

OLD BUCKENHAM PARISH COUNCIL

Minutes of the meeting of the Old Buckenham Parish Council held on Thursday 3 May 2018 at 7.30pm in the Village Hall, Old Buckenham

Present: Councillors A Joel (Chairman), B Devlin, J Hicks, P Little, A Nichols and S Milner

In Attendance: K Talbot (Temporary Clerk)

Also present: 4 members of the public

Minute		Action
18/001	<p><b>Election of Chairman</b>                      Clerk invited applicants/nominations for Chairman of the Council for 2018/19. Several nominations were received. A ballot then took place resulting in PL as the Chair.                      PL then signed the Declaration of Acceptance of Office which was passed to AJ for action.</p>	<b>AJ</b>
18/002	<p><b>Election of Vice Chair</b>                      Clerk invited applicants for Vice Chair. JH nominated &amp; seconded by AN.                      RESOLVED to approve JH as Vice Chair</p>	
18/003	<p><b>Apologies for Absence</b>                      Gemma Frost</p>	
18/004	<p><b>MINUTES of Meeting held on 5 April 2018</b>                      RESOLVED to approve the minutes of the meeting held on 5 April 2018</p>	
18/005	<p><b>Matters arising from the minutes of the meeting held on 5 April 2018</b>                      PL asked Cllrs to update the meeting with any action points allocated to them in the action column at this stage in future meetings.                      AJ commented that matters arising from the previous minutes had been addressed with the exception of pollution. AJ also added that TWT supervision, signs &amp; marshalling were excellent and no roads were blocked. PL stated that the pollution was not something that the council felt they could address at the current time without any documented evidence.</p>	<b>All</b>
18/006	<p><b>Public participation – relating to agenda items only</b>                      A parishioner said he was attending to object to planning application in respect of the Asparagus field off Cake Street. Outline planning had been granted but the revised submission is now substantially larger, not compatible with adjacent buildings, concern was raised regarding the impact on flooding in this part of Cake Street with excess surface water leading to sanitary issues.                      Chairman advised parish council involvement in planning process and</p>	

	<p>can only put forward comments. Breckland Council make the decisions.</p> <p>Parishioner reminded the Council of the litter pick on The Green arranged for Saturday 5 May 2018 10 – 12 meeting at the shop – all welcome.</p> <p>Chairman stated that he was keen for the public to understand that this part of the meeting was not a discussion group and the public were invited to discuss agenda items only. The Chair will endeavour to make process easier for the public to participate and to find a medium ground to enable the parish council to function. This will be a work in progress with the Council looking to serve the whole community. He addressed the issue of allowing parishioners a second opportunity to talk at the end of the meeting but advised that current Standing Orders state that the meeting must conclude by 2200.</p>	
18/007	<p><b>To record declarations of interests not already recorded in the current Members' Register of Interests</b></p> <p>NONE</p>	
18/008	<p><b>Update on new Parish Clerk &amp; Councillor Vacancies</b></p> <p>Parish Clerk Vacancy – position has been filled and a job offer issued. PL advised that there were a couple of issues to resolve but was confident clerk will be in place for next meeting.</p> <p>Councillor Vacancies – AJ advised that since last meeting when Lauren Wiseman was co-opted onto the Council, she has since indicated she did not wish to take up the position and would not be making the statutory declaration of acceptance of office. The vacancy would need to be advertised again. This means the Council is still short of 4 Councillors. PL to contact previous two applicants to ascertain if they are still interested.</p>	<p>PL</p> <p>PL</p>
18/009	<p><b>General Data Protection</b></p> <p>AJ advised that following discussion of new regulations in the commons a Data Protection Officer was not needed for Parish Councils. He also advised that the government website had received over 3.5m hits as the new regulations were confusing. AJ asked all Councillors to complete a declaration to provide permission for use of data and preferred method of contact. These would need to be passed to the new clerk.</p> <p>Parish Council computer would need to be searched for 'old' data and removed.</p> <p>All members of working parties will need to complete the form.</p>	<p>AJ</p> <p>PL/Clerk</p>
18/010	<p><b>To consider planning applications and to receive Breckland District Council's decisions made on any planning applications received before the meeting:</b></p>	

