

Old Buckenham Parish Council

MINUTES OF THE ANNUAL MEETING of Old Buckenham Parish Council held on Thursday 4th May 2017 at 7.30pm in the Church Rooms, Old Buckenham

Present: A Joel (also BDC), R Boggia, T Cracknell, B Devlin, S Hornbrook, S Milner and A Nicholls

In Attendance: Mrs H A Clutten, Clerk

Members of the Public: 10

ACTION BY:

17/82 The Chairman welcomed everyone to the meeting.

17/83 **To elect a Chairman of the Parish Council for 2017/18 and to sign the Declaration of Acceptance of Office:**

Nominations were request for the Chairmanship of the Parish Council for 2017/18. Members of the Parish Council proposed and seconded the appointment of Councillor Adrian Joel as Chairman, as there were no other nominations Councillor Adrian Joel was duly appointed Chairman for 2017/18; he signed the Declaration of Acceptance of Office witnessed by the Clerk.

17/84 **To Consider Accepting Apologies for Absence:**

Council RESOLVED to accept apologies from Councillor J Kemp.

17/85 **To appoint a Vice Chairman of the Council for 2017/18:**

It was agreed to elect someone to this position at the next Parish Council Meeting.

Clerk

17/86 **To Co-op Parish Councillors to fill current vacancies and to then sign Declarations of Acceptance of Office:**

The four candidates for the three vacancies were asked to say a few words about themselves. The Parish Council then held a secret ballot in accordance with the resolution passed at last month's Parish Council Meeting. The Clerk then checked the voting papers and the results were verified by a member of the public.

Old Buckenham residents Phil Little, Susan Brown and Jonathan Hicks were duly elected Parish Councillors; the Clerk obtained their signatures on Declarations of Acceptance of Office and gave each new Councillor an information pack which included the Register of Interest Form and the latest edition of the Good Councillor Guide.

PL, SB
& JH

17/87 **To Approve the Minutes of the Council Meeting held on 6th April 2017:**

The draft Minutes of the meeting held on 6th April 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 6th April 2017. The Minutes were signed by the Chair Adrian Joel.

17/88 **To Receive Reports of Matters Arising from the Minutes of 6th April 2017 for update and information only:**

Doe Lane speeding has not been progressed due to public views on this matter. It was suggested it was added to the next agenda for further consideration. The Parochial Church Council has launched a 'Raise the Roof' campaign to repair its thatched roof.

Clerk

The Asparagus Field ditch is now empty and the Highways' Engineer has been reminded about the PROW signs the Parish Council had requested.

There has been no response from NCC on the Alston Freedom of Information Request.

17/89 Public Participation in relation to agenda items only:

Items discussed:

- State of sign on Abbey Road – report to Highways, NCC.
- The trees on the Green are being surveyed free of charge.
- It was noted that the school buses were parking on Abbey Road and not on the school site – agreed to put on next agenda for discussion.
- Probation Service Community Work to be put on the agenda next month.
- Complaint about a planning application for a part one storey and two storey house that was now all two storey.
- The Head of Chapel Road School is to reply to a letter from George Freeman MP and will email a copy to all those involved with the safety crossing issue.
- The PCC did not get a letter of support from the Head of Chapel Road School for its Lottery Grant Proposal.
- The Village Hall lease for the land that the Parish Council rents – Clerk has found version 9 of the agreement but has not yet been able to track down a signed copy. It was reported that the lease contained a repairing clause; this needs to be checked as the fencing needs repair.
- The owner of the Homestead explained the reason why he wanted to move into a single storey dwelling and reported that he had contacted his neighbours about his planning application and had received two letters of support.
- The Green – Sarah Dye reported on the Working Party's five year plan and John Fernihough reported on some of the work that was being requested as shown on this evening's agenda.
- A member of the public commented that the 5 Year Plan made no reference to income from the Green but at the present time it is not possible to quantify any fixed income other than what the Green Rights Proprietors will hand over.
- A replacement resident is needed on the Working Party due to the resignation of Ray Bayfield.
- The mowing of the Green will be carried out free of charge by a local farmer but should this not be possible at some time in the future, the Parish Council will need to have a 'Plan B' ready.
- The mole catching has not been successful due in part to delays by the company appointed; no further work will be carried out and no costs will be invoiced to the Parish Council. There had also been opposition from some residents.
- A licence is required to site the new bins on the Green so that they can be emptied by Breckland Council – the Clerk has this in hand. Two bins are being sponsored for their full cost by Ray Bayfield and Marina Beadnell. The Six Village Newsletter has offered to sponsor another two bins for their full cost.
- The sale of the fallen walnut tree has raised £105; this to be donated to the Parish Council for the Green.
- Councillor Nicholls has obtained sponsorship for another pond.
- It has not been possible to obtain any signs about keeping dogs on leads and in any case this could not be enforced unless the Green was designated a Public Space Protection Area. There was consideration of having signs that said 'dogs should be kept under control'. Dogs walking to heel is ok but not dogs being 'turfed' out of cars and left to run around on their own; sign to be discussed next month.
- A resident criticised the Parish Council for, in his view, not being supportive enough financially to the Village Hall.
- Sarah Dye and John Fernihough were thanked for their work on the Green.

