

NEW BUCKENHAM PARISH COUNCIL

11th February 2020 Parish Council Agenda

Councillors are summoned and the public and press are invited to attend a Meeting of New Buckenham Parish Council at the Village Hall, Moat Lane, New Buckenham on Tuesday 11th February 2020 at 7.30pm

*Trevor Wenman,
Clerk to the Council
6th February 2020*

Agenda

- 1. Apologies:** To consider apologies for absence
- 2. Minutes:** To approve the minutes of the Council Meeting held on 20th January 2020 as a correct record.
- 3. Matters Arising:** To receive reports on matters arising from those 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 from the Clerk up to 31st January 2020 (attached)
 - (b) To approve payments for February attached
 - (c) Clerk's Salary
- 7. Planning** (report attached)
 - (a) To consider planning applications received since the last meeting
 - (b) To note planning decisions notified since the last meeting
- 8. Notice Board**

To consider options for the third side of the Parish Council noticeboard.

9. Rights of Way (public footpaths)

Progress report

10. Neighbourhood Plan

To receive an update from the Neighbourhood Plan Steering Group.

11 . Amenities

To receive updates where available on the following:

- (a) Cemetery
- (b) Allotments
- (c) Closed Churchyard
- (d) Play area
- (e) Cricket Pitch
- (f) Grounds Maintenance

12. Items for next meeting

- (a) Play area (options for new equipment to spend s.106 monies on)
- (b) Closed Churchyard (discussion on the wildlife management plan)

The next meeting will take place on Tuesday 10th March 2020 at 7.30pm

Circulation: **Parish Councillors** Andrew Bingham, Don Crossman, Mary Dowson, Steve Highton, Karen Hoble, Mary Manning, Paul Martin. **District and County Councillor** Stephen Askew

NEW BUCKENHAM PARISH COUNCIL

Minutes of a meeting of New Buckenham Parish Council at the Village Hall, Moat Lane, New Buckenham on Tuesday 20th January 7.30 -8.50pm

Present: Cllrs Karen Hobleby (Chair) Andrew Bingham (Vice-Chair), Don Crossman, Mary Dowson, Steve Highton Mary Manning, Paul Martin,

Also in attendance: County/District Cllr Steve Askew, Trevor Wenman (Clerk), 3 members of the public

1920/75 Apologies: There were none

1920/76 Minutes: Resolved That the minutes of the Council Meeting held on 10th December 2019 be approved as a correct record.

1920/77 Matters Arising:

- a. Street Lights are all now in operation again.
- b. The High Bailiff's Trust had yet to meet.
- c. It was noted that the pothole in Church street was already showing signs of subsidence.

1920/78 Declarations of Interest: There were none

1920/79 Public participation: Resolved that the meeting be suspended to enable public participation:

- a. District Councillor/County Councillor Report
Cllr Askew reminded the Council that funds were being made available to community groups wishing to hold events commemorating the 75th Anniversary of VE day and VJ day. He also reported that Marsh Lane had been put on the list for resurfacing next year. Cllr Bingham queried whether any works were proposed at the Dam Brigg to alleviate the periodic flooding at that junction.
- b. Parish Councillor Reports
 - i. The Chair expressed disappointment that parishioners still seemed unaware of when Parish Council meetings were held.
 - ii. A question had been asked by a parishioner about the lack of an official village sign. This had been discussed some years ago and the conclusion reached was that the visual identity of the village was already well established by the Market Cross, and the addition of a village sign was both impractical and unnecessary.
 - iii. There had been at least one incidence of a dog fouling in the cemetery. Whilst this was distressing, it was felt that banning

dogs from the cemetery or installing gates on the Cuffer Lane side would be disproportionate if this was a very infrequent occurrence. Cllr Martin agreed to look into the possibility of providing additional gates.

iv. The lid to one litter bin on the Market Place was broken. The Clerk agreed to investigate.

c. Parishioners' Comments & Questions

Rights of Way. Barbara Cattermole had provided the Clerk with a note (and map) of issues she had raised with Highways regarding rights of way in the village. She agreed to collate the evidence regarding the unadopted path from Marsh Lane for further consideration at the February meeting. Cllr Bingham agreed to source a copy of the 1928 Rights of Way map. The Clerk would circulate the note and map to Councillors

1920/80 Neighbourhood Plan

Charles Oxley outlined the procedure from here on: Following the launch of the draft plan on 21st December the consultation period would run to 14th February. **Councillors were encouraged to make their own submissions to the consultation as local residents, and to encourage their fellow parishioners to do the same.** The comments received would all be displayed on the NP4NB website and would be considered in detail to determine whether any changes to the plan should then be made. When this had been done the revised plan would go to the District Council, who would then carry out a further consultation before moving onto the examination phase.

The grant funds received would be fully expended this year, with a small contingency remaining from the budget allowed by the Parish Council.

