of the defect and work needed but on average can take approximately 6 weeks.

DC requested that we investigate moving some of our reserves into an account with higher interest. **ACTION** **- AT**

1. Parishioners’ Comments & Questions:

There were no parishioners present.

**2324/29 Financial Matters:**

1. Bank reconciliation for May was accepted.
2. Payments for June 2023 (below) were approved:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Payment Approved Date | Invoice Date | Payment reference | Payee | ITEM | FOLIO | Gross expenditure | VAT | Net |
| 13/06/2023 | 02/05/2023 | Online payment | A Thornton | Printer Ink | 28 | 20.95 | 3.49 | 17.46 |
| 13/06/2023 | 21/05/2022 | Online payment | NBVH | Village hall hire queens platinum | 29 | 248.25 |  | 248.25 |
| 13/06/2023 | 14/06/2023 | Online payment | A Thornton | Direct debit Norton Anti Virus on NBPC laptop | 32 | 49.99 | 9.98 | 40.01 |
| 13/06/2023 | 05/06/2023 | Online payment | Broadland Trees | May Grounds Maintenance | 30 | 1230 | 205 | 1025 |
| 13/06/2023 | 13/05/2023 | Online payment | Broadland Trees | Coronation Tree Childrens Garden | 34 | 48 | 8 | 40 |
| 13/06/2023 | 13/05/2023 | Online payment | S Britton  | Veggie Burgers’ and sausages Coronation | 35 | 37.29 | 0 | 37.29 |
| 13/06/2023 | 03/06/2023 | Direct Debit | npower | May street Lights Electricity | 31 | 37.9 | 1.8 | 36.1 |
| 13/06/2023 | 11/05/2023 | Online payment | A Bingham | Churchyard shrubs | 33 | 119.44 | 19.91 | 99.53 |
| 13/06/2023 | 15/05/2023 | Online payment | Norfolk County Council | a THORNTON UNDERPAID PENSION May | 36 | 31.07 | 0 | 31.07 |
| 13/06/2023 | 28/06/2023 | Online payment | A Thornton | Clerk mileage April - June | 37 | 39.15 | 0 | 39.15 |
| 13/06/2023 | 28/06/2023 | Online payment | A Thornton | Clerk June salary | 38 | 568.91 | 0 | 568.91 |
| 13/06/2023 | 28/06/2023 | Online payment | Norfolk County Council | Clerk June Pension | 39 | 161.02 | 0 | 161.02 |
| **Totals** |  |  |  |  |  | **2591.97** | **248.18** | **2343.79** |
| **13/6/23** | **13/6/23** | **Online payment** | **Diss Trophey Centre** | **Memorial plaque** | **40** | **78.00** | **0** | **78.00** |
| **13/6/23** | **24/5/23** | **Online payment** | **Roger Canwell** | **Internal audit fee** | **41** | **65.00** | **0** | **65.00** |

Those in yellow were presented and approved at the meeting and are additional to those in the meeting pack.

**c**. The Annual Internal Audit Report 2022/23 was read out by KH - all approved.

**d** The Annual Governance Statement in the 2022/23 Annual Return was read by KH and

 reviewed.

**e.** The Accounting Statements in the 2022/23 Annual Return were read out – all approved.

**f.** The signing of the 2022/23 Annual Return took place.

**g.** The Accounts for 2022/23 were adopted.

**2324/30 Planning**: Approvals were noted.

**2324/31 Amenities**: To consider any issues raised regarding the following:

**a. Grounds Maintenance –** please note payment details have changed.

**b. Closed Churchyard –** A faculty request to enable a second extension of the current cremated remains memorial garden is progressing. Those present discussed the planned location in the corner to the side of the wildflower area and with a grass pathway linking the old and new sites. KH formally proposed ’To agree to allow part of the closed churchyard as discussed and agreed after site visit, under the care of the Parish Council, to be used for the burial of cremated remains’’. All present approved.

**c. Cemetery –** Faculty to reuse some graves over 85 years of age is slowly progressing with Registration on the Diocesan system in progress.

**d. Allotments –** Issue re. water supply. Engineer visited and suggested replacing both return valves on both allotment taps – water should be turned off at cemetery before doing this.

**ACTION - KH** to arrange for replacement of both non-return valves.

**e. Play Area/ Cricket Pitch – ACTION - DC** is arranging replacement and repair of broken log in Play Area and will check for replacement of worn signage.

**f. Public Footpaths –** See Matters Arising

**2324/32 Correspondence -**

Meeting closed at 9.00pm

**The next meeting of the Parish Council will take on Tuesday, 11th July at 7.30pm.**

**Agenda Item for next meeting – Councillors` responsibilities.**