

NEW BUCKENHAM PARISH COUNCIL

Minutes of a meeting of New Buckenham Parish Council at the Village Hall, Moat Lane, New Buckenham on Tuesday 10 April 2018 7.30-8.02 pm

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

Also in attendance: District Councillor Adrian Joel, Trevor Wenman (Clerk), four members of the public

1819/1 **Apologies:** Apologies were received and accepted from Cllr Bella Chirodian

1819/2 **Minutes: Resolved** that the Minutes of the Council Meeting held on 13th March 2018 be confirmed as a correct record

1819/3 **Matters Arising:** The Clerk confirmed that no response had yet been received from the cricket club regarding the annual rental.

1819/4 **Declarations of Interest:**

There were none

1819/5 **Financial Matters**

(a) **Financial Report.** The council noted a bank reconciliation report to 31 March 2018. A budget monitoring report for the 2017/18 financial year would be provided at the next meeting

(b) **Payments** The following payments for April were approved

New Buckenham Parish Council		10 April 2018			
		Item 5 (b)			
Payments List April 2018 for approval (revised)					
(Payments marked DDR or STO are for information only)					
Row Labels			Sum of Net	Sum of VAT	Sum of Gross expenditure
27/03/2018					
CB Wright & Associates*					
101966	1500	0	1500		
Consultancy work - Neighbourhood Plan	1500	0	1500		
03/04/2018					
Wave (Anglian Water)					
DDR	19.4	3.88	23.28		
Water charges - allotments	19.4	3.88	23.28		
10/04/2018					
Dr Mandy Hartley					
101976	14.98	0	14.98		
Nhood Plan focus group- Activities for children, tea, milk	14.98	0	14.98		
Janet Trewin					
101977	90.07	0	90.07		
Nhood Plan focus group - leaflets, printing questionnaires, photography, printer ink cartridge, catering.	90.07	0	90.07		
Norfolk ALC					
101972	129.94	0	129.94		
2018-19 Subscription	129.94	0	129.94		
Norfolk Community Foundation					
101970	456	0	456		
Repayment of excess grant not used for the Play area	456	0	456		
Norfolk Pension Fund					
101971	87.94	0	87.94		
Pension contributions March	87.94	0	87.94		
Norfolk Playing Fields Assoc					
101974	20	0	20		
2018/19 subscription	20	0	20		
Norfolk PTS					
101973	125	0	125		
2018/19 subscription	125	0	125		
T Wenman**					
101969	163.51	14.44	177.95		
Repayment of website annual subscription (paid by credit card to Wix.com)	61.88	12.37	74.25		
Repayment of website domain annual subscription (paid by credit card to Wix.com)	10.39	2.07	12.46		
Salary and expenses (balance) for March	91.24	0	91.24		
V Highton					
101975	6.98	0	6.98		
Nhood Plan focus group - envelopes, photocopying	6.98	0	6.98		
12/04/2018					
EON					
DDR	18.98	0.95	19.93		
Street lights electricity March 2018	18.98	0.95	19.93		
28/04/2018					
T Wenman**					
STO	430.78	0	430.78		
Office Expenses contribution April	35	0	35		
Salary for April 2018	395.78	0	395.78		
Grand Total	3322.54	19.27	3341.81		
Notes					
* The cheque for payment of the consultancy invoice for Neighbourhood Plan was authorised by the Chair and Vice Chair, as the payment needed to be made by the end of March to meet the Locality Grant conditions.					
** Subject to agreement to the recommendations in the Clerk's report at item 5 (c)					

(c) Clerk's Hours and expenses.

The Council considered a further report on the Clerk's working hours and expenses. It was noted that the average hours actually spent on Council work averaged a little over 9 hours a week, as opposed to the contractual number of 7 hours. It was also noted that the Clerk's contract allowed for a payment to be made in respect of the use of the Clerk's home as office and telephone/broadband use on Council business.

Resolved:

- i. That the Council agrees to the Clerk being paid with effect from 1st April 2018 on the basis of 9 hours per week, subject to quarterly monitoring of hours worked; and
- ii. That a monthly payment of £35 to the clerk be made with effect from April 2018 to reflect the cost of the use of his home office, home phone, mobile phone and broadband on Council business.

1819/6 **Planning**

The Council considered the following planning applications:

Proposed two storey extension to provide a new sun room
Oak View, Marsh Lane New Buckenham

[3PL/2018/0296/HOU](#)

Resolved: to raise no objection this application

Internal Alterations with Single Storey Rear Extension and Erection Of Garage
The Beams, King Street New Buckenham – revised plans

[3PL/2018/0069/HOU](#)

Resolved: to register an objection to the revised application. Although the alterations to the house were acceptable, it was considered the garage as designed was clearly capable of being used as a separate dwelling.

1819/7 **7. Neighbourhood Plan**

Cllr Manning gave a brief update on the work of the Neighbourhood Plan Working Group and reminded councillors of the "open day" event at the village hall scheduled for 24 April 2018

1819/8 **8. Amenities**

To receive updates (where available) on the following:

(a) Cemetery. Cllr Bingham had produced a plan of the cemetery from the topographical survey, which needed to be populated with burial details.

(b) Allotments. All allotments are currently in cultivation.

(c) Closed Churchyard. With regard to Mr and Mrs Winser's request to purchase a seat for the closed Churchyard, the Council **resolved** to authorise this, provided the seat would not be a permanent fixture and would not require any building works, such as the provision of a concrete platform.

(d) Play area. Cllr Crossman advised of some deterioration of play equipment. The Clerk agreed to raise this as part of the forthcoming safety inspection.

1819/9 **Street Lighting Project.**

At the request of Mr and Mrs Elvin, the Council reconsidered its decision refuse their request to change the style of streetlight attached to Dial House. The Council, having reviewed the situation was still of the opinion that it would not be an appropriate use of public funds to replace the lamp for purely aesthetic reasons.

It was therefore **resolved** to confirm the Council's original decision on this matter.

1819/10 **Next Meeting** – It was noted that the next meeting of the Parish Council would take place on Tuesday 8th May 2018 at 7.30pm. This would be the Annual Parish Council Meeting, at which the Parish Council elects its Chairman and Vice-Chairman for the 2018/19 municipal year.