

New Buckenham Parish Council

MINUTES OF THE ANNUAL GENERAL MEETING OF New Buckenham Parish Council held on Tuesday 14th July 2015 at 7.30pm in the Village Hall, Moat Lane

Present: Councillors Karen Hobley (Chair), Andrew Bingham, Bella Chirodian, Don Crossman, Susan Felton

In Attendance: Mrs H A Clutten (Clerk), & Adrian Joel (District Councillor)

Absent
(without apologies) None

Public: 11

The Chair welcomed everyone to the first meeting of the newly elected Parish Council; the Councillors and Clerk introduced themselves.

15/68 To acknowledge receipt of the signed Declarations of Acceptance of Office:

Signed and witnessed Declarations of Acceptance of Office were received from Councillors Andrew Bingham, Bella Chirodian, Don Crossman, Susan Felton and Karen Hobley.

15/69 To elect a Chairman of the Council for 2015/16 and to sign the Declaration of Acceptance of Office:

Councillor Karen Hobley was nominated and seconded as Chair of the Parish Council for 2015/16. There were no other nominations. **Council RESOLVED** to appoint Councillor Karen Hobley as Chair of New Buckenham Parish for 2015/16; Councillor Hobley signed the Declaration of Acceptance of Office.

15/70 To consider accepting apologies for absence:

Apologies for absence were received and accepted from Mary Dowson and Nigel Redfern for reasons known to it.

15/71 To approve the Minutes of the Council Meeting held on 14th April 2015:

The draft Minutes of the previous meeting had been circulated. Following amendment of the timing of the meeting on Page 1 of the Minutes (changed from 7.30pm to 7.00pm), **Council RESOLVED** to approve the Minutes as a true and accurate record of the meeting held on 14th April 2015. The Minutes were signed at the end of the meeting by the Chair, Karen Hobley.

15/72 To receive reports of matters arising from those Minutes: for update and information only:

It was reported that most of the potholes had finally been mended.

15/73 To record Declarations of Interest not covered by the Current Register of Interests:

None received.

15/74 To adjourn the meeting to allow public participation including:

(a) District Councillor's Report:

Money from planning applications is available to Old Buckenham, New Buckenham and Kenninghall from applications prior to April 2015. There is £3,200 for Children's Play and £8,480 for Outdoor Sport.

The Tour of Britain cycle race is coming through Breckland in September. Various activities will take place during the weekend starting 12th September.

Breckland has joined up with a national environmental charity to fight dog fouling.

(b) Parishioners' Comments & Questions:

Issues Raised:

Possible affordable housing in St Martin's Gardens
Damage to wall at King's Head – Councillor Joel will report to Breckland Conservation Officer.
Trees removed at King's Head – will they be replaced? Councillor Joel agreed to look into this.
Amended planning application for 9 Church Street- received when the Parish Council was inquorate.
Play Area has inspection been arranged? Clerk to organise.
Reported that Church Farm was looking untidy – Councillor Joel to investigate.

(c) Parish Councillor Reports:

Issues Raised:

Two trees in the churchyard may be in need of attention – add to agenda for next meeting.

Council meeting resumed.

15/75 Planning:

- (a) The Council considered the resubmission for the extension behind 9 Church Street which had been received whilst the Council was inquorate. The Council stood by its earlier decision on the original application which was that it had no objections to the enlargement of the property.
- (b) The Council considered the application to change a garage in Marsh Lane into a dog grooming parlour. The Council agreed that it had no problem with the changes being made to the garage as it was a relatively new property but it felt that Marsh Lane was not a suitable road for increased traffic use.
- (c) Breckland Council has given planning permission to the owners of Albavene, Marsh Lane, for the demolition of a single storey extension and the erection of a two storey extension.

15/76 Financial Matters:

(a) To receive a financial summary report from the Clerk:

A financial report had been circulated to the Councillors prior to the meeting. No further information was requested.

(b) To approve payments to be made:

Council RESOLVED to authorise the cheques drawn on 12th May 2015 as shown below and to authorise the other payments now due.