17/90 To record declarations of interest not already recorded in the current Members' Register of Interests:

None

17/91 To consider planning application and to receive Breckland Council's decisions made on any planning application received before the meeting:

(1) Planning Application Consultations:

Homestead, The Green, erection of a new single storey dwelling and parking for existing dwelling

Councillor Hornbrook exhibited the application drawings and could find no planning reasons not to support the application.

Council with one abstention **RESOLVED** to support this application.

(2) Planning Decisions:

Approval for 25 Hargham Road – erection of single storey rear extension.

(3) Anonymous Communication relating to the past Planning Applications of one of the Parish Councillors:

An anonymous letter had been sent to all the Parish Councillors and the Clerk. Apparently it is the third such a letter has been received by the Parish Councillor involved.

Councillor Cracknell objected to receiving anonymous inaccurate information; he thought that people should have the courtesy of saying who they are.

Councillor Milner proposed that the Parish Council spends no time discussing the anonymous letter, these was seconded and agreed.

The Parish Council agreed that the Parish Councillor in question did not need to justify the decisions made by Breckland Council in a Parish Council Meeting.

The Parish Council agreed to send a copy of letter to Breckland Planning Department.

17/92

Financial Matters:

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

The Clerk had distributed a Financial Report. The Santander Account had finally been closed once all the signatories had been tracked down and they had signed letters authorising the closure of the account. The balance of this account has been paid into the Barclays Account.

It is hope that the signatory issue on the Barclays Account will soon be resolved.

**Clerk &
AJ**

(b) To consider the renewal of the Council's Insurance:

The Parish Council's current insurers, Zurich, had provided a renewal quote of £1,181.08 for a single year, and £1,068.57 per year for a three year renewal. The Clerk had obtained another insurance quotation from brokers Norris and Fisher for £569.77 for Aegis Insurance. Cover is virtually identical on both policies although the Aegis policy requires that the play equipment is checked weekly for which records will need to be kept.

Clerk

Council **RESOLVED** to accept the quotation from Norris and Fisher for £569.77. The Clerk will arrange payment through BACs,

Clerk

(c) To approve payments as per list below: Council RESOLVED to approve the following payments:

Cheque Date	Cheque No	Item	Vat £	Gross £
04.05.2017	101892	Mrs E Jolley, Community Car, March	0.00	54.45
04.05.2017	101893	Mrs D Kesler, Community Car, March	0.00	121.95
04.05.2017	101894	Mr J Frost, Community Car, March	0.00	9.00
04.05.2017	101895	Old Buckenham GRPs, Lease Payment	0.00	5.00
TOTAL CHEQUES			£0.00	£190.40

SOs/DDRs/BACs

07.04.2017	Norfolk ALC Subscription	0.00	233.74
04.05.2017	Mrs H A Clutten, net salary May	0.00	406.09
04.05.2017	Mrs H Clutten, Broadband, Telephone etc May	0.00	32.00
05.05.2017	Mrs H A Clutten, postage, and payment to 192.com to trace ex Parish Councillors and Santander Bank Signatory Denise Ziman	5.99	41.06
TOTAL BACs etc		£5.99	£712.89

17/93

Reports:

(a) Chairman's Report

Councillor Joel said that he was happy to have been elected Chairman

(b) District Councillor's Report

The Chairman and Councillor Hornbrook had attended the Town and Parish Council meeting held at Attleborough Town Hall on 27th April; numbers present were low. The Chairman reported that the presentation was very informative and he had obtained a copy of the slide presentation and information pack so that he could distribute copies to his fellow Parish Councillors.

