

NEW BUCKENHAM PARISH COUNCIL

Annual Parish Council Meeting

Councillors are summoned and the public and press are invited to attend the Annual Meeting of New Buckenham Parish Council at the Village Hall, Moat Lane, New Buckenham on Tuesday 8th May 2018 at 7.30pm

Agenda

1. **Chairman:** To elect a Chairman of the Council for 2018/19 and to sign the Declaration of Acceptance of Office
2. **Apologies:** To consider apologies for absence
3. **Vice Chairman:** To elect a Vice Chairman of the Council for 2018/19
4. **Minutes:** To approve the Minutes of the Council Meeting held on 10th April 2018 as a correct record.
5. **Matters Arising:** To receive reports on matters arising from those Minutes: (for update and information only)
6. **Declarations of Interest:** To record declarations of interests not already recorded in the current Members' Register of Interests and to consider requests for dispensation.
7. **Public participation:** To suspend the meeting to enable public participation, including:
 - (a) District Councillor/County Councillor Reports
 - (b) Parish Councillor Reports
 - (c) Parishioners' Comments & Questions
8. **Financial Matters:**
 - (a) To receive a financial report from the Clerk
 - (b) To receive the six monthly return from the Community Car Scheme (attached) and approve payment of the Parish Council contribution.
 - (c) To approve payments for May 2018

9. Planning

To note that the following application has been approved by Breckland Council:

Internal Alterations With Single Storey Rear Extension and Erection Of Garage
The Beams, King Street New Buckenham 3PL/2018/0069/HOU

:

10. Neighbourhood Plan

To discuss any relevant issues relating to the Neighbourhood Plan

11. Grounds Maintenance

To approve detailed terms for the grounds maintenance contract (report attached)

12. Amenities

To receive updates (where available) on the following:

- (a) Cemetery
- (b) Allotments
- (c) Closed Churchyard
- (d) Play area
- (e) Village Hall

13. Notice Board

To consider options for the third panel of the Parish Council notice board.

14. Street Lighting - Dial House - report attached

15. Next Meeting - The next meeting of the Parish Council will take place on Tuesday 12th June 2018 at 7.30pm.

NEW BUCKENHAM PARISH COUNCIL

Minutes of a meeting of New Buckenham Parish Council at the Village Hall, Moat Lane, New Buckenham on Tuesday 10 April 2018 7.30-8.02 pm

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

Also in attendance: District Councillor Adrian Joel, Trevor Wenman (Clerk), four members of the public

1819/1 **Apologies:** Apologies were received and accepted from Cllr Bella Chirodian

1819/2 **Minutes: Resolved** that the Minutes of the Council Meeting held on 13th March 2018 be confirmed as a correct record

1819/3 **Matters Arising:** The Clerk confirmed that no response had yet been received from the cricket club regarding the annual rental.

1819/4 **Declarations of Interest:**

There were none

1819/5 **Financial Matters**

(a) **Financial Report.** The council noted a bank reconciliation report to 31 March 2018. A budget monitoring report for the 2017/18 financial year would be provided at the next meeting

