

## Old Buckenham Parish Council

### Draft MINUTES OF THE ANNUAL MEETING of Old Buckenham Parish Council held on Thursday 1<sup>st</sup> June 2017 at 7.30pm in the Village Hall, Old Buckenham

Present: A Joel (also BDC), Susan Brown, Ben, Jonnathan Hicks, S Hornbrook, S Milner and A Nicholls

In Attendance: Mrs H A Clutten, Clerk

Members of the Public: 5

**ACTION BY:**

17/103 The Chairman welcomed everyone to the meeting.

17/104 **To Consider Accepting Apologies for Absence:**

**Council RESOLVED** to accept apologies from Councillors R Boggia, B Devlin, J Kemp and P Little.

17/105 **To Appoint a Vice Chairman of the Council for 2017/18:**

**Council RESOLVED** to appoint Councillor Andy Nicholls as Vice Chairman for 2017/18

17/106 **To Approve the Minutes of the Council Meeting held on 4<sup>th</sup> May 2017:**

The draft Minutes of the meeting held on 4<sup>th</sup> May 2017 had been circulated to Councillors before this meeting. **Council RESOLVED** to approve the Minutes as a true and accurate record of the meeting held on 4<sup>th</sup> May 2017. The Minutes were signed by the Chair Adrian Joel.

17/107 **To Receive Reports of Matters Arising from the Minutes of 4<sup>th</sup> May 2017 for update and information only:**

There was a discussion about dog signs on the Green. **Council RESOLVED** that all the multi-purpose bins on the Green should carry a notice indicating that dog owners should keep their dogs under control on the Green and put dog faeces in the bins. It was agreed that Councillor Milner would circulate appropriate wording to all Parish Councillors and once agreed the Clerk would laminate notices to be attached to the bins.

The Chair said that he would notify the Green Management Working Party about the notices.

17/108 **Adjournment for Public Participation:**

**Council RESOLVED** to adjourn the meeting to enable the public to participate.

Items mentioned during public participation were:

- Cake Street planning application
- Chapel Green School
- Highways issues relating to road signage

17/109 The meeting re-started following adjournment.

17/110 **To record declarations of interest not already recorded in the current Members' Register of Interests:**

None

17/111 **To consider planning application and to receive Breckland Council's decisions made on any planning application received before the meeting:**

**(1) Planning Application Consultations:**

Prosperous Row, two storey extension, front porch and internal alterations – it was agreed that the proposal fitted in with the existing buildings, the Parish Council agreed to support the application with one abstention.

Hay Barn, Cake Street, conversion of barn to single storey dwelling – there were comments about the access to the property but the owner, who was present, said that the access issue had been resolved. Council considered that the site was outside the village development boundary and although there was a planning policy to transform redundant buildings this application did not meet the relevant criteria due to the large increase in the floor area and the fact that the building had no architectural or historical significance. The increase in traffic movements if the building was converted to a dwelling was also considered relevant. Council therefore agreed that the application was contrary to current planning policy and should not be supported; motion was carried with one abstention.

**(2) Planning Decisions:**

None received to date.

**17/112 .Financial Matters:**

**(a) To receive a Financial Report from the Clerk:**

The Clerk had distributed a Financial Report; no queries were raised.

**(b) To consider allocating the compensation of £200 from Barclays Bank to the Play Area Reserves:**

**Council RESOLVED** to allocate the £200 compensation from Barclays Bank to the Play Area Reserves

**(c) To approve the payment of the Clerk's monthly salary and fixed expenses by Standing Order:**

**Council RESOLVED** to pay the Clerk's monthly salary and fixed expenses by Standing Order

**(d) To approve payments as per list below:**

**Council RESOLVED** to approve the following payments

<b>Cheques Dates</b>	<b>Cheque No</b>	<b>Item</b>	<b>Vat £</b>	<b>Gross £</b>	
01.06.2017	101896	E Jolley, Community Car, April	0.00	19.80	
01.06.2017	101897	BT, Telephone Box Purchase	0.00	1.00	
01.06.2017	101898	Old Buckenham Village Hall, Hall Hire	0.00	82.00	
01.06.2017	101899	Old Buckenham Church Rooms	0.00	12.00	
01.06.2017	101900	D Kessler, Community Car, April and May	0.00	203.85	<b>Clerk</b>
<b>TOTAL CHEQUES 01.06.2017</b>			<b>£0.00</b>	<b>£318.65</b>	

