

NEW BUCKENHAM PARISH COUNCIL

Councillors are summoned and the public and press are invited to attend a meeting of New Buckenham Parish Council on Tuesday 14th September 2021 at 7.30pm at New Buckenham Village Hall

The Parish COVID-19 social distancing restrictions still apply at this time. Members of the public are asked to wear face coverings whilst inside the building (unless exempt) and remain socially distanced from anyone outside their household or support bubble. They will, however, be able to remove their face coverings whilst seated. If you intend to attend the meeting, please contact the Chairman, Cllr Karen Hobley to allow for arrangements to be made appropriate to the number attending.

*Trevor Wenman,
Clerk to the Council
9th September 2021*

Agenda

- 1. Apologies:** To consider apologies for absence
- 2. Minutes:**
To approve the minutes of the Parish Council Meeting held on 13th July 2021 (attached)
- 3. Matters Arising:** To receive reports on matters arising from the Parish Council minutes (for update and information only)
- 4. Declarations of Interest:** To record declarations of interests not already recorded in the current Members' Register of Interests and to consider requests for dispensation.
- 5. Public participation:** To suspend the meeting to enable public participation, including:
 - (a) District Councillor/County Councillor Report
 - (b) Parish Councillor Reports
 - (c) Parishioners' Comments & Questions
- 6. Financial Matters:**
 - (a) To receive a financial report for the period 1st July to 31st August 2021
 - (b) To note payments made in August 2021
 - (c) To approve or note payments for September 2021
 - (d) External Audit. To note the report of the External Auditor on the 2020/21 accounts (attached)
 - (e) Community Project Fund - Junior Football Club

7. Planning

To consider planning applications received since the last meeting, and to note planning decisions notified since the last meeting (report to follow)

8. Neighbourhood Plan

To receive an update on progress.

9. Communications Policy.

To agree at Communications Policy for the Council (draft attached)

10. Complaints of smells in the Church Street, Rosemary Lane, St Martin's Gardens area.

11. Traffic Calming

12. Amenities

To consider any issues raised regarding the following:

- (a) Grounds Maintenance
- (b) Closed Churchyard
- (c) Cemetery
- (d) Allotments
- (e) Play Area/ Cricket Pitch
- (f) Public Footpaths
- (g) Village Telephone Box

13. Exclusion of Public and Press: To resolve under section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 to request the press and public leave the meeting for the following confidential item

14. Parish Clerk position

15. Next Meeting The next meeting will be held on Tuesday 12th October 2021 at 7.30pm at the Village Hall.

Circulation: **Parish Councillors** Andrew Bingham, Don Crossman, Mary Dowson, Steve Highton, Karen Hobleby, Mary Manning, Andrew Nettleton **District and County Councillor** Stephen Askew

NEW BUCKENHAM PARISH COUNCIL

Minutes of a meeting of New Buckenham Parish Council held at New Buckenham Village Hall on Tuesday 13th July 2021 7.30-9.20pm

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

Also in attendance:, Trevor Wenman (Clerk), six members of the public

2122/23 Apologies for absence: County and District Councillor Steve Askew

2122/24 Minutes: Resolved: that the minutes of the Parish Council Meeting held on 8th June 2021 be confirmed as a correct record.

2122/25 Matters Arising

- a. **Cricket Club.** The Clerk was waiting for details of the Club's safeguarding policies
- b. **Bins on the Market Place** Cllr Highton would secure the repairs by September
- c. **Churchyard Wall** The Clerk would contact the neighbouring landlord
- d. **Bee Maze.** The Clerk was in communication with Breckland Council regarding the release of the S.106 funding and would order the equipment when this was clarified.
- e. **VAT** reclaims for 2019/20 and 2020/21 had been submitted
- f. **Communications policy.** The Clerk had circulated a model policy to Councillors for consideration but it was agreed that this was not suitable. Cllrs Manning and Nettleton agreed to look into devising a simpler set of requirements before the next meeting in September
- g. **Hedges:** Two overgrown hedges previously identified had been cut back. The Clerk drew Councillors attention to the facility on the County Council's website for any member of the public (including councillors) to report highways issues like hedges overgrowing the highway. Councillors, however felt it important for such issues to be discussed at Parish Council meetings first.
- h. **County Broadband.** Cllr Nettleton had volunteered to draft a letter to CB
- i. **Common - Moat area and Pond.** A site meeting with Norfolk wildlife Trust had been held earlier in the day. There was a need to speak to the County Council Archaeology department or Historic England . NWT were planning some management of the area on the 4th/5th October, and would be seeking local volunteers to help with the manual work. It had also been confirmed that there were Great Crested Newts in the pond. Cllr Bingham agreed to write a piece for Parish News

2122/26 Declarations of Interest: Cllr Highton declared a pecuniary interest in the planning application discussed at minute 2122/29 (a).