(b) **Payments** The following payments for April were approved

New Buckenham Parish Council		10 April 2018		
	Item 5 (b)			
Payments List April 2018 for approval (revised)				
(Payments marked DDR or STO are for information only)				
Row Labels		Sum of Net	Sum of VAT	Sum of Gross expenditure
27/03/2018				
CB Wright & Associates*				
101966		1500	0	1500
Consultancy work - Neighbourhood Plan		1500	0	1500
03/04/2018				
Wave (Anglian Water)				
DDR		19.4	3.88	23.28
Water charges - allotments		19.4	3.88	23.28
10/04/2018				
Dr Mandy Hartley				
101976		14.98	0	14.98
Nhood Plan focus group- Activities for children, tea, milk		14.98	0	14.98
Janet Trewin				
101977		90.07	0	90.07
Nhood Plan focus group - leaflets, printing questionnaires, photography, printer ink cartridge, catering.		90.07	0	90.07
Norfolk ALC				
101972		129.94	0	129.94
2018-19 Subscription		129.94	0	129.94
Norfolk Community Foundation				
101970		456	0	456
Repayment of excess grant not used for the Play area		456	0	456
Norfolk Pension Fund				
101971		87.94	0	87.94
Pension contributions March		87.94	0	87.94
Norfolk Playing Fields Assoc				
101974		20	0	20
2018/19 subscription		20	0	20
Norfolk PTS				
101973		125	0	125
2018/19 subscription		125	0	125
T Wenman**				
101969		163.51	14.44	177.95
Repayment of website annual subscription (paid by credit card to Wix.com)		61.88	12.37	74.25
Repayment of website domain annual subscription (paid by credit card to Wix.com)		10.39	2.07	12.46
Salary and expenses (balance) for March		91.24	0	91.24
V Highton				
101975		6.98	0	6.98
Nhood Plan focus group - envelopes, photocopying		6.98	0	6.98
12/04/2018				
EON				
DDR		18.98	0.95	19.93
Street lights electricity March 2018		18.98	0.95	19.93
28/04/2018				
T Wenman**				
STO		430.78	0	430.78
Office Expenses contribution April		35	0	35
Salary for April 2018		395.78	0	395.78
Grand Total		3322.54	19.27	3341.81
Notes				
* The cheque for payment of the consultancy invoice for Neighbourhood Plan was authorised by the Chair and Vice Chair, as the payment needed to be made by the end of March to meet the Locality Grant conditions.				
** Subject to agreement to the recommendations in the Clerk's report at item 5 (c)				

(c) Clerk's Hours and expenses.

The Council considered a further report on the Clerk's working hours and expenses. It was noted that the average hours actually spent on Council work averaged a little over 9 hours a week, as opposed to the contractual number of 7 hours. It was also noted that the Clerk's contract allowed for a payment to be made in respect of the use of the Clerk's home as office and telephone/broadband use on Council business.

Resolved:

- i. That the Council agrees to the Clerk being paid with effect from 1st April 2018 on the basis of 9 hours per week, subject to quarterly monitoring of hours worked; and
- ii. That a monthly payment of £35 to the clerk be made with effect from April 2018 to reflect the cost of the use of his home office, home phone, mobile phone and broadband on Council business.

1819/6 **Planning**

The Council considered the following planning applications:

Proposed two storey extension to provide a new sun room
Oak View, Marsh Lane New Buckenham

[3PL/2018/0296/HOU](#)

Resolved: to raise no objection this application

Internal Alterations with Single Storey Rear Extension and Erection Of Garage
The Beams, King Street New Buckenham – revised plans

[3PL/2018/0069/HOU](#)

Resolved: to register an objection to the revised application. Although the alterations to the house were acceptable, it was considered the garage as designed was clearly capable of being used as a separate dwelling.

1819/7 **7. Neighbourhood Plan**

Cllr Manning gave a brief update on the work of the Neighbourhood Plan Working Group and reminded councillors of the "open day" event at the village hall scheduled for 24 April 2018

1819/8 **8. Amenities**

To receive updates (where available) on the following:

(a) Cemetery. Cllr Bingham had produced a plan of the cemetery from the topographical survey, which needed to be populated with burial details.

(b) Allotments. All allotments are currently in cultivation.

(c) Closed Churchyard. With regard to Mr and Mrs Winser's request to purchase a seat for the closed Churchyard, the Council **resolved** to authorise this, provided the seat would not be a permanent fixture and would not require any building works, such as the provision of a concrete platform.

(d) Play area. Cllr Crossman advised of some deterioration of play equipment. The Clerk agreed to raise this as part of the forthcoming safety inspection.

1819/9 **Street Lighting Project.**

At the request of Mr and Mrs Elvin, the Council reconsidered its decision refuse their request to change the style of streetlight attached to Dial House. The Council, having reviewed the situation was still of the opinion that it would not be an appropriate use of public funds to replace the lamp for purely aesthetic reasons.

It was therefore **resolved** to confirm the Council's original decision on this matter.

1819/10 **Next Meeting** – It was noted that the next meeting of the Parish Council would take place on Tuesday 8th May 2018 at 7.30pm. This would be the Annual Parish Council Meeting, at which the Parish Council elects its Chairman and Vice-Chairman for the 2018/19 municipal year.