1920/81 Financial Matters:

- a. **Financial Report. Resolved** That the financial report to 31st December 2019 be noted.
- b. **Payments Resolved** That the following payments for January 2020 be approved/noted as appropriate:

Payments marked with a cheque number for approval at this meeting			
Payments marked DDR or STO are for information only			
	Net	VAT	Gross expenditure
14/01/2020			
Broadland Tree Services	250.00	50.00	300.00
Supply and erection of Christmas Tree for Market Place 102086	250.00	50.00	300.00
EON	26.64	1.33	27.97
Street lights electricity December 2019 DDR	26.64	1.33	27.97
New Buckenham Village Hall	70.00	0.00	70.00
Hall hire October-December 2019 102093	70.00	0.00	70.00
T Wenman	64.02	0.00	64.02
October - December Expenses 102089	64.02	0.00	64.02
V Baker	120.00	0.00	120.00
Closed Churchyard Gardening January 102087	120.00	0.00	120.00
New Buckenham Fund Raisers Committee	1,500.00	0.00	1,500.00
Grant to New Buckenham Fundraisers for container at Village Hall 102090	1,500.00	0.00	1,500.00
HMRC	248.00	0.00	248.00
Income Tax payment October - December 2019 102094	248.00	0.00	248.00
Barkers Print and Design	1,334.00	0.00	1,334.00
Printing of Neighbourhood Plan 102091	1,334.00	0.00	1,334.00
T T Jones Electrical Ltd	63.88	12.78	76.66
Stree lighting maintenance Jan- Mar 2020 and Repair works to street lights - Chapel Street and St Mary's Close 102088	63.88	12.78	76.66
Charles Oxley	165.87	0.00	165.87
Refund of payments made to Doxdirect and Plandescil for Neighbourhood Plan work 102092	165.87	0.00	165.87
28/01/2020			
Norfolk Pension fund	122.52	0.00	122.52
January 2020 pension contributions STO	122.52	0.00	122.52
T Wenman	365.81	0.00	365.81
Salary for January 2020 (net of tax and pension contribution) STO	330.81	0.00	330.81
Clerk's Office Expenses contribution January 2020 STO	35.00	0.00	35.00
Grand Total	4,330.74	64.11	4,394.85

- c. **Budget 2020/21 and Council Tax Precept.** The Council considered the clerk's report setting out the draft Parish Council Budget for 2020/21 (attached) and the Council Tax precept to Breckland Council for 2020/21. It was noted that further works to the play area would be required over the next few years. Whilst funds were available from reserves and the Community Project Fund it was agreed to discuss the play area further at the March meeting. :

Resolved:

- i. that the allocation of reserves in 2019/20 set out in page 1 of Appendix A be approved;
- ii. that the draft budget for 2020/21 be approved as set out in page 2 of Appendix A amounting to budget expenditure for 2020/21 of £19,622, less budgeted income of £850, giving a precept requirement of £18,772

- iii. That a Council Tax precept for 202/21 of £ 18,772, representing a 2.4% increase in the precept and a Band D council tax of £98.64 (a 1.4% increase) be approved.

1920/82 Planning

- a. **New Applications** The council considered the following planning applications received since the last meeting:

- i. 3PL/2019/1577/F

Construction of 1no. new detached dwelling. Inn On The Green Chapel Street

It was noted that this application had been withdrawn

- ii. 3PL/2019/1555/F

Erection of a 28.5m high radar tower and associated comms cabin (portakabin).

Part of Anglian Water Drilling Unit site Abbey Road Old Buckenham

Resolved: that no objection be raised to this proposal.

- b. **Planning decisions notified since the last meeting**

3PL/2019/1399/HOU

Thatched Cottage Marsh Lane

Installation of summer house in the rear garden

Application **Approved**

1920/83 Amenities

- a. **Allotments** – There was one outstanding rental payment. There were currently no vacancies, with a short waiting list.

- b. **Closed Churchyard**

- i. Norfolk Wildlife Trust had produced a very helpful report which Cllr Bingham would circulate to Councillors and to our gardening and grounds maintenance contractors.

- ii. May Tree. This had been removed, and memorial plaque discovered at the base. The outstanding issue of the Parish Council's policy on planting and replacement of memorial trees needed to be resolved. The Clerk agreed to write to the Vicar to discuss.

Cllr Karen Hopley, Chair

The next meeting will take place on Tuesday 11th February 2020 at 7.30pm

New Buckenhham PC

11 February 2020 Item 7 (a)

New Buckenhham PC - Bank Reconciliation January 2020

27/12/2019 Community Account		13,799.06
27/12/2019 Base Rate Reward		102,053.85
Total B/fwd 28/12/19	£	115,852.91
Cashbook balance at 27/12/19	£	115,832.91
Income January interest Dec 2019	34.67	
Mason allotment 11	26	
	£	60.67
less Expenses January	-£	4,430.85
add Cheques not cleared	£	1,896.55
less receipts not credited	£	-
Total carried forward 27/01/20		£113,359.28
Closing Bank Balances 27/01/20) Community Account		11,270.76
Base Rate Reward		102,088.52
		£113,359.28

Payments List February 2020 for approval/noting

Payments marked with a cheque number for approval at this meeting

Payments marked DDR or STO are for information only

	Net	VAT	Gross expenditure
11/02/2020			
EON	26.64	1.33	27.97
Street lights electricity January 2020			
DDR	26.64	1.33	27.97
V Baker	60.00	0.00	60.00
Closed Churchyard Gardening February			
102087	60.00	0.00	60.00
28/02/2020			
Norfolk Pension fund	102.11	0.00	102.11
February 2020 pension contributions			
STO	102.11	0.00	102.11
T Wenman	310.79	0.00	310.79
Salary for February 2020 (net of tax and pension contribution)			
STO	275.79	0.00	275.79
Clerk's Office Expenses contribution February 2020			
STO	35.00	0.00	35.00
Grand Total	499.54	1.33	500.87

New Buckenham Parish Council 11th February 2020 Item 7

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

[3PL/2020/0041/HOU](#)

Demolition of Existing Conservatory to be replaced with new single storey rear extension with proposed new single storey outbuildings to rear of garden

Teasel Cottage Chapel Street

(b) Planning Decisions notified since the last meeting

None

Details of the above 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.