The Chairman suggested that a talk on planning was organised for the Parish Councillors, perhaps later in the year at a separate meeting?

(c) Parish Councillor Reports

Councillor Milner reported that Lion was the next film to be shown at the Village Hall.

Councillor Hicks reported that lorries had been seen breaking the weight limit on Hargham Road; he has taken down some licence plate numbers. We can write to Highways Department with proof of the weight limit violations and also contact the police. Councillor Hicks agreed to forward the information that he has.

JH

Councillor Cracknell reported that the Village Hall Car Park work has now been completed and the Committee will be discussing how to police the parking there.

It is hoped that Morgan Sindall will flatten the old BMX track and the Scouts seem to have given up with their plan for placing a container behind the Village Hall on land leased by the Parish Council.

Councillor Cracknell is resigning from the Parish Council with effect from tomorrow; he was thanked for contribution to the Parish Council's work and the village.

Clerk

There is a query about who actually owns the footpath at the Village Hall that Norfolk County Council wants to upgrade for the use of the new school. The County Council would like the Parish Council to arrange to have the work done for which it will give a grant; this is to save Norfolk County Council applying for Planning Permission which the Parish Council already has. It was agreed to discuss this at the next Parish Council Meeting as wanting the help of the Parish Council in this way could be a good bargaining position in relation to getting a safety crossing.

Clerk

Ron Brewer would like to arrange for the planting of spring bulbs where the sign has been relocated at the entrance to the village; agreed to discuss this next month as permission is required from Norfolk County Council to plant the bulbs in the highway verge and there is a request for the Parish Council to pay for the bulbs.

The Broadband provider is trying to find a new source of power to the new box. The next box will be located at Ragmere and there will be other boxes too, hopefully before 2020 as that is when the funding ends.

The son of a village resident has carried out some litter picking on the Recreation Area with the Chairman as part of a school community project; they removed nearly four bags of rubbish from the area. The Clerk was asked to write a letter of thanks to the Eduardo Morrelli.

Clerk

(d) Working Parties and Other Reports

(i) Old Buckenham Neighbourhood Plan

Councillors Joel and Hornbrook intend to visit Susan Heinrich at Breckland Council to obtain further advice on the Neighbourhood Plan production. The Parish Council needs to consider whether or not it wants to pursue this project in the short or long term.

AJ
&
SH

Village resident Tim Bornett is having his own Neighbourhood Plan Meeting next Saturday but this is not being funded by the Parish Council.

The production of a Neighbourhood Plan is a lot of work but it is an important project and needs large resources; there are grants available from Breckland Council and Locality of potentially £13,500.

Councillor Hornbrook explained the significance of Local Plans for the benefit of the new Parish Councillors and how an Old Buckenham Plan would specifically relate to planning and associated issues in Old Buckenham. Also, that they are legal documents that have to go through a special process.

The Parish Council needs to consider if it wants to register its interest with Breckland Council in producing a Neighbourhood Plan as it hasn't yet registered a plan area. **Council RESOLVED** to proceed to registering the plan area with Breckland Council and agreed to seek more volunteers from the village.

SH

(ii) Attleborough Neighbourhood Plan

There was nothing new to report.

(iii) Road Safety Working Party

There had been a mix up over the date of the meeting with George Freeman MP, and now Parliament has risen for a General Election he will be unable to attend a meeting until after the General Election due to election rules.

(iv) Play Area

The grant application to the Norfolk Communities Foundation should go to the Breckland Cabinet for consideration on 30th May so there is hope that the work might be done by the school summer holidays.

Councillor Hicks agreed to carry out a weekly inspection of the play area which is part of the terms of the Council's new insurance provider.

JH

Councillor Hicks requested that the cutting equipment be serviced, possibly by Bartram's, agreed to discuss this at the next Parish Council meeting.

JH &
Clerk

(v) Recreation Area

Stuart Barker has provided a quotation for cutting the grass on the Recreation Area. The charge is £90 per cut and £12 per hour for clearing litter from the grass before cutting.

There was also a quote for levelling out and seeding the old BMX track but this was not discussed as Morgan Sindall have agreed to do most of this work.

Council RESOLVED to accept the quotation from Stuart Barker to cut the grass at a cost of £90 per cut and to clear litter at a cost of £12 per hour for 2017/18 season.

It was agreed to ask Mr Barker for a quote to remove the old litter bin; the Clerk agreed to write to Mr Barker.

Clerk

The Council agreed to return the picnic tables to the Recreation Area after the grass had been cut.