Cheque No	Item	Vat £	Gross £
Cheques drawn 12.05.2015			
101776	Norfolk ALC, Subscription	£0.00	£121.21
101777	Broadland Tree Services, May 2015 Invoice	£92.10	£552.60
101778	New Buckenham Village Hall, Room Hire	£0.00	£48.00
101779	Mrs H A Clutten expenses plus any additional hours less tax	£0.00	£165.13
	Total 12.05.2015	£92.10	£886.94
Cheques drawn 14.07.2015			
101781	Roger Canwell, Local Audit, 2014/15	£0.00	£50.00
101782	HMRC, Tax Deducted April, May, June 2015	£0.00	£210.60
101783	T T Jones Electrical Ltd, Street Lighting Maintenance July, August, September	£15.98	£95.89
101784	Mrs H A Clutten expenses plus any additional hours less tax (two months)	£0.00	£236.70

101785	Broadland Tree Services, June & July 2015 Invoices	£184.20	£1,105.20
101786	Norfolk Parishes Training Partnership	£0.00	£50.00
	Total	£200.18	£1,748.39

For information: payments by DDR /SO

09.05.2015	Mrs H A Clutten, Basic Pay and Office Allowance less tax	£0.00	£238.74
08.06.2015	Mrs H A Clutten, Basic Pay and Office Allowance less tax	£0.00	£238.74
08.07.2015	Mrs H A Clutten, Basic Pay and Office Allowance less tax	£0.00	£238.74
12.05.2015	E-ON Street Lighting Energy, May 2015	£2.15	£45.18
12.06.2015	E-ON Street Lighting Energy, June 2015	£3.00	£62.93
11.07.2015	E-ON Street Lighting Energy, July 2015	£2.90	£60.90

(c) To receive the accounts for the year ended 31st March 2015:

Council RESOLVED to approve the accounts and bank reconciliation statement for 2014/15. The two documents were signed by the Clerk and Chair.

(d) To approve and complete the Annual Governance Statement for the year ended 31st March 2015:

The Councillors went through the list of statements making up the Annual Governance Statement and agreed upon a 'yes' response to all except for No 9 relating to trusts which does not apply.

(e) To approve the signing of the Annual Return for the year to 31st March 2015:

Council RESOLVED to sign the Annual Return for the year ended 31st March 2015; this was then signed by the Chair.

(f) To consider the purchase of copies of the latest version of The Parish Councillor's Guide:

Council RESOLVED to purchase 7 copies of the latest version of The Parish Councillor's Guide by Paul Clayden. (Clerk will action.)

(g) To consider the Insurance Renewal from Aviva:

The Councillors considered the insurance renewal provided through CAME and Company and satisfied themselves that the figures were appropriate. **Council RESOLVED** to renew its insurance with AVIVA for 2015/16. Cheque number 101787 was drawn in favour of Broker Network Ltd for £896.75 and signed by Councillors Bingham and Hobley.

15/77 To consider the appointment of a Vice Chair of the Council for 2015/16:

Councillor Andrew Bingham was proposed and seconded, no other nominations were offered. **Council RESOLVED** to appoint Councillor Andrew Bingham as Vice Chair of the Parish Council for 2015/16.

15/78 To consider individual Councillor Responsibilities for 2015/16 for:

- (a) Allotments – Council agreed that Councillors Chirodian and Felton should take on this responsibility.
- (b) Cemetery - Council agreed that Councillors Chirodian and Felton should take on this responsibility.
- (c) Play Area – Council agreed that Councillors Crossman should take on this responsibility.
- (d) SNAP – Council agreed to ask David Scott-Miller if he wished to continue his previous role.
- (e) Footpaths and Highways – Council agreed to ask Councillor Dowson if she would be interested in taking on this responsibility.
- (f) Street Lighting - Council agreed that Councillor Redfern should take on this responsibility.
- (g) Finance – Council agreed that all Councillors and the Clerk should be involved.
- (h) Project/Grant Fund – Council agreed that Councillors Hobley, Crossman and Bingham plus the Clerk should take on this responsibility.
- (i) Appointment of an Investment Committee - Council agreed that Councillors Hobley, Crossman and Bingham plus the Clerk should take on this responsibility

15/79 To consider the appointment of a Council Representative to the Village Hall Trust:

Council RESOLVED to appoint Councillor Andrew Bingham as its representative on New Buckenham Village Hall Trust.