2122/27 Public Participation

Resolved: That the meeting be suspended to allow public participation as follows:

a. Parish Councillor reports

- i. Facebook Page** The Chair asked whether the Parish Council should have its own Facebook page. Councillors agreed to look into this over the summer break
- ii. Hedges** Cllr Bingham commented on the quality of the work done on cutting back the Hedge on the bend of Castle Hill Road
- iii. Cllr Manning** raised the issue of HGVs mistakenly driving up Boosey's walk due to over-reliance on Sat Nav, damage had been caused a wall because of the tight turn at the end. It was agreed this needed to be monitored. There was little that could be done, short of additional signage which would be unsightly.

b. Public Comments:

- i. Dogs on Farmland** A local landowner expressed concern regarding irresponsible dog owners using public footpaths across fields with livestock. Landowners had a responsibility to maintain access public footpaths across their land, but were also entitled to take measures to protect their livestock (including shooting dogs causing harm to livestock). It was felt there was a particular problem with people outside the village.
- ii. Community Car Scheme** Gerry Walsh reported six drivers had completed their checks and DBS forms, which would be submitted to CBR solutions by the Clerk in the next few days. One driver had decided to retire from their role.

2122/28 Financial Matters:

a. Financial report for the month ending 30th June 2021

Resolved that the report be noted

b. Payments for July 2021

Resolved: That the following payments for July 2021 be approved/noted as appropriate:

Payments marked DDR or STO are for information only			
Payments marked OL/Chq will be paid by online banking, or cheque if the payee's payment details are not known.			
	Net	VAT	Gross expenditure
11-Jul			
EON	26.64	1.33	27.97
11-Jul Total	26.64	1.33	27.97
13-Jul			
Broadland Tree Services	912.48	182.50	1,094.98
⊕ Grounds Maintenance June 2021	632.48	126.50	758.98
⊕ St Martin's Church yard Tree work	280.00	56.00	336.00
V Baker	62.50	0.00	62.50
⊕ Closed churchyard gardening July 2021	62.50	0.00	62.50
HMRC	212.40	0.00	212.40
⊕ Income tax payments April-June 2021	212.40	0.00	212.40
TT Jones Electrical Ltd	20.73	4.15	24.88
⊕ Street lights maintenance July - September 2021	20.73	4.15	24.88
S Highton	65.00	0.00	65.00
⊕ Manufacture and fit Oak gate post to Play area	65.00	0.00	65.00
Norris & Fisher	550.02	0.00	550.02
⊕ Insurance 2021-22	550.02	0.00	550.02
Charles Oxley	252.30	0.00	252.30
⊕ NHP printing - trial bound copy of Plan submission	12.30	0.00	12.30
⊕ NHP printing - bound copies of Plan submission for Breckland Council	240.00	0.00	240.00
13-Jul Total	2,075.43	186.65	2,262.08
28-Jul			
Norfolk Pension fund	108.67	0.00	108.67
⊕ July 2021 pension contributions	108.67	0.00	108.67
T Wenman	318.32	0.00	318.32
⊕ Salary for July 2021 (net of tax and pension contribution)	283.32	0.00	283.32
⊕ Clerk's Office Expenses contribution July 2021	35.00	0.00	35.00
28-Jul Total	426.99	0.00	426.99
Grand Total	2,529.06	187.98	2,717.04

- c. **Insurance. Resolved:** to enter into a three year long term agreement through Norris and Fisher at the annual premium set out in the payments list

2122/29 Planning

- a. **Planning applications received:**

- i. **3PL/2021/0961/HOU:** Demolition of UPVC conservatory & construction of 2 storey extension The Old Coach House Rosemary Lane
Applicant: Steve Highton
Cllr Highton, having declared a pecuniary interest answered Councillors questions as the applicant, and then withdrew from the meeting whilst they discussed the application

Resolved: That the following comments be made to Breckland Council: "The Council feels unable to fully support the applications without further information on the mass of the

extension in relation to the existing building and on how the finishes will appear in the context of surrounding buildings.

