

Old Buckenham Parish Council

Draft MINUTES OF THE MEETING of Old Buckenham Parish Council held on Thursday 5th October 2017 at 7.30pm in the Village Hall, Old Buckenham

Present: A Joel, Chairman (also BDC), R Boggia, S Brown, B Devlin, J Hicks, J Kemp, J P Little, S Milner, and A Nicholls

In Attendance: Mrs H A Clutten, Clerk

Members of the Public: 3

ACTION BY:

17/152 The Chairman welcomed everyone to the meeting.

17/153 **To Consider Accepting Apologies for Absence:**

Council **RESOLVED** to accept apologies from Councillors Hornbrook and Phillips.

17/154 **To Approve the Minutes of the Council Meeting held on 7th September 2017:**

The draft Minutes of the meeting held on 7th September 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 7th September. The Minutes were signed by the Chair Adrian Joel.

17/155 **To Receive Reports of Matters Arising from the Minutes of 7th September 2017 for update and information only:**

Councillor Milner reported about the lighting at the new school - the lights will go off at 10pm if evening activities are taking place at the school, otherwise the lights will go off at 7pm.

17/156 **Public Participation relating to agenda items only:**

Council **RESOLVED** close the meeting for public participation to take place. The following points were raised:

- Cold calling – Councillor Milner will enquire if stickers are available from SNAP.
- Concerns about the path in front of the village shop
- Defibrillator at Village Hall – has this has now been agreed by the Village Hall Management Committee, yes
- Defibrillator in telephone kiosk – a resident did not think that the current location was suitable as the foundations were not safe – could it be moved?
- Link Road - this was part of the Parish Council's comments on the Attleborough SUE
- Dogs on leads on Green – agreed to discuss dogs on leads on common land at next meeting. Possibility of separate dog signs?
- Is it possible to record which items in the Minutes have been done or not done? Discuss at next Parish Council Meeting.
- Confirmed that Sarah Hornbrook had been asked to look into drawing up a document to enable the Parish Council to comment upon planning applications in a consistent way.

SM

Clerk

SH

The Chairman re-opened the meeting.

17/157 **To record declarations of interest not already recorded in the current Members' Register of Interests:**

None

17/158 **To consider planning applications and to receive Breckland District Council's decisions made on any planning applications received before the meeting:**

(1) **Planning Application Consultations for Old Buckenham**

Land on north side of Hargham Road –change of use from agricultural field to horse field and erection of stable – the Parish Council agreed to approve this application with seven votes in favour and 2 abstentions subject to the stable not being changed in the future to a dwelling and any highway safety issues being addressed.

Appletrees, Harlingwood Lane – front, side and rear extensions – this planning application has now been approved by Breckland Council.

(2) Planning Decisions made by Breckland Council

1 Prosperous Row – two storey extension and front porch – planning permission has been granted by Breckland Council.

Beckwood, Stacksford – construction of one and a half storey dwelling and garage – planning permission has been refused by Breckland Council.

Land adjoining Innishowen – new dwelling and cart lodge – planning permission has been refused by Breckland Council.

Suunyside House – new dwelling with cart lodge – planning permission has been refused by Breckland Council.

17/159 .Financial Matters:

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

The Clerk had distributed her Financial Report to Councillor prior to the meeting. The second half of the precept and grant for 2017/18 has been received; the bank balance stands at £34,609.68 including reserves.

(b) To approve payments

Council RESOLVED to approve the following payments:

Cheque Dates	Cheque No	Item	Vat £	Gross £
05.10.2017	101908	E Jolley, Community Car August	0.00	54.45
05.10.2017	101909	D Kessler, Community Car August	0.00	71.34
TOTAL CHEQUES 05.10.2017			£0.00	£125.79

SOs/DDRs/BACS

20.09.2017	HMRC Tax July, August, September 2017	0.00	304.80
02.10.2017	Anglian Water Business, Allotments	0.43	2.60
05.10.2017	Mrs H A Clutten, net salary October	0.00	406.09
05.10.2017	Mrs H Clutten, Broadband, Telephone etc October	0.00	32.00
06.10.2017	Mazars	40.00	240.00
TOTAL SOs/DDRs/BACs			£40.43 £985.49

17/160 Reports:

(a) Chairman's Report

The Chairman thanked Councillor Hornbrook for framing the Parish Council's responses to the Attleborough SUE and Local Plan consultations.

