

Old Buckenham Parish Council

MINUTES OF THE MEETING of Old Buckenham Parish Council held on Thursday 2nd February 2017 at 7.30pm in the Village Hall, Old Buckenham

Present: Councillors A Joel (Chairman & BDC), T Cracknell, B Devlin, T Johnson, S Milner and A Nicholls

In Attendance: Mrs H A Clutten

Members of the Public: including John Fernihough and Sarah Dye in relation to the Green

ACTION BY:

17/23 The Chairman welcomed everyone to the meeting.

17/24 **To Consider Accepting Apologies for Absence:**

Council resolved to accept apologies from Councillors Boggia, Hornbrook and Kemp.

17/25 **To Approve the Minutes of the Council Meeting held on 5th January 2017:**

The draft Minutes of the meeting held on 5th January 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 5th January 2017. The Minutes were signed by the Chair, Councillor Adrian Joel.

17/26 **To Receive Reports of Matters Arising from the Minutes of 5th January 2016 for update and information only:**

The Chair has spoken to Steve Edwards of Banham about the refurbishment of the village sign; it was originally a wooden sign paid for by the WI. Last time it was in need of refurbishment it was found to be unrepairable and a metal one was erected which now needs sandblasting and then repainting – a quote is to be obtained for the work.

CHAIR

An item had been put in the Village Newsletter about the dog mess on the Green.

There has been a problem about installing a broadband box on Hargham Road as it was not possible to obtain a wayleave to get an electricity supply. It might be possible to connect it to an electricity pole in a different position.

The purchase of the telephone kiosk is in hand; BT need to carry out a consultation exercise before removing the telephone service, then the purchase of the kiosk can be completed.

The litter bin purchased by the Clerk has been delivered to the shop and installed.

17/27 **Public Participation relation to agenda items only:**

It was reported that the road sign on the corner of Abbey Road is in a disgusting state and part of the sign is missing; Clerk will report to Highways Department.

The Parish Council was urged to be cautious about erecting a mirror as they can be dangerous to road users.

The Parish Council was urged to show its appreciation for everything that Ron Brewer does in the village at the Annual Parish Meeting next month.

A lady living at Ragmere will be 100 years old in March; Clerk to be advised of her details so that the Parish Council can send a card.

17/28 **To record declarations of interest not already recorded in the current Members' Register of Interests:**

None

17/29 The Green – Report of the First Meeting of the Green Management Working Party:

John Fernihough and Sarah Dye were invited to discuss the Green.

A potential lease has been thrashed out which if acceptable to the Parish Council will be presented to the Green Rights Proprietors at their AGM in February and to the Annual Parish Meeting in mid- March.

It is a tight timetable to ensure that work can start on the Green to remove the mole hills so that the grass can be cut. More work may need to be done on mole eradication later this year and next year as the problem is prolific at the moment. Three ponds need to be cleaned eventually and potholes filled in which in the course of time will improve the look of the area.

There are three dog bins at present but they are not in satisfactory places, and possibly four more may be required; the next Green Management Working Party Meeting will discuss locations and cost.

It would be good to have some publicity for the Annual Parish Meeting, eg posters, put around the Green; Councillor Milner agreed to look into doing this. Also publicity would be useful on the Village Noticeboard, the Parish Council website, perhaps a press release, an entry on Facebook and the Village Blog, leaflets in Ox and Plough and at next film presentation in the Village Hall. Possibly also a leaflet within the Six Parishes Magazine. Councillor Milner will seek volunteers to help him with distributing publicity.

SM

The Public Liability insurance for the Green will be covered by the Council's current insurance so no additional premium will be necessary.

The Parish Councillors were then offered the opportunity to make their own comments on the suggested lease arrangements. Comments ranged from it being immoral to ask people in Old Buckenham to pay for what are effectively the financial responsibilities of the Green Rights' Proprietors to something has to be done to improve matters as it has gone on too long, but to keep in mind getting value for money.

The Village Survey responses on the Green last year are indicative of the residents think about the current situation.

A vote was then taken on whether or not to accept the terms of the draft lease document drawn up by the Green Management Working Party. Council RESOLVED to accept the terms of the draft lease. The draft lease will now be presented to the Green Rights' Proprietors for agreement at their AGM in February.

17/30 To consider planning application to receive Breckland Council's decisions made on any planning application received before the meeting:

(1) Planning Application Consultations:

Oak Lodge, Fen Street – single storey extension – the Parish Council had no objections to this application.