(vi) Chapel Green School

Nothing to report other than Morgan Sindall has a leaflet available for people to report complaints or compliments.

17/94 Highways Matters:

On Cake Street, the traffic lights are not working, some reflective strips need replacing and there is a pot hole near the Stud.

Clerk

Councillor Milner needs a copy of the Highways Application Form for planting in the roadside verge for the replacement walnut tree.

Clerk

17/95 The Green:

(a) Purchase of Multi-Use Bins

Council RESOLVED to purchase for deep green Topsey Royale Multi-Use bins at a maximum cost of £168.57 each (including ballast) plus VAT.

Clerk

(b) To approve the repair of the potholes in front of the Gamekeeper

It has only been possible to obtain one quotation for the work, £600 plus VAT. The new tenant of the Gamekeeper is willing to donate a third of the cost and says that Enterprise Inns will probably contribute a third of the cost too.

Council RESOLVED to repair the potholes in front of the Gamekeeper at a maximum cost of £600 plus VAT. The Clerk to be given the quotation in the Parish Council's name and the invoice also to be made out in the Parish Council's name.

(c) To approve the repair of the land in front of the village shop

Council RESOLVED to repair the land in front of the village shop at a maximum cost of £680 excluding VAT subject to receiving two written quotations in the Parish Council's name and a final invoice in the Parish Council's name.

Councillor Milner offered a donation to the Parish Council of £105 for this work being the money received from selling slices of the walnut tree that had fallen down at Stacksford during the storm earlier this year.

(d) To approve the grading of the edges of the pond opposite the shop and to dig it out

Council RESOLVED to carry out the work on the pond opposite the village shop at a maximum cost of £1,150 plus VAT subject to the Clerk receiving two written quotations in the Parish Council's name and a final invoice in the Parish Council's name.

(e) To approve voluntary work on the Green by Councillor Cracknell and resident Ray Bayfield

Council RESOLVED to approve this voluntary work at the volunteers' own expense.

(f) To consider what the Parish Council should charge the tenant of the Ox & Plough for the use of picnic tables on the Green and for bike parking on the Green once per week in the summer months

Councillor Devlin is still willing to cut the grass, in front of the Ox & Plough where the tables are placed and the bikes parked, free of charge

Council RESOLVED to charge the Ox & Plough £80 per annum for the placing of the picnic benches on the Green in front of the Ox and Plough during the summer months and to accept donations from the Ox & Plough for bike parking on the Green.

Clerk

(g) To consider what the Parish Council should charge the tenant of the Ox & Plough for the use of a marquee on the Green for weddings

The tenant of the Ox & Plough has a booking for a wedding on the Green on 29th July; the couple do not live in Old Buckenham. **Council RESOLVED** to charge £150 for the placing of any marquee on the Green with the proviso that should the hirer be an Old Buckenham resident then he/she could apply to the Parish Council to have the charge reduced.

17/96 To consider a request from Alison Frank for a financial contribution towards the cost of repairing the village noticeboard.

The repairs to the noticeboard are anticipated to cost £500. **Council RESOLVED** to pay up to £250 towards the cost of repairing the noticeboard.

Councillor Devlin said that he could give Alison Frank details of some cheaper noticeboards in which case it may not be necessary to use the whole £250 granted for the work.

17/97 Telephone Box Update:

The Clerk had nothing to report.

17/98 Consideration of a Mobile Phone Mast in the village:

No further news.

17/99 Correspondence:

King's Lynn Festival Leaflet
HAGS, Play, Sports and Fitness Equipment Solutions
Wicksteed Playground Leaflet
Latest copy of the Good Parish Councillor Guide 2017
A thank you letter from the Almshouses Charity for the Precept Grant

17/100 To receive items for the next meeting:

The Green
Telephone Box
Chapel Green School
Neighbourhood Plan
Bulb Planting
Recreation Area
Village Hall Footpath
Servicing of grass cutting equipment
Formation of Parish Council Working Parties and Committee Appointments
Doe Lane Speeding
Election of Vice Chair
Village Notice Board
Bus Parking on Abbey Road
Probation Service Community Work
Dog sign(s) for the Green

17/101 To confirm the date of the next Parish Council Meeting as 1st June 2017, to be held in the Village Hall, Old Buckenham

Confirmed

17/102 There being no further business the meeting closed at 10.0pm

Signed by Adrian Joel 1st June 2017