

## NEW BUCKENHAM PARISH COUNCIL

**Councillors are summoned and the public and press are invited to participate in a meeting of New Buckenham Parish Council on Tuesday 9<sup>th</sup> March 2021 at 7.30pm**

During the current Coronavirus emergency, all Parish Council Meetings will take place online using Zoom. To view and listen to the meeting you will need a pc, laptop, tablet computer or mobile telephone with internet access. It is also possible to listen by telephone. Please go to the Parish Council website at <https://www.newbuckenhampc.info/9th-march-2021> for further information

*Trevor Wenman,  
Clerk to the Council  
3rd March 2021*

### Agenda

- 1. Apologies:** To consider apologies for absence
- 2. Minutes:** To approve the minutes of the Parish Council Meeting held on 9th March 2021 (attached)
- 3. Matters Arising:** To receive reports on matters arising from those minutes (for update and information only)
- 4. Declarations of Interest:** To record declarations of interests not already recorded in the current Members' Register of Interests and to consider requests for dispensation.
- 5. Casual Vacancy:** To consider the co-option of Andrew Nettleton to the current Parish Councillor Vacancy
- 6. Public participation:** To suspend the meeting to enable public participation, including:
  - (a) District Councillor/County Councillor Report
  - (b) Parishioners' Comments & Questions
  - (c) Parish Councillor Reports
- 7. Financial Matters:**
  - (a) Financial report for the month ending 28th February 2021 (attached)
  - (b) Payments for March 2021 (attached)
  - (c) Community Car Scheme

## 8. Planning

To consider planning applications received since the last meeting, and to note planning decisions notified since the last meeting

## 9. Neighbourhood Plan

## 10. Amenities

(a) Allotments

(b) Cemetery

(c) Market Place: to consider options for replacement of existing litter bins on the Market Place and at the Play Area

(d) Closed Churchyard

- Tree works - yew and elderberry trees
- Boundary wall - The Cottage, Church Street

(d) Play area

- Children's play equipment repairs and safety inspection
- S106 funding: consideration of options for the installation of sensory play equipment

(e) Grounds Maintenance: to confirm that Broadland Tree Services have agreed to extend their contract for up to three years.

**11. Coronavirus update.** To consider any further significant issues relating to the Coronavirus emergency not covered elsewhere on the agenda.

## 12. Next Meeting

The next meeting will be held on Tuesday 13th April 2021 at 7.30pm via Zoom

Circulation: **Parish Councillors** Andrew Bingham, Don Crossman, Mary Dowson, Steve Highton, Karen Hopley, Mary Manning. **District and County Councillor** Stephen Askew

## NEW BUCKENHAM PARISH COUNCIL

**Minutes** of a meeting of New Buckenham Parish Council held via Zoom on Tuesday 9<sup>th</sup> February 2021 7.30 – 9.08pm

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

**Also in attendance:** District & County Cllr Steve Askew, Trevor Wenman (Clerk) fourteen members of the public

**2021/110 Apologies:** There were none.

**2021/111 Minutes: Resolved:** That the minutes of the meeting held on 12<sup>th</sup> January 2021 be approved as a correct record.

**2021/112 Matters Arising:**

- a. Violet Highton. The Council noted with great sadness the passing of Mrs Violet Highton, a long standing and valued member of the village community, whose active support to many village projects including the Community Car Scheme and the Neighbourhood Plan had been invaluable. The Council expressed its condolences to Cllr Steve Highton and his family. Cllr Highton expressed his gratitude for the kind words and support he had received following his mother's death.

**2021/113 Declarations of Interest:** There were none.

**2021/114 Public participation: Resolved:** That the meeting be suspended to enable public participation:

- a. District Councillor/County Councillor. Queries were raised with Cllr Steve Askew regarding Church Farm House (which had lain empty for a number of years) and the flooding of the Dam Brigg (and what action if any the Highways authority was taking). Cllr Askew undertook to investigate.
- b. Parish Councillors. Cllr Bingham queried the relationship between the Biz Buzz website and the Neighbourhood Plan Steering Group. It was confirmed that the content and management of the Biz Buzz website and Facebook page was independent of the NHP steering group.