**SOs/DDRs/BACS**

01.06.2017	Mrs H A Clutten, net salary June	0.00	406.09	
01.06.2017	Mrs H Clutten, Broadband, Telephone etc June	0.00	32.00	
02.06.2017	Mr R Canwell, local audit of Parish Council Accounts 2016/17	0.00	50.00	
02.06.2017	HMRC, Income Tax collected, April, May, June	0.00	304.80	
02.06.2017	ERH Recreation Area Grass Cutting 2016	36.00	216.00	
<b>TOTAL SOs/DDRs/BACS</b>		<b>£36.00</b>	<b>£1,008.89</b>	

**(e) To approve the Annual Governance Statements in the 2017 Annual Return:**

**Council RESOLVED** to approve the Annual Governance Statements in the 2017 Annual Return.

**(f) To approve the Accounting Statements in the 2017 Annual Return:**

**Council RESOLVED** to approve the Accounts Statements in the 2017 Annual Return.

**(g) To approve the signing of the 2017 Annual Return:**

**Council RESOLVED** to approve the signing of the Annual Return; the Return was signed by the Chairman Adrian Joel.

**(h) To adopt the accounts for 2016/17:**

**Council RESOLVED** to adopt the accounts for 2016/17.

**17/113 To agree the appointment of personnel to the Parish Council's Working Parties and Committees:**

**Council RESOLVED** to appoint the following Working Parties and Committees:

Personnel Committee – Chairman, B Devlin and P Little

Neighbourhood Plan Working Party – S Hornbrook, S Milner, A Joel, A Jaggard (R), A Nicholls, P Little and S Brown

Play Area – B Devlin, A Joel, S Milner, J. Hicks. K Talbot (R)

Recreation Area – J Kemp, A Nicholls

Road Safety/Chapel Green School – R Boggia, S Milner, M Bartlett (R), T Croke (R), L Womack (R) and S Hornbrook

Precept Grants – A Joel, R Dickinson (R), A Nicholls and S Brown

Review of Standing Orders – A Joel, Clerk, S Milner, P Little

SNAP – Steve Millner

Attleborough NP Steering Group – Sarah Hornbrook and Sue Brown

Attleborough Development Partnership – R Boggia and A Joel as substitute

Old Buckenham Village Hall – Jonnathan Hicks

Allotments – A Joel, P Little and Jonnathan Hicks

Chapel Road School Stakeholders – S Milner

OBPC Website – S Milner + vacancy

Old Buckenham Green Rights – B Devlin

Almshouses Trust – Jonnathan Hicks

Village Green Management Working Party – A Joel, A Nicholls, S Dye (OBGRP), A Frank (OBGRP), T Cracknell (LOM), J Fernihough (R), Parish Clerk (Optional) and 1 Vacancy

Village Green Conservation Working Party – Howard Marshall (R), Joh Frost (R) and Delia O'Leary (R)

**17/114 Reports:**

**(a) Chairman's Report**

The Chairman thanked Terry Cracknell for the work he had done whilst a Parish Councillors and for what he had done for the village over the years.

**(b) District Councillor's Report**

District Councillor Joel reported that Breckland Council had agreed a grant of £5,000 for the fencing at the Children's Play Area.

More broadband work will be carried out in the village in 2-3 weeks' time.

**(c) Councillor Reports**

Councillor Milner reported that a group had been set up to raise funds to repair the church roof.

Councillor Nicholls reported that the Recreation Area would be cut this weekend and the old bin will be removed. The orchid area has been marked out so that it will not be cut.

**(d) Working Parties and Other Reports**

**(i) Old Buckenham Neighbourhood Plan**

The Chairman and Councillor Holbrook will shortly be meeting Susan Heinrich of Breckland Council to discuss the village's neighbourhood plan application. It was agreed that resident Tm Bornett should be invited to a Neighbourhood Plan Working Party meeting.

**Attleborough Neighbourhood Plan**

The current work is drawing to a close as the plan has gone in for examination.

