

Old Buckenham Parish Council

MINUTES OF THE MEETING of Old Buckenham Parish Council held on Thursday 1st December 2016 at 7.30pm in the Church Rooms, Old Buckenham

Present: Councillors A Joel (Chairman & BDC), R Boggia, T Cracknell, B Devlin, G Hart, S Hornbrook, J Kemp (part of meeting), T Johnson, C Marshall, S Milner and A Nicholls

In Attendance: Mrs H A Clutten (Clerk)

Members of the Public: 8

Absent (without apologies): None

ACTION BY:

16/111 The Chairman welcomed everyone to the meeting.

16/112 **To Consider Accepting Apologies for Absence:**

Apologies had been received from Councillor Kemp who would be arriving late due to public transport issues.

16/113 **To Approve the Minutes of the Council Meetings held on 6th and 17th October, and 16th November 2016:**

The draft Minutes of the meetings held on 6th and 17th October 2016, and 16 November 2016 had been circulated to Councillors before this meeting. **Council RESOLVED** to approve the Minutes as true and accurate records of the meetings held on 6th and 17th October 2016, and 16th November 2016. The Minutes were signed by the Chair, Councillor Adrian Joel.

16/114 **To Receive Reports of Matters Arising from the Minutes of 6th and 17th October 2016, and 16th November 2016, for Update and Information Only:**

There were no matters arising.

16/115 **Public Participation Relating to Agenda Items Only:**

Two members of the public were present because they had submitted a planning application to Breckland Council to build a 2 storey extension at 5 Hargham Road; they were able to show their plans to the Parish Council as hard copies had not yet been received.

One member of the public had come to object to the planning application for 5 Hargham Road because he lived in the neighbouring property and believed that the extension would lead to a loss of light to his property.

A resident expressed concern about the entrance to the new school site; it makes the place look like 'Fort Knox'. Councillor Hornbrook said that the current entrance is likely to be temporary and erected for health and safety reasons on the site; probably the contractors will be erecting one of their signs on it. There appear to be no viewing points so that residents can see how work is progressing on the site.

Councillor Milner noted that the public footpath adjacent to the new school site appeared to be inaccessible and that none of the appropriate documentation had been submitted to do that. It was thought perhaps that this might be a temporary arrangement until the new roadway was constructed. Councillor Milner is to take a further look and let the Clerk know if she needs to contact the Footpath Officer about this.

**SM
CLERK**

The Clerk was given the name and address of the person who had attended to the milestone so that she could write a letter of thanks on behalf of the Parish Council.

CLERK

A member of the public expressed the thanks of the residents for the time spent on village matters by the members of the Parish Council who are all volunteers.

16/116 **To Record Declarations of Interests not already recorded in the current Members' Register of Interests:**

None

16/117 **Planning:**

(a) Planning Applications Received:

9 Old Yard, for reserved matters following outline permission in relation to issues of access, appearance, landscaping, layout and scale – **Council RESOLVED** to support this application with 9 votes in favour and 1 abstention.

CLERK

5 Hargham Road, erection of 2 storey extension – Councillor Hornbrook said that the building had been designed in such a way as to lead to no loss of light to the neighbouring property - **Council RESOLVED** to support this application with 9 votes in favour and 1 abstention.

CLERK

Doe Lane, change of use of an agricultural building to a dwelling – permitted development under current planning legislation – Councillor Devlin gave information on his application then left the meeting during the Council's deliberations - **Council RESOLVED** to support this application with 8 votes in favour and 1 abstention.

CLERK

Councillor Devlin returned to the meeting.

(b) Planning Permission Received:

Breckland Council has given planning permission for the demolition of a grain store and the erection of 2 barn-style dwellings with detached double garages for the site at Shrublands, Attleborough Road.

16/118 **Financial Matters:**

(a) To receive a financial report from the Clerk:

The Clerk had circulated a report and explained the VAT aspects of the Parish Partnership's Grant from NCC.

(b) Retrospective Resolution to pay the invoice from MW Surfacing Ltd (Village Hall Car Park) using the Parish Partnership's Grant which had been received from NCC for this purpose:

Council RESOLVED to give retrospective permission to pay the invoice from MW Surfacing Ltd for the Village Hall Car Park using the Parish Partnership's Grant received by the Parish Council from NCC for this purpose.