**2021/115 6. Financial Matters:**

- a. The Financial report for the month ending 31st January 2021 was noted
- b. Payments for February 2021  
**Resolved:** That the following payments be approved/noted as appropriate:

Payments List February 2021 for approval/noting			
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>09/02/2021</b>			
<b>V Baker</b>	<b>60.00</b>	<b>0.00</b>	<b>60.00</b>
Closed churchyard gardening February 2021			
OL/Chq	60.00	0.00	60.00
<b>D Crossman</b>	<b>274.64</b>	<b>15.93</b>	<b>290.57</b>
Reimbursement - Playdale Play equipment spare parts			
OL/Chq	79.64	15.93	95.57
reimbursement - Playdale annual safety inspection fee			
OL/Chq	195.00	0.00	195.00
<b>Broxap Ltd</b>	<b>3,786.00</b>	<b>757.20</b>	<b>4,543.20</b>
(Sunshine Gym) - Outside gym equipment for play area (installation will be billed separately)			
OL/Chq	3,786.00	757.20	4,543.20
<b>11/02/2021</b>			
<b>EON</b>	<b>26.64</b>	<b>1.33</b>	<b>27.97</b>
Street lights electricity January 2021			
DDR	26.64	1.33	27.97
<b>28/02/2021</b>			
<b>Norfolk Pension fund</b>	<b>106.80</b>	<b>0.00</b>	<b>106.80</b>
February 2021 pension contributions			
STO	106.80	0.00	106.80
<b>T Wenman</b>	<b>318.32</b>	<b>0.00</b>	<b>318.32</b>
Clerk's Office Expenses contribution February 2021			
STO	35.00	0.00	35.00
Salary for February 2021 (net of tax and pension contribution)			
STO	283.32	0.00	283.32
<b>Grand Total</b>	<b>4,572.40</b>	<b>774.46</b>	<b>5,346.86</b>

**2021/110 7. Casual Vacancy:** There had been two expressions of interest in the councillor vacancy, one of whom would shortly be submitting an application form to the Clerk. It was agreed to consider this application and any others received at the next Parish Council meeting.

### 2021/111 8. Planning

- a. The Council considered the following planning applications received since the last meeting

<b>REFERENCE:</b>	<a href="#">3PL/2021/0072/HOU</a>
<b>PROPOSAL:</b>	Replacement of windows at the front of property (1 ground floor and 2 first floor) .
<b>LOCATION:</b>	Teasel Cottage Chapel Street New Buckenham
<b>Resolved</b>	That no objection be raised to this proposal

<b>REFERENCE:</b>	<a href="#">3PL/2020/1470/LB</a>
<b>PROPOSAL:</b>	Rebuilding of dwarf wall at front of property
<b>LOCATION:</b>	NEW BUCKENHAM: St Mary's Residential Care Home Market Place New Buckenham

<b>Resolved:</b>	That no objection be raised to this proposal
------------------	--

b. The Council noted the following planning decision

<b>REFERENCE:</b>	<a href="#">3PL/2020/1346/LB</a> & <a href="#">3PL/2020/1345/HOU</a>
<b>PROPOSAL:</b>	Demolition of single storey extension and erection of new two storey extension and detached cart lodge
<b>LOCATION:</b>	NEW BUCKENHAM: Corner Cottage, Market Place
<b>Decision</b>	<b>Approved</b>

**2021/112 Neighbourhood Plan** Cllr Manning reported that the draft

Neighbourhood Plan was currently with Susan Heinrich at Breckland for final comments and would be formally submitted for the next stage following her feedback.

**2021/113 Community Land Trust** The Council discussed suggestions made by Mr Charles Stimpson regarding establishing a Community Land Trust in the Village. It was noted that this was not something that the Parish Council should be actively involved with as the initiative for such a scheme needed to come from the wider community. It would also not be appropriate to expend significant Parish Council time or resources on this issue until after the Neighbourhood Plan was completed.

**2021/114 11. Amenities**

- a. Allotments. The clearing of allotment 12 was still outstanding. It was agreed that a review of the standard allotment lease agreement should be undertaken. The Clerk agreed to circulate the current version to Councillors
- b. Cemetery. The Clerk reported that the availability of space at the cemetery was reducing and consideration should be given to tightening the eligibility for people seeking to reserve a grave plot. The current cemetery rules would be circulated to Councillors as a first step towards doing this.
- c. Play areaAdult
  - i. Play equipment installation. This was now complete, and Councillors were encouraged to try it out.
  - ii. Children's play equipment repairs and safety inspection. Cllr Crossman reported that extensive repairs were required to the roundabout. It was **resolved** that this repair work be carried out by Playdale at an estimated cost of £1,588.08 +vat
  - iii. The Council were reminded that there was still S106 funding of £480 available for play equipment available. The Chair asked

councillors to review information previously provided on sensory play equipment with a view to making a decision at the next meeting.