The Old Buckenham Cricket Club would like to apply for a Precept Grant for 2018/19. The deadline for applications has passed; Council agreed that the Clerk could send the club an application form.

Clerk

(b) District Councillor's Report

District Councillor Joel reported that Breckland Council had agreed to accept and release £167,123.00 funding made available from the Government's Homelessness Support Grant to improve the support offered to those at risk of homelessness; it is anticipated that this will help families stay in their homes. Two specialist support workers will be recruited to provide tailored and intensive support to households within Breckland who are at risk of homelessness.

(c) Parish Councillor Reports

Councillor Kemp reported that the Church would be having a cake bake next Friday for the 'Raise the Roof' appeal.

Councillor Milner reported that he had four new volunteers for Speed Watch.

Councillor Devlin handed over a cheque for the use of the Green for a wedding; he said that would be leaving the Ox and Plough on 6th November 2017 but would remain on the Parish Council.

Councillor Hicks reported that he had visited the High School on Wednesday to discuss the inappropriate use of the Play Area by some of the children; the Headteacher offered his apologies and will speak to the pupils.

The High School children would like to design and build some item for the Recreation Field themselves; Browns have offered to supply some timber free of charge.

Councillor Hicks will meet with the High School Council next week so that a design for the bus shelter can be discussed; he has cut the Play Area and carried out further inspections. The new bins are to be presented on Sunday.

JH

Councillor Joel reported that Rags Lane footpath needed cutting; agreed to write to NCC and copy in County Councillor Askew and Terry Cracknell.

Clerk

There was a discussion again about the path in front of the Village Shop; the hogging may be too deep, Councillor Hicks said that he would rake some off.

JH

(d) Working Parties and Other Reports

(i) Old Buckenham Neighbourhood Plan

Nothing to report

(ii) Road Safety Working Party

Councillor Boggia reported that the Working Party had carried out a traffic survey at the crossroads on 29th September 2017 between the hours of 8.15am and 9am then again between 2.30pm and 3.30pm, school starting and finishing times. It was noticed that some school children were being dropped off by the Ox & Plough and Church Rooms and had to walk along the path on the Green and then cross Abbey Road where there is a bend in the road which makes crossing the road dangerous

It was agreed that the Clerk should write to NCC (and copy to County Councillor Askew) to enquire about reducing the speed limit on the roads close to the schools and to send a copy of the traffic survey. There was also interest in the Parish Council replacing the 'Lollipop Person' at its expense if this was possible.

Clerk

(iii) Play Area

Councillor Hicks reported that the tractor would be painted tomorrow if the weather is good

JH

(iv) Recreation Area

The Clerk had provided each Councillor with some quotations for a number of different litter bins. **Council RESOLVED** to purchase a green wire litter bin from Bins-and-Benches for £75 plus VAT and carriage.

Clerk

The Chairman reported that Stuart Barker had tidied up the area well.

(v) Chapel Green School

The transfer of children to the new school will start in January 2018 and an open day is taking place this December.

(vi) The Green

A written report had been provided from the Green Management Working Party Meeting earlier this week. No money had been needed for grasscutting and no other spending was anticipated in the near future. The Working Party will be arranging to obtain quotes for grasscutting next year.

The Chairman thanked John Fernihough for his work in helping to manage the Green.

It was noted that the Parish Council had achieved a lot in the last year, thanks were also given to Councillor Hicks for his work on the Play Area and to Councillor Milner for the film of the Green he made for the Annual Parish Meeting.

