

## NEW BUCKENHAM PARISH COUNCIL

**Minutes** of a meeting of New Buckenham Parish Council held at New Buckenham Village Hall on Tuesday 14<sup>th</sup> September 2021 7.30-8.55pm

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

**Also in attendance:** County & District Cllr Stephen Askew, Trevor Wenman (Clerk), four members of the public

**2122/35 Apologies for absence:** Cllrs Andrew Bingham, Steve Highton

**2122/36 Minutes: Resolved:** that the minutes of the Parish Council Meeting held on 13<sup>th</sup> July 2021 be confirmed as a correct record.

**2122/37 Matters Arising**

a. **Bee maze – play area.** This was now on order, but delivery was not expected until December.

b. **Community Car Scheme.** DBS checks were being carried out.

**2122/38 Declarations of Interest:** Cllr Hobley declared an interest in Item 6(e) as an officer of the Junior Football Club

**2122/39 Public Participation**

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

a. **Public Comments:**

- i. Concern was expressed at the state of the closed churchyard which contained ragwort in the area left uncut during the summer
- ii. There were complaints of potholes along Cuffer Lane Cllr Askew agreed to investigate programming of repairs
- iii. There were complaints of an intermittent kerosene smell in the vicinity of St Martin's Gardens. This had been reported to Breckland Council. Cllr Askew agreed to make enquiries.
- iv. There was also no news of the resurfacing of Marsh Lane, which had been scheduled for this year. Cllr Askew agreed to chase.

b. **County/ District Councillor**

- i. Cllr Askew reported that there was a new highways engineer for the area and offered to arrange a meeting with Parish Councillors to discuss current issues.
- ii. The 2022/23 round of Parish Partnership grant applications was now open with a deadline for submissions by 10<sup>th</sup> December 2021

c. **Parish Councillor reports**

- i. The Chair raised the issue of printing a new information leaflet about the Parish Council for distribution in the village, possibly to be delivered with Parish News. The Clerk agreed to circulate a copy of the previous leaflet from 2016 for Councillors' comments.

- ii. The Chair proposed to do a Chairmanship training course to refresh her knowledge.

**2122/40 Financial Matters:**

- a. **Financial report for the period 1<sup>st</sup> July – 31<sup>st</sup> August 2021**

**Resolved** that the report be noted

- b. **Payments for August 2021**

**Resolved:** That the following payments for August 2021 be noted

<b>August Payments for noting only</b>			
	<b>Net</b>	<b>VAT</b>	<b>Gross expenditure</b>
<b>10-Aug</b>			
<b>S Highton</b>	<b>65.00</b>	<b>0.00</b>	<b>65.00</b>
Manufacture and fit Oak gate post to Play area	65.00	0.00	65.00
<b>11-Aug</b>			
<b>EON</b>	<b>26.64</b>	<b>1.33</b>	<b>27.97</b>
Street lights electricity July 2021	26.64	1.33	27.97
<b>19-Aug</b>			
<b>Norris &amp; Fisher</b>	<b>550.02</b>	<b>0.00</b>	<b>550.02</b>
Insurance 2021-22	550.02	0.00	550.02
<b>28-Aug</b>			
<b>Norfolk Pension fund</b>	<b>108.67</b>	<b>0.00</b>	<b>108.67</b>
August 2021 pension contributions	108.67	0.00	108.67
<b>T Wenman</b>	<b>318.32</b>	<b>0.00</b>	<b>318.32</b>
Salary for August 2021 (net of tax and pension contribution)	283.32	0.00	283.32
Clerk's Office Expenses contribution August 2021	35.00	0.00	35.00
<b>Grand Total</b>	<b>1,068.65</b>	<b>1.33</b>	<b>1,069.98</b>

- c. **Payments for September. Resolved:** That the following payments be approved/noted as appropriate.

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

d. **External Audit** It was noted that the External Auditor's report on the 2020/21 accounts had now been received and that it raised no issues of concern.

e. **Community Project Fund – Junior Football Club.**

The Council had agreed in July 2020 to purchase new football nets for the Football Club from the Community Project Fund. The Club was now in a position to order the nets, but due to current supply and transport issues the cost had risen by £32. It was **resolved** to increase the grant to the Junior Football Club to cover the shortfall.

**2122/41 Planning**

a. **Planning applications received:**

i. 3PL/2021/0901/HOU

Removal of a section of garden wall to open access to an existing dropped kerb.

Anvil Cottage Castle Hill Road

**Resolved:** that no objections be raised to this application

ii. 3PL/2021/1045/LB

Repair all windows and change the pains of glass to double glazed on the side elevation of the property.

Flint Side Cottage 2 Booseys Walk

**Resolved:** that no objections be raised to this application

iii. 3PL/2021/1158/HOU

Retrospective planning permission for the replacement of windows and doors

2 Church Farm Barns Wymondham Road

**Resolved:** that no objections be raised to this application

**b. Planning Decisions:**

The following planning approvals were noted:

- i. 3PL/2021/0961/HOU  
Demolition of UPVC conservatory & construction of 2 storey extension.  
The Old Coach House Rosemary Lane
- ii. 3PL/2021/0867/F  
Conversion of the existing Public House into single dwelling with  
associated access and parking. Inn On the Green Chapel Street

**2122/42 Neighbourhood Plan**

Cllr Manning reported that the draft plan was currently with Breckland Planning Department.

**2122/43 Communications Policy**

A draft Communications policy had been circulated to Councillors. It was agreed to defer consideration of this to allow for discussion with the incoming Clerk.

**2122/44 Traffic Calming**

Councillors discussed the possibility of additional traffic calming in the village. It was noted that some ideas were contained in the draft Neighbourhood Plan and it was agreed to revisit the issue when the Plan had been adopted.

**2122/45 Amenities:**

- a. Allotments. The Clerk agreed to provide Cllrs Nettleton and Manning with details of the current tenants and the waiting list with a view to issuing new tenancy agreements for the new allotment year.
- b. Closed Churchyard. Further discussions were required with the neighbours to the Churchyard regarding the extent of work they were allowed to do in the vicinity of the sheds.

**2122/46 Exclusion of the Public and Press**

**Resolved** that, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be asked to leave the meeting for the following confidential item

**2122/47 Parish Clerk Position**

The Parish Council had met on 19<sup>th</sup> August to discuss the Clerk's resignation. No formal minutes of the meeting had been taken. However Councillors confirmed the following actions taken:

- a. The resignation of Mr Trevor Wenman from his post as Parish Clerk and Responsible Finance officer with effect from 10<sup>th</sup> November 2021 was accepted.
- b. The Chair had, with advice from NALC, had advertised the position with a closing date of 24<sup>th</sup> September.
- c. Interviews for the post would be held in the week commencing 4<sup>th</sup> October 2021

**2122/48 Next Meeting.** The next Parish Council meeting would be held on Tuesday 12<sup>th</sup> October 2021 at the Village Hall.

Cllr Karen Hobley Chair