- ii. **3PL/2021/0901/HOU:** Removal of a section of garden wall to open access to an existing dropped kerb. Anvil Cottage Castle Hill Road

Applicant: Mr Roy Barton

Resolved: That the Council has no objection to this application (*note: this application has subsequently been withdrawn by the applicant*)

- iii. **3PL/2021/0867/F:** Conversion of the existing Public House into single dwelling with associated access and parking. Inn On the Green Chapel Street

Applicant Mr D Francis

Resolved: That the Council has no objection to this application

b. **Planning Decisions:**

The following planning approval was noted:

3PL/2021/0737/HOU: Removal of existing garage and Proposed Home office and Garden Store The Haven Rosemary Lane New Buckenham

2122/30 Neighbourhood Plan

Cllr Manning reported that the plan would be submitted to Breckland Council within a week. At that point, the Section 16 Consultation would begin and all documents relating to the plan would be available on the Breckland and the NP4NB website. The consultation would end on or around 8th September (*note: the Plan was duly published shortly after the meeting. The consultation period runs from 12th July to 9th September 2021*)

Following the consultation period the independent examination would begin (timing subject to the independent examiner's availability). There would be a period of two months or so before the referendum being called.

2122/31 Community Project Fund Group.

It was noted that, following the death of Violet Highton and the resignation of Juliet Fulford, there were two vacancies for village resident on the Community Fund Project Group. The Chair had advertised this in Parish News and Sarah Nash and Gerry Walsh had put their names forward

Resolved: That Sarah Nash and Gerry Walsh be appointed to the Community Project Fund Group

2122/32 Highways – Traffic Calming

There was a discussion on options for improved traffic calming in the village because of continued concern about speeding traffic. Councillors agreed to look around for suggestions between now and the September meeting

2122/33 Amenities:

- a. Allotments. Broadland Tree Services had provided a quotation of £980 +VAT to cut back the trees/hedge on the Cuffer Lane side of the Allotment to allow more light into the allotments. **Resolved:** to accept the quotation
- b. Closed Churchyard. The Chair had received an email from the Churchwarden of St Martin's asking if the Council had any objection to the neighbouring residents making use of the redundant sheds on the south side of the Churchyard. They had offered to repair the sheds and to clear and maintain the vegetation around them in an environmentally friendly way. The PCC had no

objection. The Council agreed with the proposal, subject to a written agreement with the neighbours with a peppercorn rental.

- c. Play Area. Cllr Crossman was concerned that the Mushroom seating in the play area was in a poor state, and was not very well used.
- d. Public Footpaths. Cllr Bingham referred to issues with the condition of a bridge on the footpath south of the Damm Brigg (Footpath 5 New Buckenham/Footpath 5 Banham). The Clerk agreed to raise this with the County Council and Banham Parish Council.

2122/34 Next Meeting. The next Parish Council meeting would be held on Tuesday 14th September 2021 at the Village Hall.

Cllr Karen Hobleby Chair

DRAFT

New Buckenhham PC

14 September 2021 Item 6 (a)

New Buckenhham PC - Bank Reconciliation July/August 2021

	30/06/2021 Community Account		9,872.62
	30/06/2021 Base Rate Reward		102,269.34
Total B/fwd 1/7		£	112,141.96
Cashbook balance at 1//7/21		£	112,141.96
Add income July & August	interest June 2021	0.84	
	HMRC VAT refund 2019/20	2436.00	
	HMRC VAT refund 2020/21	2568.29	
	Cemetery - Perfitt - memorial fee	82.00	
	interest july 2021	0.90	
	Andy Free (Burial fees, Seville)	272.00	£ 5,360.03
less Expenses July & August			-£ 3,171.10
add Cheques not cleared			£ -
less receipts not credited			£ -
Total carried forward 31/8/21			£114,330.89
Closing Bank Balances 31/8/21	Community Account		12,059.81
	Base Rate Reward		102,271.08
			£114,330.89