(c) To approve payments as per attached list:

Council RESOLVED to approve retrospectively the following payments for November 2016 and the payments for December 2016:

Cheque No			Vat £	Gross £	
Cheques drawn 03/11/2016 and 01/12/2016					
03.11.2016	101865	Old Buckenham Village Hall, Balance of Parish Partnership Grant	0.00	1,133.10	CLERK
03.11.2016	101866	Old Buckenham Village Hall, hire of room for PC meetings	0.00	84.00	
01.12.2016	101867	Enid Jolley, Community Car Trips	0.00	29.70	
TOTAL			£0.00	£1,246.80	

SOs/DDRs/BACS

03.11.2016	Mrs H A Clutten, net salary November	0.00	388.16
03.11.2016	Mrs H A Clutten, third and final part payment of hours for village survey data collation, less tax	0.00	149.40
03.11.2016	Mrs H Clutten, Broadband, Telephone etc, November	0.00	32.00
03.11.2016	Viking direct, invoice for stamps and USB sticks - Clerk's Spending Power	1.24	40.43
04.11.2016	Renewal of membership of the Local Council Clerk's Association and the Institute of Local Council Management	0.00	168.00
04.11.2016	Mrs H A Clutten, purchase of dry wipe board, eraser and pens - Clerk's Spending Power	4.64	27.81
24.11.2016	Drew Moore, PAYE fee November	0.00	15.00
01.12.2016	Anglian Water, Allotments, 29.07.2016 - 03.11.2016	0.00	36.99
01.12.2016	Mrs H A Clutten, net salary December	0.00	388.16
01.12.2016	Mrs H A Clutten, Broadband, Telephone etc December	0.00	32.00
01.12.2016	HMRC, income tax deducted for Oct, Nov, Dec 2016	0.00	365.82
01.12.2016	Drew Moore, PAYE fee December	0.00	15.00
05.12.2016	Plandescil, purchase of map for traffic survey	47.60	285.58
05.12.2016	J C Frost & Co, rent for allotment field 2016/17	0.00	450.00
	Total	£53.48	£2,394.35

(d) Resolution to close the Santander Bank Accounts and add the balance to the Barclays Bank Account but continuing to ring fence the money for recreation:

The Clerk described the problems which had been experienced in trying to change the address on this bank account. **Council RESOLVED** unanimously to close the account and add the proceeds to the Barclays Bank account and to continue to ring fence the money as part of the reserve for recreation.

CLERK

16/119

(a) Chairman's Report:

The Chairman thanked the Councillors for all their hard work for the village in the last year.

(b) District Councillor's Report:

The next Parish and Town Forum will be held at Dereham on Thursday 8th December 2016 at 6pm but he is unable to attend and asked if any of the Councillors could attend in his place; no Councillor was able to attend on this date.

He thanked Sarah Hornbrook for her excellent contribution to the Parish Council's response to the Breckland Local Plan consultation. He is part of the working party for the Breckland Local Plan and will continue to support what the Parish Council wants from the Local Plan consultation. The next phase of the consultation will be in the Spring of 2017 when the next version of the Local Plan will contain details of the recommended development sites.

Breckland is looking at how it provides housing advice so as to provide a better service than just adding residents to the Housing List.

(c) Working Parties and Other Reports including;

- i. **Old Buckenham Neighbourhood Plan Working Party** – nothing to report.
- ii. **Attleborough Neighbourhood Plan** – nothing to report
- iii. **Attleborough Development Plan** – Councillor Cracknell had attended the last meeting some time ago; the next meeting is on Tuesday 13th December 2016 when he will be attending again.
- iv. **Road Safety Working Party** – Councillor Boggia reported that the Working Party had met earlier this evening in preparation for meeting with George Freeman MP tomorrow morning. The Working Party has sent the MP an outline of what the problems are and what it would like to achieve from the meeting. The Headmaster of the High School is also attending the meeting and will speak first.

The Working Party has obtained a quotation for a zebra crossing which is likely to cost a total of £25,000 but it would also eventually like to see a crossing on Hargham Road to the local shop.

Councillor Kemp arrived at 8.25pm.

Councillor Nicholls is also attending the meeting with George Freeman MP and wants to point out that if the new school is to use all the village's facilities, as it had indicated, eg the Green, then the pupils would need a safe way of crossing the road particularly as some of the children will be in wheelchairs.

The preference is for all the cost of a new crossing to be paid by Norfolk County Council because of the additional burdens it is placing on the village by building yet another school.