The Parish Council had just received pre-application details of a plan to convert an old agricultural building into a residence in Doe Lane – the Parish Council had no issues with this prior application.

(2) Planning Permissions Received from Breckland Council:

Land off Fen Road, Planning Refusal for three detached dwellings and garages
5 Hargham Road, Planning Permission for extension to dwelling
Old Buckenham Air Field, Planning Permission for temporary office space
Whitehands Farm, Stacksford, Planning Permission for variation of condition
9 Old Yard, Planning Permission for static caravan as temporary accommodation
(retrospective)

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

The Clerk had circulated a Financial Report prior to the meeting.

(b) To approve payment:

Council RESOLVED to approve the following payments:

Cheques drawn 05.01.2017

Cheque No	Item	Vat £	Gross £
101873	Mrs E Jolley, Community Car December	0.00	41.40
101874	Mr J Frost, Community Car December	0.00	8.10
101875	New Buckenham Football Club advance of Precept Grant 2017/18	0.00	640.00

Cheque drawn 19.01.2017

101876	Information Commissioner	0.00	35.00
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Cheques Drawn 02.02.2017

101877	Glasdon UK Ltd, litter bin, Clerk's spending power	33.71	202.28
101879	Diane Kessler Community Car July 2016 – January 2017	0.00	174.15

SOs/DDRs/BACS

02.02.2017	Mrs H A Clutten, net salary February 2017	0.00	388.16
02.02.2017	Mrs H Clutten, Broadband, Telephone etc February 2017	0.00	32.00
03.02.2017	Drew Moore, PAYE fee February 2017	0.00	15.00
	Total	£33.71	£1,536.09

(c) Risk Assessment 2017/2018

The Clerk had carried out the annual update of the Parish Council's Risk Assessment and had distributed it before the meeting. **Council RESOLVED** to adopt the revised Risk Assessment.

(d) PAYE – Calculating and Reporting

The Clerk explained the problems which she had had with getting monthly payslips, in particular that she had not received a payslip since November 2016; the Clerk had offered to take over the PAYE calculating and reporting for a fee of £10 per month which represents a saving of £5 per month compared to the current external contractor.

Council RESOLVED that the Clerk should take over the PAYE calculating and reporting from 1st April 2017 at a cost of £10 per month; the current contractor to finish the current tax year and to prepare the end of tax year reporting.

(e) Information Commissioner's Annual fees

Council RESOLVED to pay future fees by direct debit. The direct debit form was signed by the Chair.

17/32

Reports:

1. Chairman's Report

The Chairman will be away for the next Parish Council Meeting and it may be necessary to appoint a Chairman for the meeting if the Vice Chair is not present too; he also said that his tenure as Chair of the Parish Council will come to an end in May 2017 and a new Chair will have to be appointed.

CHAIR

Breckland Council is holding a Local Plan Working Party meeting on Friday 3rd February 2017, at 10am in the Council Chamber, members of the public and parish councillors are invited to attend and make their contributions; the agenda and report can be found on the Breckland Council agenda web page.

The recommendation being put forward for Old Buckenham is that the 2 additional sites are not suitable, but the proposal to allocate 50 houses without the sites being specified is still on the table. This leaves the village with a great deal of uncertainty and given that after several 'calls for sites' being made no suitable land has been offered, the Chair will be asking the Local Plan Working Party to revise the Old Buckenham housing figure downwards.

2. Attleborough Town Council Highways' Meeting

Councillors Johnson and Cracknell reported that there had recently been a meeting in the Council Chamber in Attleborough Town Hall where about 150 people had attended in a room that would only comfortably seat 80. Another meeting will be called to summarise the views of Breckland Council and Highways Department to improve the Attleborough road network and associated traffic issues.

3. Attleborough Neighbourhood Plan

Councillor Cracknell reported that the plan was in its final stages; it should be possible to move forward soon.

CLERK

4. Parish Councillors' Reports

Councillor Nicholls reported that the Gamekeeper Public House was shown as being under offer to rent on the Enterprise Inns website.

CLERK

The Clerk was asked to contact the local Highways' Engineer to thank him for his recent assistance with highways' matters and to report a blocked drain on Crown Road/Ragmere Road as well as outside Down Combe on Attleborough Road.

