

NEW BUCKENHAM PARISH COUNCIL

Minutes of a meeting of New Buckenham Parish Council held at New Buckenham Village Hall on Tuesday 4th October 2022.

Present: Karen Hobley (KH Chair) Andrew Bingham (AB Vice-Chair) Don Crossman (DC) Steve Highton (SH) Andrew Nettleton (AN) Mary Manning (MM) and Mary Dowson (MD).

Also in attendance: Steve Askew (SA) (part of meeting), Angela Thornton Clerk (AT) (Minutes) and 4 members of the public.

Apologies: None

2223/43. A minute's silence was held in memory of the late Queen and to proclaim the new King.

2223/44. The minutes of the Parish Council meeting held on 12th July 2022 were confirmed as a true record.

2223/45. Matters Arising:

1. BOAT (Byway Open to All Traffic) is "a highway over which the public have a right of way for vehicular and all other kinds of traffic, but which is used by the public mainly for the purposes for which footpaths and bridleways are used". AB summarised the need to investigate the option of a BOAT from Moat Lane across the rear of the common to mitigate the risk of this access being closed.
ACTION AB will make enquiries with Norfolk County Council.
2. NBPC website access via android tablets is still proving problematic. **ACTION** AT to reinvestigate and produce step by step usage guide.
3. Village Gateway- KH awaiting response from Breckland. **ACTION** AB will produce draft plan. SA suggested applying through Parish Partnership and SA may also contribute.
4. Defibrillator. KH has sourced information on a model that is suitable for use on adults and children. **ACTION** KH to circulate details to Parish Councillors for their views/comments. Simon from the King's Head has agreed an identified location. We will need to discuss electrics and a plan to check the defibrillator on a regular basis. **ACTION** Sue Britton to bring a plan for this to the November meeting, including a list of volunteers, for Parish Council consideration.

2223/46 Declarations of Interest: There were none.

2223/47 Public Participation:

a. Craig from County Broadband (CL) gave an update as follows:

He explained his role and communicated current cabling works and plans in village which are all due for completion by end of Dec 2022. The operations team will then arrange for customer connections to go live which can take about 12 weeks.

He stated that some work on Market Place and King Street was due to be done soon. KH requested residents and shops are informed and a villager highlighted no signs or notifications have been received for most works. CL apologised and explained the build partner is no longer contracted to County Broadband. It was suggested that NB Facebook page could be used for communicating road closures.

ACTION AT to pass appropriate information to Facebook coordinator

AB raised issue of overhead cables, are any planned? CL explained generally CB use a passive approach utilising any existing Open Reach equipment and movement i.e., if Open Reach removes poles and goes underground then CB will go underground.

A member of the public asked about expressions of interest. CL clarified that an expression of interest is not a contract. A pre order is different and a package applied for online constitutes an electronic signature. Customer services will clarify any contracts etc with individuals who contact them.

AB requested legible maps of works taking place. **ACTION** CL offered to send "We share file" of CB plans and maps for New Buckenham.

The requirement for a wayleave agreement for Tanning Lane was raised by member of the public.

ACTION CL requested that if the landowner could be identified CB would pursue this.

A Thornton 11/10/22

CR outlined the new County Broadband charity The Hypercharged Foundation which has funds available for community projects. **ACTION** KH to consider applying to this for the defibrillator.

b. District and County Councillor Report – None at this meeting.

c. Chair and Parish Councillor Reports:

- (i) KH had met with Police regarding village traffic and parking issues. The officer highlighted that the SNAP meeting is the forum to set priorities. **ACTION** The next meeting is on 25th October at 6pm at Attleborough Town Hall. Councillors and members of the public are encouraged to attend to highlight the issues in New Buckenham.
- (ii) KH clarified no Project fund applications had been received this quarter. KH is aware that NBPC may receive an application from the High Bailiff's Trust to replace the pump. She suggested that applications are considered when they are received rather than quarterly. All Councillors agreed. **ACTION** AN has been asked to renew and adapt paperwork.

d. Parishioners' Comments & Questions.

- (i) Member of public asked if Neighbourhood Speed Watch could be set up. **ACTION** KH to check.
- (ii) CAN updated on Wildlife Day. The Village Hall Trust are clearing space that can be used for a commemorative tree for the Queen rather than a Jubilee tree. This land may provide a community garden. AH asked that if this goes ahead will NBPC fund the tree and plaque? **ACTION** KH suggested that, subject to Village Hall Trust approval for the garden, a quote for the cost of tree and plaque will be bought to a future meeting. KH felt that a tree to commemorate Violet Highton should be planted in amongst trees in playground. All agreed. **ACTION** SH and family will purchase and plant the tree.

2223/48 Financial Matters

- a. 2nd quarter's budget monitoring was accepted with suggestions for change to next year's budget agreed.
- b. October payments as below were approved.