	<p>a) 3PL/2018/0387/F – Asparagus Field, Cake Street: Dwelling and garage RESOLVED , with 4 voting in favour and 2 abstentions to reject the application</p> <p>b) 3PN/2018/0017/UC – Barn at Roughlands Farm, Grove Road. Change of use of agricultural building to dwelling (permitted development) RESOLVED unanimously, not to submit a view</p> <p>c) 3PL/2018/0181/HOU East View, Attleborough Road New Garden store extension RESOLVED to note that this application has been approved by Breckland District Council</p> <p>d) 3PL/2018/0195/D Homestead, The Green Erection of dwelling and garage RESOLVED to note that this application has been approved by Breckland District Council</p>																																													
18/011	<p><b>Financial Matters</b></p> <p>a) <b>Financial Report</b> RESOLVED to Note:-</p> <ul style="list-style-type: none"> <li>i. Current account balance - £42,765.56Cr</li> <li>ii. Premium account balance - £2,873.20Cr</li> <li>iii. That £185 has been received from the Eleemosynary Charity and was available to use for the benefit the whole village.</li> </ul> <p>b) <b>Payments</b></p> <ul style="list-style-type: none"> <li>i. RESOLVED unanimously to approve the following payments:-</li> </ul> <table border="1" data-bbox="435 1209 1198 1629"> <thead> <tr> <th>Date</th> <th>Item</th> <th>VAT £</th> <th>GROSS £</th> </tr> </thead> <tbody> <tr> <td>3/5/18</td> <td>E Jolley – Community Car</td> <td></td> <td>£66.80</td> </tr> <tr> <td>3/5/18</td> <td>J Frost – Community Car</td> <td></td> <td>£45.90</td> </tr> <tr> <td>3/5/18</td> <td>D Kessler – Community Car</td> <td></td> <td>£103.50</td> </tr> <tr> <td>3/5/18</td> <td>Suggitt Farming Services</td> <td>£100.00</td> <td>£600.00</td> </tr> <tr> <td>3/5/18</td> <td>OB VH Room Hire</td> <td></td> <td>£54.00</td> </tr> <tr> <td>3/5/18</td> <td>A Emms – Temp Clerk</td> <td></td> <td>£100.00</td> </tr> <tr> <td>3/5/18</td> <td>S Barker – Rec Area</td> <td></td> <td>£90.00</td> </tr> <tr> <td>3/5/18</td> <td>S Eggleton – Village Sign</td> <td></td> <td>£545.00</td> </tr> <tr> <td>23/4/18</td> <td>Subscription to CPRE</td> <td></td> <td>£36.00</td> </tr> <tr> <td colspan="3"><b>TOTAL</b></td> <td><b>£1,641.20</b></td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>ii. Bank Mandate to be changed once new clerk in place</li> <li>iii SM advised that Barclays will be closing their branch in Attleborough and wondered how this would affect the Councils banking. AJ advised that he was investigating internet banking. AJ suggested to remain with Barclays and review once the new Clerk/RFO was in place.</li> </ul>	Date	Item	VAT £	GROSS £	3/5/18	E Jolley – Community Car		£66.80	3/5/18	J Frost – Community Car		£45.90	3/5/18	D Kessler – Community Car		£103.50	3/5/18	Suggitt Farming Services	£100.00	£600.00	3/5/18	OB VH Room Hire		£54.00	3/5/18	A Emms – Temp Clerk		£100.00	3/5/18	S Barker – Rec Area		£90.00	3/5/18	S Eggleton – Village Sign		£545.00	23/4/18	Subscription to CPRE		£36.00	<b>TOTAL</b>			<b>£1,641.20</b>	<p>PL/Clerk</p> <p>AJ</p>
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18/012	<p><b>Reports</b></p> <p><b>a) Chairman's Report</b>  As new Chair PL would like to ensure that the Council actions all issues they have committed to. In terms of planning PL would like to remove any ambiguity and make clear that the parish council are part of the consultation process and do not make decisions. PL to ascertain how to make the process easier and more transparent so everyone knows how the process works.</p> <p><b>b) District Councillor's Report</b>  The Breckland Cabinet will be holding their meeting in each of the 5 market towns over the next few months. The next meeting of the Cabinet will be held in Attleborough on 12 June 2018 at 10.00am in the Town Hall.  There will be an opportunity for the members of the public to ask questions of Cabinet members from 9.30 am to 10.00 am. Breckland will shortly receive a revised copy of the Attleborough SUE from the Developers, these will then go out for a period of consultation to residents in the area and stakeholders. AJ has asked for copies to be sent to him as the Breckland Councillor and he will hold a drop-in consultation in the village hall. This will enable residents to make their comments and feed them back to Breckland Council.  There will be a special Planning Committee held in Attleborough later this year. AJ will keep Council informed of the date and time of the meeting.</p> <p><b>c) Village Green Working Party</b>  Nothing to Report. AJ advised that the Ox &amp; Plough had, through social media, asked if there would be any support for a monthly Farmers Market outside the Pub. Initial indications have shown that there is support for this with the proceeds being donated to the up keep of the green. Council unable to agree to this in principle and would be listed as an agenda item for the next meeting.</p> <p><b>d) Road Safety</b>  SM advised that county councillors have been chasing Highways decision in respect of new crossing. No response has been received to date, a further meeting will take place once the decision has been received. A new radar gun has been received and been in use. SM advised that during the last stint (during school traffic) 15 cars were logged travelling at over 36 mph. No tractors, trailers, coaches were logged breaking the speed limit.</p> <p><b>e) Play Area</b></p>	<p>PL</p> <p>AJ</p> <p>AJ</p> <p>PL/Clerk</p>
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	<p>JH advised that the grass had been cut twice. Glass had been found in the area following TWT and Dave (Ox &amp; Plough) had agreed to check the area after TWT each week. BD to discuss with Dave as well.</p> <p>No maintenance issues logged. Once the weather improves new bins will be installed and the tractor painted.</p> <p>PL to organise signs for when the work takes place.</p> <p><b>f) Recreation Area</b></p> <p>The damaged fencing has been repaired. Further damage at the back of the VH has also now been repaired free of charge. Bin to be moved. This represents approx. £3k of work. Morgan Sindall carried out the work free of charge and AJ will write to thank them.</p> <p><b>g) Councillors Reports</b></p> <p>JH updated in respect of the School Council and the bus shelter mural and designs for the recreation ground. Any involvement with this project has been stopped by the High School as academisation is underway which affects Health &amp; Safety issues with the school. Following discussion it was agreed to offer to the local community as a whole with JH to contact other schools ie primary school &amp; Chapel Green.</p>	<p><b>BD</b></p> <p><b>JH</b></p> <p><b>PL</b></p> <p><b>AJ</b></p> <p><b>JH</b></p>
18/013	<p><b>PC Insurance policy renewal 2018/19</b></p> <p>Renewal has been received from Norris Fischer @ £508.72 with an additional £48 payable for a 3 year fixed term. AJ to investigate cover and to include Farmers Market, Fireworks and ascertain how council would be liable ready for the next council meeting.</p> <p>Council to contact Dave (Ox &amp; Plough) and ask for a copy of their public liability insurance.</p> <p>RESOLVED unanimously for 3 year fixed term cover</p>	<p><b>AJ</b></p> <p><b>AJ</b></p>
18/014	<p><b>Fireworks</b></p> <p>BD is in discussions with OB2000 Trust in respect of this event. BD needs to meet with Green Right Proprietors to seek their agreement and their views on any damage that would be caused due to the bonfire. BD to find out costs of fireworks and to look at how this will be funded together with insurance cover (as per minute 18/013) as keen to provide this as a free event. AN advised next meeting of GRP is 14/05/18 and will ask BD for details including costs to put to the members at this meeting.</p>	<p><b>BD</b></p> <p><b>AN</b></p>