- iv. Grounds Maintenance. It was noted that no action had so far been taken regarding replacement of the waste bins on the Village Green. The Clerk agreed to bring proposals on this to the next meeting.

**2021/115 Coronavirus update.** It was noted that the current restrictions means that Parish Council meetings would need to be held remotely for the foreseeable future.

**2021/116 Next Meeting** The next meeting will be held on Tuesday 8th March 2021 at 7.30pm via Zoom

Cllr Karen HobleyChair

DRAFT

**New Buckenhham PC**

09 March 2021 Item 7 (a)

**New Buckenhham PC - Bank Reconciliation February 2021**

	27/01/2021 Community Account		<b>16,073.16</b>
	27/01/2021 Base Rate Reward		<b>102,265.21</b>
Total B/fwd 28/1		£	<b>118,338.37</b>
Cashbook balance at 27/1/21		£	<b>118,314.13</b>
	Income Feburary	interest January	0.78
		Lincoln All 13&14	60
		H Brett and Sons - Interment Highton	136
		H Brett and Sons - Interment and ERB Paterson	272
		£	468.78
	less Expenses January	-£	5,346.86
	add Cheques not cleared	£	-
	less receipts not credited	£	-
Total carried forward 26/2/21			<b>£113,436.05</b>
	Closing Bank Balances26/2/21 Community Account		<b>11,170.06</b>
	Base Rate Reward		<b>102,265.99</b>
			<b>£113,436.05</b>

## Payments List February 2021 for approval/noting (revised 9/3/21)

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>04/03/2021</b>			
<b>HMRC</b>	<b>225.68</b>	<b>0.00</b>	<b>225.68</b>
Income tax payments October/November/December 2020			
Online Payment	225.68	0.00	225.68
<b>09/03/2021</b>			
<b>T Wenman</b>	<b>23.98</b>	<b>4.80</b>	<b>28.78</b>
reimbursement of Zoom subscriptions February/March at £14.39 pm			
OL/Chq	23.98	4.80	28.78
<b>V Baker</b>	<b>60.00</b>	<b>0.00</b>	<b>60.00</b>
Closed churchyard gardening March 2021			
OL/Chq	60.00	0.00	60.00
<b>Broxap Ltd</b>	<b>1,200.00</b>	<b>240.00</b>	<b>1,440.00</b>
(Sunshine Gym) - Outside gym equipment - installation			
OL/Chq	1,200.00	240.00	1,440.00
<b>CB Wright Associates</b>	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>
Consultancy work relating to Neighbourhood Plan			
OL/Chq	1,000.00	0.00	1,000.00
<b>11/03/2021</b>			
<b>EON</b>	<b>24.07</b>	<b>1.20</b>	<b>25.27</b>
Street lights electricity February 2021			
DDR	24.07	1.20	25.27
<b>28/03/2021</b>			
<b>Norfolk Pension fund</b>	<b>106.80</b>	<b>0.00</b>	<b>106.80</b>
March 2021 pension contributions			
STO	106.80	0.00	106.80
<b>T Wenman</b>	<b>318.32</b>	<b>0.00</b>	<b>318.32</b>
Clerk's Office Expenses contribution March 2021			
STO	35.00	0.00	35.00
Salary for March 2021 (net of tax and pension contribution)			
STO	283.32	0.00	283.32
<b>Grand Total</b>	<b>2,958.85</b>	<b>246.00</b>	<b>3,204.85</b>



## New Buckenham Parish Council 9<sup>th</sup> March 2021 Item 8

### (a) New planning applications notified since the last meeting:

<b>REFERENCE:</b>	<a href="#"><u>3PL/2021/0195/LB</u></a>
<b>PROPOSAL:</b>	Replacement of 11 windows, patio doors and 2 rear doors
<b>LOCATION:</b>	Beech House Norwich Road

### (b) Planning Decisions notified since the last meeting:

None received

Details of planning applications can be found online at the Breckland Council website. Go to <https://www.breckland.gov.uk/planningsearch> and follow the instructions, inserting the relevant reference number for the planning application you are interested in. Alternatively, if you are viewing this report on the Parish Council's website, just click on the highlighted planning application number above to go straight to the application details on the Breckland website.