Payment Request Date	Invoice Date	Payment reference	Payee	Item	Gross expenditure	VAT	Net
04/10/2022	15/09/2022	online payment	A Thornton	CILCA fee for web access paid direct by AT	410.00	0.00	410.00
04/10/2022	23/09/2022	Direct Debit	Wave	Water 9/6-8/9 allotments	72.17	12.04	60.13
04/10/2022	October	online payment	Broadland Tree Services	September maintenance	796.92	132.82	664.10
04/10/2022	October	online payment	V Baker	October weeding closed Churchyard	67.50	0.00	67.50
04/10/2022	28/10/2022	online payment	A Thornton	October salary September training	530.63	0.00	530.63
04/10/2022	28/10/2022	online payment	NCC	Clerks October pension	154.71	0.00	154.71
04/10/2022	12/09/2022	online payment	A Thornton	Printer ink	18.25	3.04	15.21

04/10/2022	20/09/2022	online payment	TT Jones Electrical Ltd	Street light maintenance Oct - December 2022	25.25	4.21	21.04
04/10/2022	12/09/2022	online payment reference NO0315	PK Littlejohn	Annual External Audit	240.00	40.00	200.00
04/10/2022	12/09/2022	Direct Debit	N Power	Electricity August for Street lights	34.53	1.64	32.89
18/10/22	6/9/22	Direct Debit	GDPR	Data protection registration renewal	35.00	0.00	35.00
					2,384.96	193.75	2,191.21

- c. Amenities costings report, (cemetery, allotments and cricket pitch) was considered, having previously been circulated, with the following decisions:
- Allotments charges increase from £30 to £40 per annum per full plot. No reduction or refund for part year occupancy. This may cover maintenance and water usage. **ACTION AT** to amend all allotment paperwork/website for end of October billing. KH proposed, AB seconded ALL in favour. The shortfall for 2021-22 was £1252
 - Cricket Pitch. Meeting to be arranged with cricket club representative to share current costings and agree substantive increase for 2023-24 to address maintenance requirements. There is a short fall for 2021-22 was £1022.
 - Cemetery costs will increase. Memorial headstone from £82 to £100. Exclusive Rights from £136. to £250. Internment from £136 to £250. There will be no charge for the burial of a person under 18 years of age. No more exclusive rights reservations will be taken until further notice. **ACTION AT** to amend all cemetery paperwork/ website to reflect changes. KH proposed AN seconded ALL in favour. The shortfall for 2021-22 was £1523.
- d. The council was asked if it wished to opt-out of the next round of 5-year audit appointments answer NO it did not. **ACTION** the council will continue to utilise the external auditors appointed by SAAA.

2223/49 Planning:

a. The council noted the approval of: REFERENCE: 3PL/2022/0660/HOU Location: Ham House, Boosey's Walk

b. The Council considered and had no objections to:

REFERENCE: 3PL/2022/0997/LB

PROPOSAL: Conversion of the existing detached out-building to provide additional bedroom accommodation and new flat roof kitchen link between the outbuilding and Victorian chapel extension, with minor internal alterations to the Victorian chapel extension

LOCATION: St Marys Chapel Castle Hill Road

APPLICANT: Mr Oliver Pearson

The council noted that the Cuffer Lane retrospective planning application had been deferred again.

2223/50 Amenities: The Parish Council considered issues raised as follows:

- a. Grounds Maintenance: Councillors discussed ongoing maintenance requirements **ACTON AT** to circulate draft maintenance requirements specification for comment / amendment and present to November meeting.
- b. Closed Churchyard: The Quinquennial working group continue to progress and arrange for agreed works to be carried out.
 - (I) Steps and Rails to be refurbished, quotes, and works approved by PCC.
 - (II) CAN and village volunteers to clear and weed "compost area" and pallet compost area to be re-established. Skip hire approved if required. Date to be set. **ACTION KH** to contact Michelle White House, Grange Road re Brown Bin.
 - (III) Wildflower area of churchyard has been annually cut and cleared by volunteers. 12 species of plants identified. This area needs clarification in next maintenance contract. **ACTION AT** to ensure maintenance contract clarifies requirements for this area.
 - (IV) Correspondence received from villager re flint wall deterioration. AB has inspected **ACTION AT** to send correspondence to Agent and Tenant re way forward.
- c. Cemetery: Following July`s meeting whereby Councillors approved the reuse of some grave space AT has investigated and is now awaiting information from the Diocese on obtaining a faculty. **ACTION AT** to prepare faculty when details known.
- d. Allotments: AT updated there are still 2 available untended plots both of which have been offered to all villagers on the waiting list and all have refused and asked to remain on the waiting list. The council was requested to allow an offer of one of these plots to be made to a family who live on the village boundary – all agreed. **ACTION AT** to remake offer.
- e. Play area / Cricket pitch: AT informed council Play Inspection has taken place. Works required to be collated and quotes obtained. DC happy to carry out small works. **ACTION AT** to prepare works required specification for November meeting.
The Cricket Pitch - Secretary of the Cricket Club has requested that part of common be segregated for dog walkers; therefore dog walkers not allowed on general play / cricket areas. Councillors discussed and declined this suggestion.
- f. Public Footpaths: The Parish Council would like to take Barbara Cattermole up on her kind offer to facilitate a village footpath walk. This could take place on New Year`s Day as part of the Hair of the Dog walk. **ACTION** publicise in Parish News.

2223/51 Community Car Scheme GW updated on Community Car Scheme – quiet summer, difficulty in face-to-face GP appointments has reduced usage. Has advertised for replacement coordinator, no interest to date. **ACTION GW** to submit mileage / expenses. All to consider suitable candidates for a replacement coordinator.

2223/52 Implementation of Neighbourhood Plan – The Council considered the ongoing implementation of the Neighbourhood plan. Mary Manning agreed to coordinate the monitoring role checking planning applications against NP and providing quarterly reports (page 64 of NP) **ACTION MM** to provide quarterly reports

2223/53 Succession Planning – Elections are due in 2023 .KH explained that she will have served as chair for 25 years in 2024 and will stand down in 2024 having supported the newly elected council of 2023 for a further year, if elected as Chair. Discussion took place on considering how long a future chair may stand for, possibly 2 years or 5 years. The possibility of the vice chair succeeding the chair after an agreed period of time was also discussed. No decisions made.

The next meeting of the Parish Council will be on Tuesday 8th November 2022.

The Chair thanked all for attending. Meeting closed at 21:45 hrs.