	<b>At this point BD made his apologies and left the meeting</b>	
18/015	<p><b>Update on defibrillator for village hall/telephone box</b></p> <p>PL has been in touch with the Heart Foundation. Since their visit they have no record of correspondence with the parish council. PL advised that Council will have to start the process again. PL has received details of what is required and felt that the Council should make applications to both Heart Foundation and the Lottery. This way the money put aside for this project could be used for maintenance and training. PL will put together the applications but will take around 2 months to prepare as public consultation would need to be undertaken. Heart Foundation advised that they felt Council would have a good chance of success with both funders.</p> <p>RESOLVED, unanimously to go ahead with the applications.</p>	<b>PL</b>
18/016	<p><b>Website (including enquiries)</b></p> <p>SM advised that there had been no enquiries. AJ asked if the website could be updated and SM agreed to update as and when he can.</p>	<b>SM</b>
18/017	<p><b>Highways</b></p> <p>PL/SM advised that deep pothole repairs had been carried out and that the work is ongoing.</p>	
18/018	<p><b>To receive items for next agenda</b></p> <p>Items suggested:</p> <ul style="list-style-type: none"> <li>Review of Working Parties &amp; Members</li> <li>List of Assets</li> <li>Review of all Policies inc Complaints Procedure – PL to speak to AE, &amp; Freedom Info Procedure as part of GDPR &amp; Standing Orders</li> <li>Council Insurance</li> <li>Firework Event</li> <li>Monthly Farmers Market</li> <li>Parish Council Banking arrangements – re closure of Barclays in Attleborough</li> </ul>	<b>AJ PL</b>
18/019	<p><b>To confirm date of next Parish Council meeting to be held at Old Buckenham Village Hall &amp; Schedule of future meetings</b></p> <p>RESOLVED to confirm that the next meeting will be held on 7 June 2018 commencing at 7.30pm at the village hall</p> <p>Schedule of future meetings had been electronically provided to all councillors prior to the meeting</p>	

The meeting closed at 9.22pm

Signed ..... (CHAIRMAN)