**NEW BUCKENHAM PARISH COUNCIL**

Minutes of a meeting of New Buckenham Parish Council held at New Buckenham Village Hall on Tuesday 14th March, 2023

**Present**: Karen Hobley (KH Chair) Andrew Bingham (AB Vice-Chair) Mary Dowson (MD), Mary Manning (MM), and Andrew Nettleton (AN).

**Also in attendance**: Stevie Hobley (Minutes) and 4 members of the public

**Apologies for Absence:** Steve Highton (SH), Don Crossman (DC), Steve Askew (SA)

**2223/91 Minutes**: The minutes of the Parish Council meeting held on 14th February, 2023 were confirmed as a true record.

**2223/92 Matters Arising**:

1. Village Gateway – **Action AB** to bring all proposed signage and costings to PC meeting in April. AB will chase up as no response as yet.
2. Defibrillator – Terms and Conditions relating to our grant came through just before the meeting. They are very comprehensive, so we need to read through thoroughly before we confirm arrangements. **Action KH**. We are delighted that our grant application has been successful. One of the first organisations to obtain a grant from the Hypercharged Foundation through County Broadband.
3. County Broadband (CB) Wayleave Agreement – With solicitors
4. Village Environment Meeting –
5. Establishment of community woodland working group – AB: Village walk 26.03.23 to assess potential sites for woodland.
6. Establishment of electric car charging point – AB: Expression of interest submitted to NCC for EV charging funding.
7. School taxi “Rat Runs” Church Street / Market Place – AT has contacted Acorn Park School. NCC has the taxi contract. AT contacted NCC but they said that they would need the name of the taxi company and the registration before any action could be taken.
8. Battery recycling – Village Hall would like to pick this up: however you can now recycle with your household waste if you place in a freezer bag or similar clear plastic bag and place on top of your bin.
9. Cuffer Lane Verges – Broadland Tree Services have accepted the contract for this and have been asked to delay cutting verge until May to allow for wildflowers to grow.
10. Litter picking – DC looking to see if we had the equipment. **Action DC**
11. Coronation Plaque – KH is still sourcing. Wording –‘In celebration of the coronation of King Charles III on May 5th, 2023’
12. Churchyard Foliage and Flowers – Margaret Ward has offered a list of shrubs that would be ideal for creating a cutting garden for the church flowers. £150 approved for shrubs in the church ground. AB to talk to Margaret Ward. **Action AB.** KH would talk to Louise Casson to arrange another meeting between the PC and the PCC. **Action KH.**
13. Traffic Action Group: KH had emailed Sue Fenton who is running the Action on Speeding Group A sixth volunteer is required to undertake some Speedwatch training to monitor speeding.

**2223/93 Declarations of Interest**: - None were declared.

**2223/94 Public Participation**:

1. District and County Councillor Report:
2. Chair and Parish Councillor Reports:

The Cricket Club asked permission to refurbish a bench at the cricket pitch. KH had agreed.

There is a tree down on the common, brought down by high winds but rotten inside. AB has asked Phil Anderson to remove and inspect all other trees. Parking in Marsh Lane – not a Parish Council issue.

1. Parishioners’ Comments & Questions:

Wall in Boosey’s Walk has been hit, PC: Responsibility lies with the owners to repair.

Anything further relating to Cuffer Lane – AB has written to the planning officer to question approval despite objections. AB has asked how this stands with future applications. Parish Council is awaiting a reply. We are entitled to go to Judicial Review.

Amanda Hartley had made an application to the Community Grant Fund for Coronation activities. However, money had already been allocated in the 2023/2024 budget. Cherry tree and plaque £62 approx, to be placed in the children’s garden. All agreed. Second grant for Coronation Day activities, opening of the garden and planting of tree, seeds have been sown for the garden by village children. Morris men, or another form of entertainment being sourced, BBQ, Ice cream, bring a picnic, BYO drinks, hot drinks available. £1030.Grant is not available until April 1st.as it is not part of current budget. All agreed.

**2223/95 Financial Matters:**

1. Bank reconciliation was accepted
2. An up-dated Community Project Fund Grant Application had been submitted by Old Buckenham Primary School`s Families Association and had been considered by the Project Group. Their recommendation is that the application is accepted.