New Buckenhham PC

08 May 2018 Item 8(a)

New Buckenhham PC - Bank Reconciliation April 2018

Opening Bank Balances (28/3/18)	Community Account		16,660.43
	Base Rate Reward		101,403.32
Total B/fwd28 28/3/18		£	118,063.75
Cashbook balance at 27/3/18		£	114,695.81
	Income April Cemetery	£	60.00
	Precept	£	9,282.30
	Expenses April	-£	1,396.03
	less cheques not yet banked	£	134.97
Total carried forward			£122,777.05
	Closing Bank Balances Community Account (27 April)		21,373.73
	Base Rate Reward (27 March)		101,403.32
			£122,777.05

Cheques not presented at 27/3/18:

101933	TT Jones	22.94
101975	V Highton	6.98
101976	Dr Mandy Hartley	14.98
101977	Janet Trewin	90.07
		£ 134.97

BRECKLAND COMMUNITY CAR SCHEME

New Buckenham Branch

Parish Council Claim for the MONTHS of: Sept - Dec 2017 & Jan - Mar 2018

Number of Journeys

TOTALS

				<u>Total Journeys</u>	<u>A Total Mileage</u>	<u>B Paid to Drivers</u> (A x 45p)	<u>C Admin Costs</u> ÷ 2	<u>D Passenger Contribution</u> (@45p)	<u>E Paid by Breckland</u> (@ 42½ p) (Ax12.5)	<u>Balance due from New Buckenham Parish Council</u> (@40P) <u>(B - D - E) + C</u>
Hospital	Doctor/Dentist/Optician	Visit Sick or Elderly	Other Medical Related Journeys	82	1580	£711.00	£2.10	£355.50	£197.50	£160.10

Please make cheque out to - V Highton

Signed by Co.ordinator *Violet Highton*

(note: emailed this to Trevor at parishclerk@newbuckenham.net)

Date...May 2nd^d 2018...

Payments List May 2018 for approval

(Payments marked DDR or STO are for information only)

	Net	VAT	Gross expenditure
08/05/2018			
New Buckenham Village Hall	44.00	0.00	£ 44.00
Room booking 24/3/18 NP4NB 101978	8.00	0.00	£ 8.00
Room booking 26/3/18 NP4NB 101978	12.00	0.00	£ 12.00
Room bookings Parish Council Jan/Feb/Mar 101978	24.00	0.00	£ 24.00
TT Jones	19.12	3.82	£ 22.94
Street lighting maintenance April - June 2018 101979	19.12	3.82	£ 22.94
Groundwork UK	415.06	0.00	£ 415.06
repayment of unused grant on behalf of Neighbourhood Plan Steering Group 101980	415.06	0.00	£ 415.06
10/05/2018			
Norfolk Pension Fund	87.94	0.00	£ 87.94
Pension contributions April STO	87.94	0.00	£ 87.94
12/05/2018			
EON	20.21	1.01	£ 21.22
street lights electricity April 2018 DDR	20.21	1.01	£ 21.22
28/05/2018			
T Wenman	430.78	0.00	£ 430.78
Salary for May 2018 STO	395.78	0.00	£ 395.78
Office Expenses contribution May STO	35.00	0.00	£ 35.00
Grand Total	1,017.11	4.83	£ 1,021.94

New Buckenham Parish Council

8th May 2018

Item 11

Grounds Maintenance

Background

1. At the March meeting the Council agreed to increase the payments to Breckland Tree Services by 3% over the 2017/18 figures for the grounds maintenance carried out by BTS on behalf of the council. They did not however agree to pay for the additional monthly strim of the church yard, and the third monthly mowing of the cricket pitch which BTS have been carrying out, of their own volition, since 2014.
2. Phil Anderson of BTS has taken exception to the way in which the discussion was minuted, and fears that this gives the impression that he was just asking for more money. That was not the intention of my report to the March meeting, which was aimed at giving the Council a picture of the real cost of the grounds maintenance, and to ensure that BTS are being fairly paid for the work they are doing.
3. The main difficulty here is that the current standard of maintenance (which councillors have expressed their satisfaction with) has been the result of Mr Anderson going beyond what he was originally contracted to do. It is not therefore possible to see whether the original specification drawn up in 2014 is adequate, and whether the additional work is necessary.
4. The original specification is shown in Appendix A, annotated to reflect what has been done in practice. One point that will be noted is that, whilst the specification only allows for mowing of the cricket pitch from April (which is the start of the cricket season), it is necessary for cutting to take place during March to make the pitch playable at the beginning of April. This will need further discussion with BTS to make sure that they are properly paid for work done
5. It seems that some flexibility is required here so that, if BTS follow the original specification and the result over the next few months is not satisfactory from the Council's perspective, there is the opportunity to commission additional strimming/mowing for a pre-agreed additional charge. The following terms for the revised contract are designed to add that element of flexibility to the arrangements and allow for the council's thus far amicable relationship with BTS to be continued.

