**NEW BUCKENHAM PARISH COUNCIL**

Minutes of a meeting of New Buckenham Parish Council held at New Buckenham Village Hall on Tuesday 13th May 2025.

Present: Andrew Bingham (AB Chair), Don Crossman (DC), Paul Martin (Vice Chair PM), Steve Highton (SH). Karen Hobley (KH), Mary Dowson (MD)

Apologies: Mary Manning (MM),

Also in attendance: Angela Thornton (AT - Clerk Minutes)

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| **Minute** |  | **Action** |
| 2526/13 | **Election of Chairperson for NBPC**  AB requested nominations for election of the Chairperson to NBPC. KH proposed Andrew Bingham PM seconded. All approved AB was duly elected. AB took the chair for the rest of the meeting. Acceptance of Office completed. AB asked if NBPC can have more than 7 councillors. ACTION AT to check | **AT** |
| 2526/14 | **Apologies for absence**  Mary Manning (MM) |  |
|  | **Election of Vice Chair.**  AB requested nominations for election of the Vice Chairperson to NBPC.MD proposed Paul Martin. DC seconded all approved.PM was duly elected. | **PM** |
| 2526/15 | **To approve the minutes of the meeting held on 9th April, 2024.**  SH proposed KH seconded approved by all present |  |
| 22526/16 | **To record declarations of interest not already recorded in the current Members Register of Interest:**  KH declared her association with New Buckenham Football Club she is the Welfare Officer. |  |
| 22526/17 | **To receive reports of matters arising from April minutes for update and information only.**  Drain outside Lovells – confirmed this work is completed  Confirmed that the majority of road markings have been re-painted |  |
| 22526/18 | **Public Participation relating to agenda items: None** |  |
| 2526/19 | **District and County Councillor Report. None** |  |
| 2526/20 | **Chair and Parish Councillors Reports.**  SH has independently surveyed villagers for their view on a village sign.  Discussion about a village sign took place, the council awaits any outcome of the “investigating” residents contact with High Bailiffs Trust. |  |
| 2526/21 | **Financial Matters:**  a. Bank reconciliation for April was accepted. DC requested AT check if funds can be invested in higher interest account. | **AT** |
|  | b. Community Project Fund: PM outlined NBFC’s request for several pieces of equipment to enhance and enable NBPC to continue to grow and be Football Association compliant.  PM stated that from NBFC accounts, it is clear that they do not have the funds to purchase this equipment themselves.  The project fund working group recommend awarding the full grant requested.PM proposed and DC seconded all in favour. AT to order equipment | **AT** |
|  | c. Payments for May 2025 (below) were approved for processing. Propose KH seconded DC All agreed. |  |
|  | D The asset register was reviewed and several items purchased in 2009 were proposed to be written off. All present agreed. | **AT** |
|  | h. **The Annual Internal Audit Report (AIR)**.  The 2024/25 AIR was read out by AB all present approved. |  |
|  | i. **The Annual Governance Statement**, (these were circulated prior to the meeting). Chair Andrew Bingham read out the commitments of the Governance Statement of the Annual Return and it was proposed by DC and seconded by MD by with unanimous agreement the Governance Statement be approved. The Chair and Clerk both signed the statement. |  |
|  | k. The signing of the 2024/25 Annual Return took place. |  |
|  | l. **Adoption of Accounts** It was proposed by DC and seconded by SH that the accounts for year ending 31st March 2025 be approved and adopted. This was agreed unanimously, and the Chairman and clerk signed the accounts.  AT to now continue with AGAR submitting to external auditors and notices to be placed on website and Village notice board. | **AT** |

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| **Payment Approved Date** | **Invoice Date** | **Payment reference** | **Payee** | **ITEM** | **Gross expenditure** | **VAT** | **Net** |
| 13/05/2025 | 18/04/2025 | Online payment | Broadland Trees | March maintenance | 1230.00 | 205.00 | 1025.00 |
| 13/05/2025 | 30/04/2025 | Online payment | Broadland Trees | April Maintenance | 1230.00 | 205.00 | 1025.00 |
| 13/05/2025 | May | Online payment | A Thornton | Clerks May salary | 578.59 |  | 578.59 |
| 13/05/2025 | May | Online payment | NCC | Clerks May Pension | 171.36 |  | 171.36 |
| 13/05/2025 | 10/05/2025 | Online payment | R Canwell | Internal Audit Fee | 60.00 |  | 60.00 |
| 13/05/2025 | 01/05/2025 | Online payment | NALC | annual membership | 172.16 |  | 172.16 |
| 13/05/2025 | 06/05/2025 | Online payment | A Thornton | printer ink | 20.99 | 4.19 | 16.80 |
| **May Totals** |  |  |  |  | **3463.10** | **414.19** | **3050.91** |

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| 2526/22 | **To consider planning applications and to receive Breckland District Council’s decisions made on any planning applications received before the meeting:**  None at this Meeting.  No decision available on Inn on the Green on Breckland Portal. |  |
| 2526/23 | **To consider any issues raised regarding NBPC amenities as follows:** |  |
|  | a. Grounds Maintenance – Not discussed at this meeting. |  |
|  | b. Closed Churchyard – MD read out MM’s proposal for a group effort on weeding part of the churchyard. AB to convene group | **AB** |
|  | c. Cemetery – nothing |  |
|  | d. Allotments – There is no-one on the waiting list  A tenant’s request for second plot was discussed and approved.  Anglian Water have identified a leak and will be on site next week to address this. | **AT** |
|  | e. Play Area/ Cricket Pitch. Maintenance scheduled for week commencing 19th May. DC meeting Playdale on site. | **DC** |
|  | f. Public Footpaths- Nothing to report at this meeting |  |
|  | g. Community Car Scheme – Nothing to report at this meeting. |  |
|  | h. Street Lights – Nothing to report at this meeting. |  |
|  | i. Defibrillator – Nothing to report at this meeting. |  |
| 2526/24 | **Key Documents for review:**  None |  |
| 2526/25 | **Correspondence received not considered elsewhere on this agenda:**   * AT read out an email received requesting pruning/pollarding of a few trees on cricket pitch bordering residential property.   PM declared an interest.  AB to seek advice from Broadland trees and bring to next month’s meeting. | **AB** |

The Meeting closed at 20:45

**The next meeting of the Parish Council will take place on Tuesday 10th June at 7.30pm.**