17/161 Review of Standing Orders:

A copy of the proposed revisions had been circulated to Councillors which indicated the reasons for the changes. **Council RESOLVED** to adopt the revised Standing Orders with immediate effect.

17/162 Agreement of a new allotment agreement and setting of allotment rents for 2017/18:

On the recommendation of the Allotments Working Party **Council RESOLVED** the following:

- 1) To adopt the revised allotment agreement
- 2) To set a rent for the allotments for residents of £40 per full plot and £20 per half plot for 2017/18.
- 3) To set a rent for the allotments for non-residents of £50 per full plot and £25 per half plot for 2017/18.

Clerk

There are some vacant allotments, the Chairman agreed to advertise these in the village newsletter.

AJ

17/163 NCC – Footpath and Fence at the Village Hall:

NCC are arranging to have the upgrading work done and have offered to pay the Parish Council a sum of £5,000 for future maintenance which is not likely to be required for ten years.

Council agreed that the Clerk should write to Isobel Horner (NCC) to advise NCC that it should be its responsibility to look after the ongoing maintenance of the footpath as it is needed for the use of school children.

Clerk

- 17/164 Telephone Kiosk – Defibrillator and Clean-up:**
- Council RESOLVED** that should lottery funding be available to put a defibrillator in the telephone kiosk then a second defibrillator should be purchased. The Parish Council agreed to organise a clean-up of the kiosk and the Clerk was asked to contact BT about the electricity supply. **Clerk**
- 17/165 Highways Issues:**
- The Clerk was asked to report various highways issues to NCC including a missing manhole cover and potholes in front of the Clinic on the Green. **Clerk**
- 17/166 Village Sign Refurbishment – cost £815 – suggested grant application to Breckland Council:**
- The Chairman reported that it would cost a total of £815 to refurbish the village sign and that free transportation to the sandblaster had been offered.
- It is possible to put in an application for a ‘Pride of Norfolk Grant’ which could be done by Kerry Talbot. The WI, which had erected the original sign, has given their approval to the project.
- Councillor Devlin preferred to see the Parish Council raise funds locally rather than apply for grants.
- Council RESOLVED** to proceed with an application for a ‘Pride of Norfolk Grant’. **AJ to see KT**
- 17/167 Does the Parish Council wish to apply to have the Village Shop added to the Register of Community Assets thereby ensuring that the community would have the prior right to bid if the business was put up for sale:**
- Council agreed to ask Breckland Council to add the Village Shop to the Register of Community Assets. **Clerk**
- 17/168 Compilation of a Welcome Pack for newcomers to the Village:**
- Councillor Brown showed the Council a copy of the booklet that had been produced by New Buckenham Parish Council but said that a lot of the information in it was already available in the village’s current regular publications; she thought that 2 page insert put into existing publications and a section on the Parish Council’s Website would be more suitable. Councillor Phillips is helping Councillor Brown with this project.
- Councillor Brown agreed to produce a draft document for the next Parish Council meeting. **SB & PP**
- 17/169 Parish Council Handyman – should this proposed initiative be progressed?:**
- Council RESOLVED** to retain this project but to offer the work on a job by job basis rather than appointing one person. Councillor Nicholls offered to co-ordinate a list of jobs and bring it to the next Parish Council Meeting. **AN**
- 17/170 Correspondence:**
- The following items had been put on circulation to the Parish Councillors:
- Note from T Cracknell with article re mobile telephone masts
HAGS leaflet (play equipment)
Clerks and Councils direct, September 2017
- 17/171 To Receive Items for the Next Parish Council Meeting:**
- Handyman’s Job List **AN**
Dog Fouling on the Green/Dogs on Leads
Village Picnic/other events
Christmas Tree near Ox & Plough **Clerk**

17/172 To confirm the date of the next Parish Council Meeting as 2nd November 2017, to be held in the Village Hall, Old Buckenham:

Confirmed

17/173 The meeting closed at 9.50 pm.

Signed by 2nd November 2017

DRAFT