**NEW BUCKENHAM PARISH COUNCIL**

Minutes of a meeting of New Buckenham Parish Council held at New Buckenham Village Hall on Tuesday 9th January 2024.

**Present**: Karen Hobley (KH Chair), Andrew Bingham (AB Vice Chair), Don Crossman (DC), Mary Dowson (MD), Mary Manning (MM), Paul Martin (PM), and Steve Highton (SH).

**Also in attendance**: Angela Thornton (AT - Clerk Minutes) and 2 parishioners.

The Chair opened the meeting by congratulating the Clerk on obtaining her Certificate in Local Council Administration (CiLCA) qualification and wishing all present a Happy New Year.

**2324/69 Apologies for Absence:** District and County Councillor Steve Askew (SA) wasunable to attend.

**2324/70 Minutes**: The minutes of the Parish Council meeting held on 12th December 2023 were approved.

**2324/71 Matters Arising**:

1. Village Gateway – Awaiting outcome of Parish Partnership application. **Pending**
2. County Broadband Wayleave Agreement – with solicitors as issues around easements are yet to be resolved. **Pending**
3. Establishment of community woodland –1st choice of potential site is unavailable. 2nd choice not viable. 3rd choice to be investigated but contact details had proved to be out of date. Further enquiries to be made. **ACTION - AB**
4. Electric Charging Point – NBVHT confirmed it is going ahead and will keep NBPC updated on any progress.
5. NBPC email services, awaiting instruction from NCC. It is hoped that new email addresses would be circulated shortly.
6. KH had contacted the Norfolk Wildlife Trust about the removal of the electric fencing along the edge of New Buckenham Common. It was expected that it would be removed on Thursday 11th January’ The contact number we have for the grazier had been found to be incorrect. AB to investigate. **ACTION – AB.**
7. The report of the large area of standing water in Church Street has been followed up by SA and it was hoped that the drains would be investigated.

**2324/72 Declarations of Interest**: - None were declared.

**2324/73 Public Participation**:

**a.** Chair and Parish Councillor Reports.

KH confirmed that she would not be standing for re-election as Chair in May 2024..

AB reported the footpaths across the crop fields have not been reinstated. AB agreed to contact the owner. **ACTION - AB** to contact HW to request this happens.

The Dambrigg had flooded again. AB suggested SA is contacted to request highways address the continual flooding at the Dambrigg,. **ACTION - AT** to contact SA.

DC requested an additional dog bin for the far end of the Common as the current bin, which is emptied weekly, is constantly overflowing. **ACTION - AT** to purchase. £500 max spend was proposed by MD and DC Seconded. All approved.

MM reported that on Footpath 2, the bridge between gate 1 and 2 has been dislodged due to flood water. **ACTION –** **AB, DC and MM** will resolve this.

MM offered to review the impact of the Neighbourhood Plan and compile 6 monthly progress report on Neighbourhood Plan. **ACTION** **MM** to produce report for NBPC meeting.

**b**. District and County Councillor Report. No report at this meeting.

**c**. Public Participation.- Dr Rik Hoggett and Katie Wyatt-Hupton, Editors of Parish News, described the financial pressure facing the publication of the magazine and the difficulty of securing a reliable income stream. Given the support for Council business provided by Parish News, he invited the Council to consider adopting the publication as a Council ‘Amenity’ or alternatively to provide support with an annual grant. KH proposed a grant of £1,500 for 2024/25, and an immediate payment of £600 from the 2023 with budgeted £900 budgeted for 2024/2025 AB seconded. £600 added to January payments. £900 to be paid in April 2024. All agreed.

**2324/74 Financial Matters:**

**a.** Bank reconciliation for December was considered. MD proposed MM seconded. All agreed.

**b.** Community Project Fund: considered the application from the PCC for a contactless payments device together with a plinth. Noted that it would not be possible to cover the monthly subscription cost for the device, but a grant of£478 to cover the cost of the construction of the plinth, the purchase of the device plus delivery and installation charges was agreed. KH proposed and MM seconded. All agreed. Sarah Nash has resigned from Community Project Fund monitoring group. **ACTION - KH** to advertise vacancy in Parish News

**c.** Budget monitoring report for quarter 3 was considered and noted.

**d.** Payments for January 2024 (below) were approved with the addition of the invoice for Village Hall rental SH proposed DC seconded. All agreed.