Price (all figures quoted are exclusive of VAT)

6. As agreed at the March meeting, the price paid for the work set out in Appendix A will be that for 2017 plus 3% for inflation, therefore:
2017: £3,739.20
2018: £3,851.38
2019: £3,851.38 to be increased in line with the prevailing inflation rate at the time of budget setting.
7. The prices quoted for additional work, if required by the Council would be as follows:
 - a. Additional cut of the Cricket pitch itself: £70
 - b. Additional cut of the open play area and car park area of the Common £35
 - c. Additional strim around headstones in the cemetery £30.

Additional work required during the year.

8. The contract is for the work specified in Appendix A. The Council will appoint two councillors to review the work done at intervals during the year and to meet the contractor on site if requested to discuss the need for additional mowing or strimming. The Clerk will be authorised to agree to one additional cut or trim in any given month for the cemetery or cricket pitch, subject to consultation with the appointed councillors, to be reported to the next available Parish Council meeting.

Recommendations:

- a) That the above contract terms be approved for agreement with Broadland Tree Services
- b) That two councillors be appointed to oversee the contract, and to meet with the contractor as necessary

Trevor Wenman
Parish Clerk

New Buckenham Parish Council 8th May 2018

Agenda Item 11 - Appendix A

Schedule of Works - Cemetery, Allotments, Play area - from 2014 contract

No of
Cuts

Notes

March/April:

Trim rough grass and all sides and top of the hedge on the Cuffer Lane side of the Cemetery	1
Trim leylandi and top and Cemetery side of the hedge between the Cemetery and the Village Hall field	1
Trim all sides and top of the hedge near the Cemetery gates adjacent to Moat Lane	1
Trim outside and top of the allotment hedge on the Cuffer Lane side of the allotments	1
Clear fallen leaves from the enclosed Play Area	1

Fortnightly Works 1st April to 31st October:

Grass cutting of the Common - to be carried out immediately before home cricket matches during cricket season - including the mound.	15	Additional monthly cuts carried out over the last three years, but not charged for
Grass cutting of the enclosed Play Area on the Common including removal of grass	15	
Grass cutting of the Cemetery on Cuffer Lane	15	

Monthly Works April to October Inclusive:

	7	This has been done twice a month at the same time as the mowing of the cemetery as BTS considered this gives a better finish.
Strimming around the gravestones in the Cemetery	7	
Strimming around the play equipment and fencing	7	
Strimming around the trees on the Common	7	

Works June/July:

Trim leylandi and top and Cemetery side of the hedge between the Cemetery and the Village Hall field	1
Trim all sides and top of the hedge near the Cemetery gates adjacent to Moat Lane	1

Works September/October:

Trim rough grass and all sides and top of the hedge on the Cuffer Lane side of the Cemetery	1
Trim leylandi and top and Cemetery side of the hedge between the Cemetery and the Village Hall field	1
Trim all sides and top of the hedge near the Cemetery gates adjacent to Moat Lane	1
Trim outside and top of the allotment hedge on Cuffer Lane side of the allotments	1
Clear fallen leaves from enclosed Play Area	1
Trim lower branches of the yew trees in the Cemetery	1

New Buckenham Parish Council

8th May 2018

Item 14

Street Light at Dial House, King Street

Background

1. Mr and Mrs Elvin have informed me that they have disconnected the power supply to the lamp affixed to Dial House (with effect from 16th April 2018) and requested that the Council remove the lamp.
2. TT Jones have agreed to remove the lamp at the same time that they come to fit the shields to the lamps at St Mary's Close and Rosemary Lane/Church Street, subject to the Council's decision at this meeting.

Recommendations:

- a) that the Council authorises the disconnection and removal of the lamp at Dial House as soon as possible; and
- b) that Mr and Mrs Elvin be informed that the Council now considers the agreement between the council and the owners of Dial House relating to the street light on their house to be at an end with effect from 16th April, when the electricity was disconnected.

Trevor Wenman
Parish Clerk