August Payments for noting only

	Net	VAT	Gross expenditure
11-Aug			
EON	26.64	1.33	27.97
Street lights electricity July 2021			
DDR	26.64	1.33	27.97
28-Aug			
Norfolk Pension fund	108.67	0.00	108.67
August 2021 pension contributions			
STO	108.67	0.00	108.67
T Wenman	318.32	0.00	318.32
Salary for August 2021 (net of tax and pension contribution)			
STO	283.32	0.00	283.32
Clerk's Office Expenses contribution August 2021			
STO	35.00	0.00	35.00
Grand Total	453.63	1.33	454.96

Payments marked DDR or STO are for information only

Payments marked OL/Chq will be paid by online banking, or cheque if the payee's payment details are not known.

	Net	VAT	Gross expenditure
11-Sep			
EON	26.64	1.33	27.97
Street lights electricity July 2021	26.64	1.33	27.97
14-Sep			
Broadland Tree Services	1,264.96	253.00	1,517.96
Grounds Maintenance July 2021			
OL/Chq	632.48	126.50	758.98
Grounds Maintenance August 2021			
OL/Chq	632.48	126.50	758.98
V Baker	62.50	0.00	125.00
Closed churchyard gardening August & September 2021			
OL/Chq	62.50	0.00	125.00
New Buckenham Village Hall	20.00	0.00	20.00
Room hire April- June 2021			
OL/Chq	20.00	0.00	20.00
PKF Littlejohn LLP	200.00	40.00	240.00
External Audit fee 2020/21			
OL/Chq	200.00	40.00	240.00
Mary Manning	29.00	0.00	29.00
Reimbursement for Printing of 200 dog fouling notices (Barkers Print and design)			
OL/Chq	29.00	0.00	29.00
28-Sep			
Norfolk Pension fund	108.67	0.00	108.67
August 2021 pension contributions			
STO	108.67	0.00	108.67
T Wenman	318.32	0.00	318.32
Salary for August 2021 (net of tax and pension contribution)			
STO	283.32	0.00	283.32
Clerk's Office Expenses contribution August 2021			
STO	35.00	0.00	35.00
Grand Total	2,030.09	294.33	2,386.92

New Buckenham Parish Council 14th September 2021 Item 7

(a) New planning applications notified since the last meeting:

REFERENCE:	3PL/2021/0901/HOU
PROPOSAL:	Removal of a section of garden wall to open access to an existing dropped kerb.
LOCATION:	NEW BUCKENHAM: Anvil Cottage Castle Hill Road
APPLICANT:	Mr Roy Barton

REFERENCE:	3PL/2021/1045/LB
PROPOSAL:	Repair all windows and change the pains of glass to double glazed on the side elevation of the property.
LOCATION:	NEW BUCKENHAM: Flint Side Cottage 2 Booseys Walk
APPLICANT:	Mr Julian Neil

REFERENCE:	3PL/2021/1158/HOU
PROPOSAL:	Retrospective planning permission for the replacement of windows and doors
LOCATION:	NEW BUCKENHAM: 2 Church Farm Barns Wymondham Road New Buckenham
APPLICANT:	Miss Linda Evans

(b) Planning Decisions notified since the last meeting:

The following applications have all been **approved**

REFERENCE:	3PL/2021/0961/HOU
PROPOSAL:	Demolition of UPVC conservatory & construction of 2 storey extension
LOCATION:	The Old Coach House Rosemary Lane
APPLICANT	Steve Highton

REFERENCE:	3PL/2021/0867/F
PROPOSAL:	Conversion of the existing Public House into single dwelling with associated access and parking

LOCATION:	Inn On the Green Chapel Street
APPLICANT:	Mr D Francis

Details of planning applications can be found online at the Breckland Council website. Go to <https://www.breckland.gov.uk/planningsearch> and follow the instructions, inserting the relevant reference number for the planning application you are interested in. Alternatively, if you are viewing this report on the Parish Council's website, just click on the highlighted planning application number above to go straight to the application details on the Breckland website.

NEW BUCKENHAM PARISH COUNCIL COMMUNICATIONS POLICY

Aims of this policy

This document aims to set the standard for engagement both within the Council and with its community. Communication is two-way – telling people about the Council, and listening to what people say about the services they would like to see. The Council is committed to providing open and transparent information about its business.