15/80 To consider the appointment of a Council Representative to the High Bailiff's Trust:

The Council agreed to consider this item at its next meeting.

15/81 To consider a request from Mr Stimpson to move the dog bin opposite Moat Lane:

Before the meeting Mr Stimpson had indicated that there had been a misunderstanding about wanting the dog bin moved, no discussions therefore necessary.

15/82 To consider a request from Mr Stimpson to mark the allotment public footpath as not being a bridle way:

The Parish Council thought that the public footpath should be monitored for use by horses. It was also suggested that the landowner might contact the Countryside Access Officer at County Hall.

15/83 To consider a request from Saffron Housing that the Council supports negotiations for the purchase of the land offered by Mr Stimpson for the provision of low cost housing:

The Parish Council agreed that it was not currently in a position to give support to the Saffron negotiations.

15/84 To consider a request from the Norfolk Wildlife Trust to support the continued fencing of the Common – the current ten year permission from DEFRA expires in September 2015:

The Council agreed to support the fencing of the Common during the summer months as it had done in 2005.

15/85 **To consider the Council's future projects in general terms:**

(a) Updating of street lighting

The Council agreed to discuss this at the next Parish Council meeting.

(b) Provision of a new noticeboard and relocation

The Clerk had circulated some information from a noticeboard manufacturer. It was agreed that Councillors would consider this information and then discuss the matter at the next Parish Council meeting.

(c) Improvement of the play area car park

The plan of the current car park area had been circulated – agreed that Councillors should bring suggestions to the next Council meeting.

(d) Provision of a Project/Grant Committee

It was agreed that contact should be made with the New Buckenham residents who had expressed an interest in sitting on the Project/Grant Committee and that a meeting should be organised in September 2015.

15/86 To receive items of correspondence:

New Buckenham Village Hall, booking information update, booking form has been completed and returned by Clerk

South Norfolk Council, South Norfolk Local Plan information

Norfolk County Council, King's Lynn Festival Booklet for July 2015

HAGS SMP. Leaflet about playgrounds and play equipment

EIBE, leaflet about wooden play equipment

EIBE, leaflet on Summer offers

Sovereign, leaflet about play equipment

Clerks & Councils Direct, May 2015

SLCC, The Clerk, May 2015 & July 2015
Leaflet Broxap street furniture, Summer 2015
CPRE AGM (20.07.2015) invitation
Glasdon, Local Councils' Special Offers
CPRE, Norfolk Voice, May 2015
Clerks and Councils Direct, July 2015

15/87 To receive items for the next agenda:

Housing Needs Survey/Saffron Housing
Play Area Car Park
Play Area
Parish Council Noticeboard
Street Lighting
Project Fund Committee
SNAP
High Bailiff's Trust
Trees in Churchyard

15/88 To confirm the date of the next Parish Council Meeting as 8th September 2015 unless any urgent matters arise in August 2015 in which case a meeting will take place on 11th August 2015:

Confirmed.

15/89 A proposal to exclude the press and public from the meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed (Public Bodies (Admission to Meetings) Act 1960 s1):

Council RESOLVED to exclude the press and public from the meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed (Public Bodies (Admission to Meetings) Act 1960 s1).

15/90 Update on the rent arrears of No 1 Townhouses:

The Clerk confirmed that a cheque had been received for the rent arrears, interest and Small Claims Court fee. Receipt of the cheque had been acknowledged to Mr Pennell and a further letter had been written by the Clerk to Mr Pennell once the cheque had passed through the Parish Council's bank account.

15/91 To consider a response to a recent letter from Mr J Pennell acting on behalf of Mr J Farnell:

The Council noted the contents of the letter and the fact that two acknowledgements for the cheque had been sent to Mr Pennell.

There being no further business the meeting closed at 9.20pm.

Signed Karen Hobley (Chair), 8th September 2015