NEW BUCKENHAM PARISH COUNCIL

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

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

**Also in attendance**: Angela Thornton Clerk (Minutes) one parishioner.

**2324/51 Apologies for Absence:** Mary Dowson (MD)

**2324/52 Minutes**: The minutes of the Parish Council meeting held on 10th October 2023 were amended at item 2324/58f MM to contact NWT regarding gate on BRIDGE. With this amendment, the minutes were confirmed as a true record.

**2324/53 Matters Arising**:

1. Village Gateway - Parish Partnership application submitted to NCC. **Pending**
2. Defibrillator – awaiting installation by end of November.
3. County Broadband Wayleave Agreement – with solicitors as issues around easements are yet to be resolved. **Pending**
4. Establishment of community woodland –1st choice of potential site is unavailable. 2nd choice not viable. 3rd choice to be investigated. **ACTION - AB**
5. Electric Charging Point **–** NBVHT agreed to progress subject to satisfactory insurance.
6. NBPC email services – NALC paid now; awaiting progress. **ACTION - AT**

**2324/54 Declarations of Interest**: - None were declared.

**2324/55 Public Participation**:

1. Chair and Parish Councillor Reports

MM requested, on behalf of The Villager directory, a donation of £150 towards publishing costs. AB proposed DC seconded all in favour. **ACTION - AT** **to add to payments list for** **November**.

MM stated villagers have reported that the top end of the Common is very overgrown. AB stated that this is a public highway in Carleton Rode Parish. **ACTION - AT** **to report to** **highways and inform Carleton Rode PC.**

MM stated that Neighbourhood Plan reports are not on website. **ACTION - AT** **to update** **website with these documents.**

The Chair proposed £50 donation to theBritish Legion DC seconded all in agreement. **ACTION - AT** **to add to payments for November.**

The Chair reported that ditches in St Martin`s Gardens were very full during recent heavy rainfalls.

1. District and County Councillor Report – n/a
2. Public Participation – Parishioner Amanda Hartley (AH) suggested that New Buckenham residents may like a Village Sign. AH to canvas the village for views in the first instance.
3. AH reported that the Childrens` Garden is proving a popular spot on village walking routes. AH suggested that the Parish Council enter Anglia in Bloom.

Discussions took place to conclude that, as an alternative, the organisers of Open Gardens be approached re involving the children and the Children’s Garden in this event.

**2324/56 Financial Matters:**

**a.** Bank reconciliation for October was accepted. AB proposed MM seconded, all in favour.

**b.** Payments for November 2023 (below) were approved: Councillors noted and approved the Emergency payment due to Health and Safety of the Play Area stepping stones. Two additional payments were added at the meeting Donation to British Legion £50. Donation to The Villager directory £150.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Payment Approval Date** | **Invoice Date** | **Payment type** | **Payee** | **Item** | **Portfolio number** | **Gross** | **Vat** | **Net** |
| 14/11/2023 | 04/11/2023 | Direct Debit | npower | Streetlights Elec 1-31Oct | 80 | 58.12 | 2.77 | 55.35 |
| 14/11/2023 | Nov | Online payment | A Thornton | A Thornton salary Clerk November salary £322.40 backdate pay award | 81 | 822.77 |  | 822.77 |
| 14/11/2023 | Nov | Online payment | Norfolk County Council | Pension includes backdated pay award contribution £62.43 | 82 | 257.34 |  | 257.34 |
| 14/11/2023 | 12/11/2023 | Online payment | Broadland Trees | October grounds maintenance | 83 | 1230.00 | 205.00 | 1025.00 |
| 14/11/2023 | 13/11/2023 | Online payment | Broadland Trees | Supply and install stepping stones at play area H & S Emergency | 84 | 456.00 | 76.00 | 380.00 |
| 14/11/2023 | 14/11/2023 | Online payment | Broadland Trees | Allotment clear Tree pollard unexpected maintenance | 85 | 1080.00 | 180.00 | 900.00 |
| 14/11/23 | 14/11/23 | Online payment | Royal British Legion | Donation | 86 | 50.00 |  | 50.00 |
| 14/11/23 | 14/11/23 | Online payment | Villager Directory | Donation | 87 | 150.00 |  | 150.00 |
| TOTALS |  |  |  |  |  | 4004.23 | 463.77 | 3540.46 |

