

## Old Buckenham Parish Council

### MINUTES of the meeting of Old Buckenham Parish Council held on Thursday 4<sup>th</sup> January 2018 at 7.30pm in the Village Hall, Old Buckenham

**Present:** Councillors A Joel, Chairman (also BDC), R Boggia, J Hicks, S Hornbrook, P Little, S Milner, A Nicholls and P Philips

**In Attendance:** A Emms

**Also present:** Ten members of the public

Minute	Action
<b>17/227 Announcement by the Chairman</b>	
<p>The Chairman announced he had received a letter from Hilary Clutten on 29 December 2017 resigning as Clerk to Old Buckenham Parish Council from 1 January 2018.</p> <p>As instructed by parish councillors, he had written back to the clerk and accepted her resignation and for her to cease carrying out any further work for the parish council from 31 December 2017</p>	
<b>17/228 Welcome</b>	
<p>The Chairman introduced Andy Emms, a retired local government Democratic Services Officer, who had agreed to temporarily help the parish council following the resignation of the parish clerk.</p> <p>RESOLVED to welcome Andy Emms as the temporary clerk and Responsible Finance Officer</p>	
<b>17/229 Apologies for absence</b>	
<p>RESOLVED to receive apologies from Councillor Kemp and Councillor Devlin</p>	
<b>17/230 Minutes of the meeting held on 7 December 2017</b>	
<p>Minute 17/206 - Councillor Hornbrook said that it was Sarah Dye who had requested to attend the meeting to discuss the location of the xmas tree, not herself.</p> <p>Minute 17/208 (2) – Councillor Hornbrook said councillors had also agreed that they didn't wish to comment further on the appeal.</p> <p>Councillors said there were some minor typographical errors that needed to be corrected</p> <p>RESOLVED (with one councillor abstaining), subject to the above amendments, to approve the minutes of the meeting held on 7 December 2017.</p>	

**17/231 Matters arising from the minutes of the meeting held on 7 December 2017 – for update and information only**

Minute 17/205 - In response to queries about the village hall footpath the chairman said he had received an email from Isobel Horner, Norfolk County Council asking to meet with the parish council and the village hall committee. He had contacted the chair of the village hall committee but had not received a response. He would circulate councillors a copy of the email and it was suggested the Councillor Hicks raise the matter at the next village hall committee meeting.

**AJ  
JH**

Minute 17/217 – In the absence of Councillor Devlin, Sarah Dye said she would progress obtaining a copy of the existing map of the green.

Minute 17/219 – Councillor Boggia asked if a letter had been sent to Norfolk County Council regarding the 20mph limit and signs on Abbey Road. The chair said that with the resignation of the Parish Clerk he didn't know if a letter had been sent. Councillor Boggia was asked to write to Norfolk County Council on behalf of the council.

**RB**

**17/232 Public participation – relating to agenda items only**

Although not relating to items on the agenda the Chairman summarised a letter received from Mrs Coates relating to the pathway along from the Post Office, pot holes near the school and the play area bins.

On behalf of the church, a parishioner said that although a representative of the Norfolk Association of Local Councils (NALC) had confirmed that the parish council could not make a grant to the church for the maintenance of buildings, it could grant aid the running costs of the church. He wished therefore to change the precept grant application, to be considered later in the meeting, to that effect.

A parishioner wished the parish council a happy and successful new year. He had several issues he would have liked to raise but they were not related to items on the agenda. However, one was an important road safety matter. The chairman said that he would allow this matter to be raised and if the other matters were emailed to him he would consider them as possible agenda items for the next meeting. The parishioner suggested that the 20mph solar powered sign be moved from its present location to where the 30mph limit begins. The Chairman agreed that this be an agenda item for the next meeting.

**AJ**

**AJ**

**17/233 To record declarations of interests not already recorded in the current Members' Register of Interests**

None

**17/234 To consider planning applications and to receive Breckland District Council's decisions made on any planning applications received before the meeting**

Planning Application 3/BT/2017/0008/BTM - 25m high lattice tower, Downmore Farm, Banham Road:

This was a resubmitted application of a previously approved BT application.  
RESOLVED not to express a view on this resubmitted application.

Planning Application 3/PL/2017/1542/HOU – annex/garage conversion, Sunnyside House, The Green:

RESOLVED to support the application subject to a condition being placed on the approval restricting use as an annex to the existing house, not allowing it to be used as a separate dwelling.