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| **Payment Approved Date** | **Invoice Date** | **Payment reference** | **Payee** | **ITEM** | **Gross expenditure** | **VAT** | **Net** |
| 09/01/2024 | 08/12/2023 | Direct Debit | Wave | Allotments Water Sept Dec 2023 | 55.75 | 11.15 | 44.60 |
| 09/01/2024 | 19/12/2023 | Online Payment | A Thornton | Norton Update software | 17.45 |  | 17.45 |
| 09/01/2024 |  | Online Payment | A Thornton | January salary | 604.36 |  | 604.36 |
| 09/01/2024 |  | Online Payment | NCC | January pension | 174.71 |  | 174.71 |
| 09/01/2024 |  | Online Payment | A Thornton | Mileage June to September | 29.25 |  | 29.25 |
| 09/01/2024 |  | Online Payment | St Martins PCC | Grant towards contactless payment system and plinth. | 478.00 |  | 478.00 |
| 09/01/2024 | 04/01/2024 | Direct Debit | NPower | Streetlights electricity December | 69.29 | 3.30 | 65.99 |
| 09/01/2024 | 08/01/2024 | Online Payment | Broadland Trees | Christmas Tree | 456.00 | 76.00 | 380.00 |
| 09/01/2024 | 09/01/2024 | Online Payment | NBVH | Village Hall rental | 42.00 |  | 42.00 |
| 09/01/2024 | 09/01/2024 | Online Payment | NB Parish News |  | 600.00 |  | 600.00 |
| Totals |  |  |  |  | 2526.81 | 90.45 | 2436.36 |

**2324/75 Planning**: Application 3PL/2023/1202/HOU The Ivy House was considered. No objections.

**2324/76 Amenities**: To consider any issues raised regarding the following:

**a. Grounds Maintenance** – Nothing at this meeting

**b. Closed Churchyard –** Recent roof repair of a neighbouring property has resulted in water ingress on newly repointed flint wall. **Action DC** to contact neighbour to investigate.

Several bushes have been planted in the closed churchyard without knowledge or approval of NBPC who are responsible for the closed churchyard. **ACTION - MD** to investigate.

Compost Bin still needs to be moved to allotments. **ACTION - AT** to recontact Broadland Tree Services..

**c. Cemetery (consecrated ground) –** the notices regarding the forthcoming changes as per the Faculty are on public display. It was agreed that they should stay on display until the end of January.

**d. Allotments –** 3 plots allocated; 4th plot under consideration but the state of the plot is causing concern because of the numerous small saplings that have taken root throughout the plot together with the large compost heap. Agreed that the former holders of the plot should be contacted and asked to restore the plot to an acceptable condition. **ACTION – AT.** Action moving forward AT to ensure Councillors with allotment responsibility are informed of new tenants as contract agreed.

Use of cleared area **ACTION - AT** to follow up contact with Mr Grindley to coordinate allotment tenants’ views, bringing a plan for consideration to the February meeting.

New allotment tenant has requested permission to keep hens. NBPC discussed and refused this request on the basis that they do not feel livestock at the allotments is appropriate.

**e. Play Area/ Cricket Pitch.** Pressure washing of play equipment to take place before Easter hols. **ACTION - DC**

Cricket club to be contacted requesting temporary “catch fencing” is removed from perimeter of the playing field. **ACTION - AT**

**f. Public Footpaths** See item 2324/73a above.

**g. Community Car Scheme –** Nothing to report at this meeting.

**h.** **Street Lights –**  Nothing to report at this meeting.

**i. Defibrillator –** Monitoring schedule is in place.

**2324/77 Key Documents for review**

Review of Standing Orders deferred to February meeting **ACTION** - **Councillors to access via** **website and bring any comments to February meeting.**

**2324/78 Correspondence.**

1. A discussion took place around the Clerk`s completion of CILCA, working hours and hourly rate. The Clerk left the meeting whilst discussion took place. Chair informed outcome as follows:-

Clerk to be placed on Point 21 of National Association of Local Councils pay scale for 8 hours per week from February 2024. **Action – AT to update payroll.** .

Meeting closed at 21:30

**The next meeting of the Parish Council will take place on Tuesday, 13th February at 7.30pm.**