AN: suggested that we alter point 1.1 & 1.4 to maintain consistency within the terms of the grant. The Grant to the school will benefit Parishioners in bringing families to the village who wish to use the school. All agreed that the grant be approved. KH/AT to meet with the school group regarding payments. **Action KH/AT**

1. Payments for March 2023 (below) were approved:-

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Payment Request Date | Invoice Date | Payment reference | Payee | Item | Gross expenditure | VAT | Net |
| 14/03/2023 | 07/02/2022 | online payment | A Thornton | amazon ink | 17.49 | 3.50 | 13.99 |
| 20/02/2022 | 19/02/2022 | online payment | A Thornton | Annual Licence | 113.76 | 18.96 | 94.80 |
| 14/03/2023 | 15/02/2023 | online payment | A Thornton | wix annual fee from clerks bank account | 12.46 | 0.00 | 12.46 |
| 14/03/2023 | 02/03/2023 | online payment | A Thornton | wix annual fee from clerk’s bank account | 86.40 | 0.00 | 86.40 |
| 14/03/2023 | 03/03/2023 | Direct Debit | N POWER | Electricity streetlights Feb 2023 | 25.47 | 1.27 | 24.20 |
| 14/03/2023 | 01/03/2023 | online | Various see invoice | Drivers’ mileage CCS Nov-Feb 2023 | 126.95 | 0.00 | 126.95 |
| 14/03/2023 | 01/03/2023 | onliine | G Walsh | CCS admin | 10.00 | 0.00 | 10.00 |
| 14/03/2023 | 07/03/2023 | online | A Thornton | March Salary Clerk RFO | 568.91 | 0.00 | 568.91 |
| 14/03/2023 | 27/02/2023 | online | Norfolk Parish training and Support | Annual subscription 2023-24 | 195.21 | 0.00 | 195.21 |
| 14/3/23 | 7/3/23 | online | A Thornton | Jan-March mileage | 27.00 | 0.00 | 0.00 |
| 14/03/2023 | 07/03/2023 | online | Norfolk County Council | March Pension Clerk RFO | 166.66 | 0.00 | 166.66 |
| **Totals** |  |  |  |  | **1,350.31** | **23.73** | **1,299.58** |

Additionally below agreed at meeting;

14/3/23 14/2/23 online S Hobley taking mins etc 51.80 0.00 51.80

Agreed for April payment run Kings Coronation £62.00 and £1030.00. Details will be on April payment run.

1. Roger Canham was proposed and re-appointed as internal auditor for the year end 2022/2023 at a cost of £65 (An increase of £5)

**2223/96 Planning**:

3PL/2023/0127/F – No objections

TRE/2023/0065/TCA – No objections

TRE/2023/0069/TCA – No objections

TRE/2023/0070/TCA – No objections

3PL/2023/0008/HOU - Approved

**2223/97 Amenities**: To consider any issues raised regarding the following:

**a. Grounds Maintenance:** The majority of the contract has been offered to Broadland Tree Services and they have accepted. Some aspects of the contract have been offered to another applicant and we are awaiting copies of relevant documents and confirmation from him. AT will email again giving a short deadline. An alternative may be required - recommended local companies M&N Horticulture and J M Crerar as an alternative.

**b. Closed Churchyard - Quinquennial Report:**

**c. Cemetery:** AT has revisited the spreadsheet with AN. It is confirmed that there are currently 4 vacant plots in the lower part of the cemetery. The faculty work has started. The plan of plots 1 – 99, which has been updated with dates of burials, will be published in Parish News to enable any public comment on the application to re-use these plots, which are all over 85 years old. There is no evidence that any of these plots are maintained or visited. Plots of this age with headstones will not be re-used.

**d. Allotments:**

**e. Play Area/ cricket pitch:**

**f. Public Footpaths:**

**2223/98 Community Car Scheme:**

Gerry Walsh has applied for this year`s grant of £440 and is waiting for a response. Previous year`s grant was for £801 and was all spent apart from £11. However, last year, we had DBS checks, medicals and eye test etc. completed for each driver - over £100 per volunteer. Gerry has one extra driver but no-one has yet come forward to co-ordinate the scheme. Numbers of journeys are down. KH thanked Gerry for running the scheme.

**2223/99 Correspondence:** To note any correspondence received and not covered elsewhere on the agenda.

1. A request has been made for a historic wark facilitator to lead a walk round the village on behalf of Beccles U3A. Rik Hoggett had seen this item on the agenda and has volunteered.
2. A Notice of Election has been received and has been displayed on the Notice Board and via the website. No one has attended the meeting, no new members have come forward as yet.

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**2223/100 Key Documents:**

1. AT has started to update the Risk Management Plan. In AT`s absence, this was deferred until next month.

**The next meeting of the Parish Council will take on Tuesday 11th April at 7pm, followed by the Annual Parish Meeting at 8pm.**

Suggested topics for Annual Parish Meeting:-

* Green issues (AB)
* Cemetery (AN)
* Community Car Scheme (GW)
* Community Project Fund (KH)

Drinks and nibbles to be provided

**KH thanked all in attendance. Meeting closed 20:47.**