Purpose of good communications

Good communications will enable the Parish Council to:

- better understand the needs of the community and develop appropriate strategies and priorities
- raise residents' satisfaction, trust and confidence by communicating about issues, services and opportunities in the parish, the district and region
- be an effective voice of the community
- maintain and enhance the reputation of the PC

The main principles of communication from the Council

All methods of outward communication should:

- be civil, tasteful and relevant
- be concise
- not disclose information which is confidential
- reflect the views of the Parish Council not the individual
- not contain content that is unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive
- not promote political parties, personal interests or commercial ventures
- not publicise personal information

Methods of communication that may be used by the Parish Council

- Parish Council meetings
- The Parish Council Noticeboard
- Email
- Post
- Telephone
- Website
- New Buckenham Parish News
- Social Media

Parish Council Meetings

All Parish Council meetings are open to the press and public and under the council's standing orders time will be set aside at each meeting for public comment. Residents, local organisations, District Councillors, the local press and police will be encouraged to attend Parish Council meetings and bring to the Council any proposals or comments they may have. After the conclusion of the public speaking section however, members of the public are not permitted to contribute to further agenda items unless permission is granted by the Chairman

An initial draft of the minutes will be produced by the Clerk and issued to all Councillors by email for review. A subsequent draft will be published in Parish News. The Agenda and Minutes of the meetings are published on the council website following approval at a council meeting.

Where residents bring to the Parish Council significant issues or projects that require input from the Parish Council, and cannot be accommodated within the time frame of the regular monthly meetings, a working group may be established consisting of interested residents and Councillors which will report back to the Council.

On occasion it may be necessary for the Council or a Committee to exclude the public if the confidential nature of the business to be discussed means their presence at the meeting may be prejudicial to the public interest.

The photographing, recording, filming or other reporting of a meeting of the Council (which includes using a mobile phone or tablet, or web forums such as Zoom) which enable a person not at the meeting to see, hear or be given commentary about the meeting is permitted unless the meeting has resolved to hold all or part of the meeting without the public present.

The Role of the Clerk

The Clerk forms a pivotal role as a communications link between the Parish Council and its stakeholders. It is therefore essential that all forms of correspondence must go via the Clerk with the minimum requirement of a copy to the Clerk and to the Chair. This will ensure that the Parish Council records are properly kept.

All post received by the Clerk should be opened promptly and dealt with in an appropriate manner. The Clerk will respond where required to all correspondence (post and emails) **within 5 working days**, either with a full response or with details of when the Parish Council will consider its response. The Clerk will provide a list of correspondence to the Parish Council as appropriate at the Parish Council meetings.

Email

In order to manage the proliferation of emails the following guidelines will be followed:

- The Clerk will decide on the appropriateness of forwarding emails sent to the Parish Council; this is most likely to be to the Chairman in the first instance.
- Instant replies to emails should not be expected from the Clerk but if the enquiry is urgent reasons should be stated; ideally replies should not be delayed beyond **5** working days.
- When responding to an external email the Clerk will include a copy to appropriate Councillors if it is relating to a matter in which they are involved.
- Using the 'Reply All' option has the advantage of keeping everyone in the loop but Councillors may wish to consider if it is really relevant to everyone on the distribution list.
- When forwarding emails caution should be exercised particularly if there is a long email chain involved. What information is being forwarded and to whom?
- It is not appropriate for draft documents circulated by email to be forwarded outside the Parish Council unless it is to an individual directly involved with the project.

Website and Social Media

Social media offers great potential for building relationships and improving services but should be used as just a part of the communications strategy. In responding to comments noted on social media, individual councillors may engage with contributors, and should encourage them to raise any questions or issues directly with the Council or one of its members.

Note:

The Director of Public Prosecutions has published guidelines for the application of current statute law to prosecutions involving social media communications. The guidance is structured by conduct, relating different sorts of conduct to different potential offences, some of the statutes which have a bearing are: - Data Protection Act 1998 - Freedom of Information Act 2000 - Human Rights Act 1998 - Equalities Act 2010 - Defamation Act 2013 - Malicious Communications Act 1988 - Communications Act 2003.

Please also refer to New Buckenham Parish Council's Data Protection Policy.

July 2021