1. Councillors received the 2024-25 draft budget with clerks’ advisory notes. Councillors requested revised draft budget with 3 precept options for consideration at December meeting. **ACTION - AT**

**2324/57 Planning**: Decisions noted.

**2324/58 Amenities**: To consider any issues raised regarding the following:

**a. Grounds Maintenance** – Contracted Grounds Maintenance work for 2023-24 is now complete.

**b. Closed Churchyard –** AT reported that work to prepare the churchyard for the extended memorial garden and the repairs to the flint wall for 2023-24 have led to an overspend of the £4000 budget by £150. Additionally, the Churchyard general maintenance budget of £2000 is also overspent by £140.

With this information to hand, acknowledging that historically NBPC had expressed that it would consider supporting the refurbishment of the Victorian Lampost, the overspent budgets and the advice from the Diocese that “the PCC must bear the cost of repair” means that, on this occasion in this financial year, NBPC will not be able to financially support this project. **ACTION - AT** **to inform PCC of NBPC decision.**

Period Pointing have been booked for May 2024 to continue with repairs/ maintenance of the churchyard flint wall, A draft budget of a further £3,000 allocated for Quinquennial Report work during 2024-25.

**c. Cemetery (consecrated ground) –** Faculty email received and verbally confirmed by Diocese. Awaiting PCC minute to progress final paperwork.

**d. Allotments –** Broadland Trees (BT) have completed requested maintenance and tree work. The compost bin has not yet been relocated to the allotments – **ACTION - AT** ***to contact BT and*** **request compost bin is relocated urgently.**

Councillors discussed the use of the cleared area expressing concern that it may already have been used to dispose of redundant garden tools /rubbish. MM asked if allotment tenants have a view on its` use - communal composting area/ water butt storage/ wildflower seating area? **ACTION** **AT to contact Mr Grindley to coordinate allotment tenants’ views, bringing a plan for consideration to the December meeting.**

PM clarified that the far gate is broken and the near gate does not close. **ACTION - PM to repair the far gate and, if possible, the near gate.**

AT reported that as of 1st November there are 4 vacant plots. 1 to be allocated to person on waiting list. **Action - KH to place article in Parish News.**

DC proposed and MM seconded that moving forward only 1 plot may be allocated per resident. All approved. **ACTION - AT to amend Rules to state this.** (Current allotment holders with 2 plots will not be affected).

**e. Play Area/ Cricket Pitch –** DC arranged for urgent replacement and repair of broken log and stepping stones in Play Area alleviating Health and Safety concerns (This has used all of the playground improvements/ repairs budget for 2023-24.) Mushroom seats will now be considered for repair or replacement in 2024-25. DC proposed and MM seconded that an amount of £1,000 be allocated to Play Area improvements budget for 2024-25. **ACTION – AT to include this in draft budget for December meeting.**

**f. Public Footpaths -** MM clarified that footbridge on footpath 2 isNCC responsibility. They have been notified through their electronic system.

**g. Community Car Scheme –** Not discussed at this meeting.

**h.** **Street Lights –** Quotes received re Councillors` proposal that shields be fitted to lights to reduce direct glare into properties and that light brightness reduces at midnight which will reduce the electricity usage. **ACTION - AB/MM to walk around the village to check which lights require a shield and which streetlights it is felt “safe” to be off from midnight to 0530hrs.**

**2324/59 Correspondence –**

All correspondence considered:-

No comments on a)the [Review of Polling Districts, Polling Places and Polling Stations 2023 - Breckland Council](https://www.breckland.gov.uk/elections/polling-districts-review-2023) or b)Greater Norwich Local Plan Consultation [www.gnlp.org.uk](http://www.gnlp.org.uk).

c) Councillor Andrew Bingham was proposed by MM and seconded by DC to represent NBPC on [**Mid Norfolk Flood Partnership**](https://www.georgefreeman.co.uk/news/mid-norfolk-flood-partnership)**.** Approved by all.

d) Councillor KH proposed and DC seconded a 2024-25 budget provision of £1,000 for any NB village D Day 80 event. Approved by all.

Meeting closed at 21:00

**The next meeting of the Parish Council will take place on**

**Tuesday, 12th December at 7.30pm.**

**Please join us for Festive Nibbles and Drinks**

**after the business of the meeting is concluded.**