SH

#### 17/235 Financial matters

a) RESOLVED to receive the financial report prepared by the previous parish clerk which had been circulated to councillors

b) RESOLVED to approve the following payments:-

AJ

Cheque Date	Cheque No	Item	Vat £	Gross £
4/1/18	101917	G Frost fee for taking Minutes at Dec 2017 Parish Council Meeting	0.00	50.00
4/1/18	101918	J Frost. Community Car	0.00	12.60
<b>TOTAL CHEQUES 04.01.2018</b>			<b>£0.00</b>	<b>£62.60</b>

AJ

#### SOs/DDRs/BACS

4/1/18	Wave (Previously Anglian Water), allotments water	0.00	11.97	
4/1/18	Mrs H Clutten, net salary January	0.00	406.09	
4/1/18	Mrs H Clutten, Broadband, Telephone etc January	0.00	32.00	
5/1/18	Old Buckenham Village Hall Hire	0.00	66.00	
5/1/18	Broadland Tree Services, Christmas Tree	96.00	576.00	
<b>TOTAL SOs/DDRs/BACs</b>			<b>£96.00</b>	<b>£1,092.06</b>

#### The Parish Council Budget 2018/19

#### 17/236 Precept grant applications:-

a) Parochial Church Council (PCC) re All Saints Church

The chairman referred to the request from the PCC that the application be changed from maintaining the condition of the church to supporting the running costs of the church. Councillor Philips was uncomfortable about the application being changed after the deadline of receipt of applications and the precedent this might set. Some councillors commented on the level of funding requested considering the draft budget for grants and the effect on the precept of increasing this budget. Also, the £1500 granted to the church in 17/18 had yet to be spent.

Some councillors had sought legal advice regarding the ability of the parish council to support the PCC. It was clear that support for maintenance was not allowed. However, there was conflicting advice on whether support for running costs was appropriate.

Councillor Boggia said the church was important to the community and pointed out that any grant given by the parish council could also lead to matching grants being made by other organisations. Other councillors also commented on the importance of the church to the community and how they would want to support the PCC. However, there was real concern regarding the conflicting legal advice.

Councillor Nichols proposed and Councillor Boggia seconded that a grant of £2000 be made to the PCC but this be subject to clear legal advice being received that such a grant was allowed.

With 3 voting in favour and 5 against it was RESOLVED not to make a grant to the PCC

b) Buckenham Pre-School Group

Having been proposed by Councillor Hicks and seconded by Councillor Little it was RESOLVED, unanimously, to make a grant of £216.57 to provide a farmyard play set.

c) New Buckenham Junior Football Club

During discussion it was recognised that the club had its roots in Old Buckenham and had many members from the village and some councillors agreed it should therefore be supported. However, it should consider also making applications for grant from New Buckenham Parish Council in the future.

Having been proposed by Councillor Philips and seconded by Councillor Little it was RESOLVED, with 4 voting in favour, 2 against and 2 abstentions, to make a grant of £450 to provide a moveable shelter.

d) Senior Citizens Annual Party

Having been proposed by Councillor Boggia and seconded by Councillor Philips, it was RESOLVED with 7 voting in favour and 1 abstention, to make a grant of £250 towards the cost of the annual party.

e) Women's Institute

Having been proposed by Councillor Hornbrook and seconded by Councillor Hicks, it was RESOLVED with 7 voting in favour and 1 abstention, to make a grant of £110 to cover the cost of hiring the village hall for the Open Produce and Handicraft Show.

f) Old Buckenham Village Hall Committee

Having been proposed by Councillor Nichols and seconded by Councillor Hicks, it was RESOLVED unanimously to make a grant of £1000 towards the cost of replacing the emergency lighting.

g) Old Buckenham Fete Committee

Having been proposed by Councillor Milner and seconded by Councillor Boggia, it was RESOLVED unanimously to make a grant of £250 towards the cost of providing entertainment at the fete.

h) The Monday Mardle Group

Having been proposed by Councillor Milner and seconded by Councillor Hornbrook, it was RESOLVED with 7 voting in favour and 1 abstention, to make

a grant of £100 to support the group.

i) Old Buckenham Cricket Club

Having been proposed by Councillor Philips and seconded by Councillor Nichols, it was RESOLVED unanimously to make a grant of £375 to fund 50% of the cost of 3 young adults obtaining ECB Level 2 coaching qualifications, the grant to be reduced if applications to other grant funding bodies are successful.

## 17/237 Parish Council budget 2018/19

Discussion ensued on the updated draft budget for 2018/19 which had been circulated to councillors.