Councillor Nicholls also report that he had a nasty experience on the road whilst walking his dogs as a driver was not paying due care and attention to the road. The Community Policeman, Andrew London, had been called out and given an excellent service; the Clerk was asked to thank him.

The road near Councillor Nicholl's development site will be closed for a while for the highways improvements to be carried out; he hopes that the upheaval will be kept to a minimum.

Councillor Cracknell reported that he had visited the resident on Harlingwood Lane with the local Highways Engineer about the hedge. The house owner has cut back his trees but there is still 2 feet overhanging the area designated as 'highway'. The banking by the edge of the road is prone to crumbling; Highways offered to arrange some edging and will also do some road markings.

CLERK

Councillor Cracknell reported on the most recent Village Hall Meeting; a risk assessment had been carried. Fifty six permits have been issued for parking at the Village Hall.

Councillor Cracknell would still like the Parish Council to consider appointing an 'odd job man' to do village jobs.

The Village Hall is hoping to have further work carried out on the car park using the balance of the Parish Partnership's Award for 2016/17; the Clerk said that this would need to be paid for by the end of the current financial year – the Clerk will liaise with the Village Hall Committee.

CLERK

Councillor Devlin offered to chase up the fence quotation for the Play Area – the Chair said that he would let him have a copy of the quotation.

**CHAIR
& BD**

Councillor Milner reported that the village would have the SAM sign for the next few weeks but it is not suitable for use on single track roads. Concern about speeding on Doe Lane was raised; Councillor Milner reported that he has an app on his mobile 'phone to measure road speeds which provides good data.

Councillor Cracknell reported that litter is being thrown out of vehicles between Attleborough and Old Buckenham; asbestos is also being dumped.

Councillor Milner has completed the Parish Partnerships Grant application.

The next film to be shown at the Village Hall will be "A Street Cat Named Bob".

The Chair said a meeting is to be arranged of the Old Buckenham Neighbourhood Plan Working Party.

SH

5. Road Safety Working Party

The Chair reported that NCC has replied to the letter sent by George Foreman MP; he will be arranging for the Parish Council to get a copy of this response.

Council RESOLVED to amend the description of a "Traffic Survey" mentioned at item 16/108 in the Minutes of the Meeting of 16th November 2016 to "Road Safety Survey" and to now pay the invoice received from the contractor, Mr JMO Jones, for £325. Cheque number 101878 was drawn and signed by the Chair.

6. Play Area Working Party

Council RESOLVED to allocate up to £5,000 on the new fencing for the Play Area from the Council's Play Area Reserves.

At the beginning of the meeting the Clerk had been handed cheques totalling £800 from Lesley Coates being donations from residents of Old Buckenham and fundraising carried out at the summer fete – this sum to be added to the Play Area Reserves. Some steering wheels for the tractor were also provided.

17/33 Almshouses Charity – nomination of a Parish Council Trustee for next four years:

As the current appointed trustee was not present at this meeting it was agreed to leave the item until the next meeting.

17/34 Highways Matters including the siting of a mirror:

Awaiting further details re verge cutting from Highways Department.

Mirror to be discussed further at next meeting.

17/35 Dog Bins; siting, additional purchases, emptying:

Discussed under item 17/29.

17/36 Update on Chapel Green School:

Awaiting the return of Councillor Boggia to organise a meeting with Norfolk County Council regarding the road crossing; it was agreed to invite local resident Tim Bornett to the meeting. Clerk is to contact Councillor Boggia on her return to the village

CLERK

The School Governors have met with Norfolk County Council but Old Buckenham Parish Council was not invited to the meeting.

17/37 Correspondence:

Glasdon Brochure
SLCC, The Clerk, January 2017
Interprint, printing information
Letter from Breckland Council re invoicing
Letter from Anglian Water re opening of water market

17/38 To receive items for the next meeting:

The Green
Highway Verges
Chapel Green School
Doe Lane Speed Limit
Annual Parish Meeting
Almshouses Charity, PC Appointed Trustee
Play Area
Recreation Area
Highways Matters

17/39 To confirm the date of the next Parish Council Meeting as 2nd March 2017, to be held in the Village Hall, Old Buckenham:

Confirmed – the Chair gave his apologies.

Annual Parish Meeting to take place on Friday 17th March 2017 at Old Buckenham Village Hall

17/40 There being no further business the meeting closed at 9.40pm

Signed by *Jonathan Kemp* 2nd March 2017