**(ii) Road Safety Working Party**

There is nothing to report as the planned site meeting had been unable to take place due to the Government calling a General Election which restricts what Members of Parliament can do during the pre-election period.

**(iii) Play Area**

The Clerk had been asked to present to the Parish Council a request for two new litter bins for the Play Area. Councillor Hicks said that the East Coast Truckers, who had provided the current bins, were willing to replace them provided they could have the old bins for refurbishment; they will also replace the tops of the two seating benches.

Resident Lesley Coates had reported to the Clerk that children from the High School, waiting to be picked up by their parents, were congregating in the Play Area- an approach to the High School may be necessary.

Once the fencing is replaced it is intended to clean the equipment.

Councillor Hicks has carried out an inspection of the Play Area and gave a copy of his report to the Clerk. Councillor Hicks was thanked for his work.

**(iv) Recreation Area**

The BMX humps in the Recreation Area have now been removed by Morgan Sindall and there are plans to shortly seed the area.

The Chairman will contact Stuart Barker to ensure the Recreation Area is cut in time for the Village Hall Fete.

The work in the Village Hall car park had resulted in a step down from the car park to the Recreation Area but this has now been resolved by Neil Lawson (Village Hall) who has formed a ramp with spare soil.

The Village Hall Committee is looking into the ownership of the footpath that runs alongside part of the Recreation Area.

Councillor Nicholls agreed to provide details of the specification for new football nets, but said that the Football Club might have some spare nets.

**AN**

**(v) Chapel Green School**

It was confirmed, following an enquiry by a resident of the village, that there had been no major changes to the school plans during the planning stage.

There will be a multi-use games area at the school will be available for residents to use outside of school hours but there will be not lighting and noise might become an issue.

**17/115 Highways Matters:**

No further action has been taken regarding speeding in Doe Lane.

There is nothing that can be done about school bus(s) parking in Abbey Road as it is not against the law.

A local resident had noticed a van belonging to Cunningham Builders speeding in the village; Councillor Milner agreed to talk to the resident about this.

**SM**

There are potholes in St Andrew's Close that need repairing and the drain outside the Hawthorns is blocked resulting in flooding.

**Clerk**

**17/116 The Green:**

A report of the last meeting of the Green Management Working Party had been distributed to Councillors and the public attending this meeting.

Ten acres of the Green are to be left as a conservation area.

The potholes outside the Gamekeeper have now been filled and the Clerk has sent requests for payment to the tenant of the Gamekeeper and Enterprise Inns.

A member of the Norfolk Wildlife Trust is coming to visit members of the Green Management Working Party.

The track outside the village shop should be repaired in about 2 weeks' time.

The new multi-use bins for the Green have arrived and sponsorship money has been received from Ray Bayfield and Marina Beadnell as well as the Six Villages Newsletter who will now be thanked.

Sponsorship for the reclamation of another pond has now been offered.

The Parish Council agreed to setting up an Environmental Working Party for the Green.

There was a request that the cut grass should be removed from the Green.

The Green is now starting to look better

**17/117 To confirm an interest free loan to the Village Hall Committee of £5,000 – drainage has been given a 5 year warranty by the contractor:**

**Council RESOLVED** to give the Village Hall Committee an interest free loan for a period of 5

years with a repayment of £500 every six months during the period of the loan.

**17/118 Telephone Box Update:**

The consultation period for removing the equipment has not been completed and the formal document has now been received to purchase the telephone box for £1. The Chairman signed the document.

**17/119 Correspondence:**

Leaflet from Broxap on litter and recycling bins  
Clerks and Councillors Direct May 2017  
Letter from Six Villages Newsletter with cheque to sponsor two litter bins  
Leaflets about Merchant Navy Day, 3<sup>rd</sup> September 2017  
Details from Anglian Water with details of new account number

**17/120 To receive items for the next meeting:**

The Green  
Telephone Box  
Defibrillator  
Neighbourhood Plan

**17/121 To confirm the date of the next Parish Council Meeting as 6<sup>th</sup> July 2017, to be held in the Village Hall, Old Buckenham**

Confirmed

**17/122** There being no further business the meeting closed at 9.37pm.

Signed by ..... **6th July 2017**

DRAFT