Councillor Hicks proposed and Councillor Nichols seconded that £815 be included in the budget to maintain the village sign and this was RESOLVED accordingly with 7 voting in favour and 1 abstention.

In reply to a councillor's question, Sarah Dye said that there was much work that could be done to improve the village green if funding was available and ideally £5000 could be spent. Councillor Nichols reminded councillors that the proposal had been to spend £10K over five years (£4K in the first year and £2K per year for three years) hence £2K being in the draft 18/19 budget. However, councillors noted that the cost of cutting would be higher than anticipated. It was suggested that there was already sufficient funding available in earmarked reserves for the play area and if the additional play area funding identified in the draft budget was reduced then more could be included in the budget for the village green. It was proposed by Councillor Nichols and seconded by Councillor Little that £3500 be included in the budget as earmarked reserves for the village green and no additional earmarked reserves be included for the play area. RESOLVED accordingly, with 7 voting for and 1 against.

RESOLVED to approve the 2018/19 budget as detailed below:-

<b>Expenditure:</b>	<b>£</b>
Allotments	250.00
Recreation Area	500.00
Precept Grants (detailed in a) to i) above)	2,751.57
Community Car Scheme	1,000.00
Miscellaneous	300.00
Village Newsletter Paper	450.00
Contingency Fund for Village Maintenance	2,000.00
Village Sign Maintenance	815.00
Christmas Tree	500.00
<b>Administration:-</b>	
Salaries/PAYE	6,795.00
Clerk's & Councillors Expenses	410.00
Postage and Stationery	300.00
Audit Fees	235.00
Village Hall Hire	280.00
Subscriptions	500.00
Training	200.00
Insurance	900.00

<b>Total</b>	<b>£18,186.57</b>
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**Transfer to earmarked reserves :-**

The Green	3,500.00
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<b>Total budgeted expenditure 2018/19</b>	<b>£21,686.57</b>
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budgeted income 2018/19	£1280.00
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transitional grant BDC	£246.00
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<b>Total budgeted income 2018/19</b>	<b>£1526.00</b>
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<b>Precept (Expenditure less income)</b>	<b>£20160.57</b>
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**17/238 Parish Precept 2018/19**

RESOLVED, unanimously, that the total precept for the financial year 2018/19 be set at £20160.57 and the Responsible Finance Officer be asked to submit the precept application to Breckland District Council for this amount.

**AE**

**17/239 Communication with the public**

A parishioner suggested that the parish council include details of its successes/achievements in its minutes. Councillor Philips said he had a number of ideas on how the parish council could publicise the work that it did. Social media was an area the council needed to consider carefully. Posts on the village facebook page over new year had led to untrue, inappropriate and potentially libellous accusations against parish councillors, such as suggesting we only became parish councillors to get our own planning applications approved. Although this shows a complete lack of knowledge because Breckland District Council approves planning applications and we are only consultees, that misses the point. It is a slight on our character that could influence other people equally unaware of the workings of local government. Despite himself and other councillors talking politely to the woman who posted this, she refused to remove it. People needed to understand that when using social media they had the same responsibility to remain within the law as they have with any other interactions.

He suggested the council consider how to use social media pro-actively, including the possibility of creating its own facebook page and by renovating/updating the existing website. Other ways of communicating with the public could include holding regular "meet your parish council" sessions on two or three Saturday mornings in the village hall where parishioners could come for a coffee and a chat with us to find out what we do. He was drafting some information that could be used electronically and in newsletters/posters to explain what the council did in 2017 and what it is planning to do next year.

Councillors welcomed these ideas although some suggested caution regarding proactive use of social media as this would need considerable work updating and moderating. There was a suggestion that consideration could be given to adding this to the duties of the parish clerk.

All councillors agreed that abuse of parish councillors was totally unacceptable.

RESOLVED to welcome the work being done by Councillor Philips and to ask

**PP**

him to circulate his draft text for comment

**17/240 Appointment of Trustee to the United Eleemosynary Charity**

RESOLVED to defer appointing a trustee to the next meeting

**AJ**

**17/241 Joint meeting between the Parish Council and the Village Hall Management Committee**

The chairman said that the proposal was to meet 2 times per year with three people from each organisation present. Councillors Hicks and Milner had already indicated they were willing to attend. Councillor Hornbrook said she would attend subject to a convenient date being chosen.

**JH/SM  
/SH**

**17/242 Date of next meeting**

RESOLVED to confirm that the next meeting will be held on Thursday 1 February 2018 at commencing at the earlier time of 7.00pm at the Village Hall

**AJ**