**NEW BUCKENHAM PARISH COUNCIL**

Minutes of a meeting of New Buckenham Parish Council held at New Buckenham Village Hall on Tuesday 11th June 2024.

Present: Andrew Bingham (AB Chair), Don Crossman (DC), Mary Manning (MM), Paul Martin (PM Vice- Chair), Mary Dowson (MD).

Apologies: Karen Hobley (KH), Steve Highton (SH).

Change min2520

Also in attendance: Angela Thornton (AT - Clerk Minutes) and 2 parishioners.

|  |  |  |
| --- | --- | --- |
| **Minute** |  | **Action** |
| 2425/26 | **Apologies for absence**  Karen Hobley as sick and Steve Highton. |  |
| 2425/27 | **To approve the minutes of the meeting held on 14th May 2024.** Subject to the inclusion that Cllr Steve Askew was in attendance and minute 242520to now read: SH reported a “storage area”( possibly building materials) on the field behind terraced houses adjacent to the town houses in Marsh Lane. | **AT and AB** |
| 2425/28 | **To record declarations of interest not already recorded in the current Members Register of Interest:**  None |  |
| 2425/29 | **To receive reports of matters arising from May minutes for update and information only.** |  |
|  | a. Village Gateway – NCC have confirmed the award. NBPC have paid their contribution of £512 to NCC. Now awaiting the schedule of works from NCC. No Progress |  |
|  | b. County Broadband Wayleave Agreement – with solicitors as issues around easements are yet to be resolved. No Progress |  |
|  | c. Establishment of community woodland –Previously identified 4 possible sites, none are available. Call for suitable sites put in Parish News. No Progress | **AB** |
|  | d. Electric Charging Point – 2 charging points are now operational at the village hall. |  |
| 2425/30 | **Public Participation:**  Resident express concern and disappointment re ongoing works to facilitate village accessibility to County Broadband services.  Of specific concern:   * long term visual impact. * erecting of a Pole outside “The Old Vicarage”. * not running cables underground * the poor standard of reinstatement works to footpaths. * perceived lack of notification of works.   Cllr MM asked if directly affected properties should have received individual prior notification of works.  NBPC agreed to write clarifying concerns and objection to both County Broadband and Breckland Council. Chair to draft a letter to be sent by the Clerk.  NBPC will contact Highways with regard to the poor quality of the reinstatement works to the footpaths.  Amanda Hartley (AH) reported back re the Councils offer of land at the far end of the allotments, potential use as children’s garden. AH suggested this be a” community “ allotment. Plans to be drawn up including a grant request for works, to be presented to the July NBPC meeting. | **AB/AT**  **AH** |
| 2425/31 | **District and County Councillor Report.**  None at this meeting. |  |
| 2425/32 | **Chair and Parish Councillors Reports.**  PM reported parking in Grange Road continues, car of concern has not moved for 10 days. | **PM to check situation** |
| 2425/33 | **Financial Matters:**  a. Bank reconciliation for May was accepted. |  |
|  | b. Payments for June 2024 (below) were approved for processing. KH propose MM seconded. Approved | **AB & DC** |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Payment Approved Date** | **Invoice Date** | **Payment reference** | **Payee** | **Item** | **Gross expenditure** | **VAT** | **Net** | | 11/06/24 | 03/06/24 | Online payment | Playdale | Annual playground inspection | 312 | 52 | 260 | | 11/06/24 | 31/5/24 | Online payment | Broadland Trees | May Maintenance | 1230 | 205 | 1025 | | 11/06/24 | June | Online payment | A Thornton | May Salary Clerk RFO | 557.9 |  | 557.9 | | 11/06/24 | June | Online payment | NCC | Clerk RFO May Pension | 168.24 |  | 168.24 | | 11/06/24 | 31/05/024 | Online payment | TT Jones | Street Light Maintenance July - Sept 2024 | 25.25 | 4.21 | 21.04 | | 11/6/24 | 05/06/24 | Direct Debit | Npower | Streetlights May electricity | 55.17 | 2.63 | 52.54 | | 11/6/24 | 11/6/24 | Online payment | A Thornton | RFO Clerk Mileage April-June 2024 | 44.55 |  | 44.55 | | 11/6/24 | 10/6/24 | Online payment | R Canwell | Internal Audit Fee | 65.00 |  | 65.00 | | Totals |  |  |  |  | **2456.10** | **263.84** | **2194.27** | |  |  |  |  |  |  |  |  | | | |
|  | c. Community Project Fund: no applications at this meeting |  |
|  | d. To adopt the NALC Financial regulations for Local Councils May 2024. MM Proposed MD Seconded. Approved | **AT** |
|  | e. Risk Management Policy was reviewed. DC proposed, MM seconded. Approved |  |
|  | f. Reserves policy was reviewed PM proposed MD Seconded. Approved. |  |
|  | g. Asset register was reviewed, MM asked if land owned by NBPC should be on Asset register, AT to check. Current Asset register was proposed by DC and approved by MM. Approved | **AT** |
|  | h. The Annual Internal Audit Report.2023/24 was read out by AB all present approved. |  |
|  | i.The Annual Governance Statement in the 2023/24 Annual Return was read by AB and reviewed and approved. |  |
|  | j. The Accounting Statements in the 2023/24 Annual Return were read out By AB – all approved. |  |
|  | k. The signing of the 2023/24 Annual Return took place. |  |
|  | l. The Accounts for 2023/24 were adopted.  MM requested that in future years that documents (i-l) are emailed to Councillors when submitted to the internal auditor.  AT to now continue with AGAR submitting to external auditors and notices to be placed on website and Village notice board. | **AT** |

|  |  |  |
| --- | --- | --- |
| 2425/34 | **To consider planning applications and to receive Breckland District Council’s decisions made on any planning applications received before the meeting:**  No objections on (Tree related) Planning applications received.  Decision noted. |  |
| 2425/35 | **To consider any issues raised regarding NBPC amenities as follows:** |  |
|  | a. Grounds Maintenance – Not discussed at this meeting. |  |
|  | b. Closed Churchyard – Not discussed at this meeting |  |
|  | c. Cemetery – Cllrs asked of progress on residents request to “repair” family headstone . AT reported NBPC is currently awaiting completed application forms. |  |
|  | d. Allotments – Discussion took place regarding recently “unearthed” tar/bitumen filled barrel. Leaking on to the ground, very corroded. Cllrs agreed to obtain a price for proper removal and disposal.  MM requested clarification re correspondence sent to allotment tenants re “rubbish”. AT reported this was requested at last meeting but omitted from mins. AT read email sent to allotment tenants for clarity. | **AT** |
|  | e. Play Area/ Cricket Pitch. DC investigation re replacing mushroom table will be reconsidered after jet washing of all play equipment in Toddlers` area. Verbal quote of £420 +vat Broadland Trees. Approved subject to AT receiving formal quote.  AB requested DC check gate as appears spring needs replacing. | **DC**  **AT** |
|  | f. Public Footpaths.  High London path, the fence and stile are causing issues for dog walkers. AB to speak to farmer. Ongoing | **AB** |
|  | 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. |  |
| 2425/36 | **Key Documents for review:** see finance section |  |
| 2425/37 | **Correspondence received not considered elsewhere on this agenda:**  None |  |

The Meeting closed at 21:04

**The next meeting of the Parish Council will take place on Tuesday 9thJuly at 7.30pm.**