The Council could also apply for a grant under the NCC's Parish Partnership's Scheme to help with the cost of a crossing but application has to be in by 15th December 2016 for the next awards. **Council RESOLVED** to make an application to the Parish Partnership's Scheme by 15th December 2016. The Clerk is to obtain the necessary documents and information and then liaise with Councillor Milner who offered to complete the application.

**CLERK
SM**

- v. **Play Area** – three quotations have finally been obtained to replace the fencing. After discussion, **Council RESOLVED** unanimously to appoint G & G Fencing to carry out the work at a total maximum cost of £11,500 plus VAT – Councillor Hart agreed to try and negotiate a discount with the contractor.

GH

vi. Parish Councillor Reports:

Councillor Cracknell reported that the Chairman of the Village Hall Committee was attempting to resolve the flooding issue in the Village Hall Car Park. The Village Hall Committee is also hoping that Morgan Sindall (the new school contractor) will remove the BMX track as part of some work it has agreed to do in the village.

There is the possibility of having more work carried out on the Village Hall Car Park as there are still some funds available under the Parish Partnership Scheme for 2016/17.

Councillor Milner reported on the dangerous junction of Grove Road and Mill Road. A number of years ago the Parish Council had requested the installation of mirrors to improve visibility but the County Council had declined as not being their policy. However, he has noticed that mirrors are being used for visibility purposes at the new school site and must have been approved by NCC. Council agreed that the Clerk should contact Highways to renew the original request.

CLERK

The next film to be shown in the Village Hall is "Our Kind of Traitor" starring Ewan

McGregor from a book by John Le Carré; this will be screened on 10th December at 7.30pm.

Councillor Johnson reported that the Minutes from the last SNAP meeting had been received and circulated. He has advised the SNAP group about the traffic difficulties the village is facing due to the building work for the new school; the road is getting dirty despite the wheel washing facilities, are these being used or adequate? The Clerk will make enquiries.

The first new Broadband box in the village will be called New Buckenham 4 and will be sited opposite the telephone box; things are starting to happen to resolve the broadband issues in the village.

16/120 Offer by J C Frost & Co to reduce the rent to £450 per annum from 1st December 2017:

The Clerk reported that she had queried the rent reduction date; it appears that the letter should have said from 1st December 2016 ie for 2016/17 onwards but only such time as most of the allotments are let again.

Councillor Cracknell wanted the Council to keep its allotment provision options open in respect of the charity owned field, so agreed.

16/121 Highways:

The Highways Engineer for the village had sent a report to the Clerk. He has been working hard on trying to resolve the water problem in Cake Street. A tanker will be coming to the village to remove water tomorrow and a camera is to be put down the pipe to see if there is a break somewhere. Some other gulleys are to be looked at on Attleborough Road from opposite the Gamekeeper up to the new school development as they do not appear to be draining properly.

Some routine maintenance work is to be carried out to fill in holes on the track between the old clinic and the primary school and a section in front of the old butcher's shop, near the Green. There is to be some patching work along Hargham Road and Abbey Road.

The VAS malfunction has been reported to the appropriate team at County Hall.

There was an enquiry from the public about salting of the roads in the village but Highways have their own schedule to work to but have been known to do some additional work when pressed.

Councillor Cracknell commented on the long running issue with the hedge on Harlingwood Lane. The Council has tried to resolve the matter with the owner of the property but he had now erected a willow fence which is not considered fit for purpose; Councillor Nicholls thought that the fence could eventually end up in the road during inclement weather. Also, the hedge will just continue to grow around the fence and still cause a visibility hazard. The Clerk was asked to contact Highways about this matter and to request that firmer action be taken about this road safety hazard.

CLERK

Councillor Cracknell also reported on the large amount of rubbish that has to be picked up near the junction of the Old Buckenham and New Buckenham Roads, this appears to be mostly fast food containers from Attleborough eateries. Councillor Joel asked to be informed when this was a problem so that he could contact Breckland Council to come and remove the rubbish.

16/122 Correspondence:

- (a) Response from Attleborough Surgeries – the request from the Parish Council for a possible part-time surgery in the village had not been met with success.
- (b) Other Correspondence:
 - Letter from Anglian Water regarding the introduction of a competitive water market from 1st April 2017
 - Request from the East Anglian Air Ambulance for a donation
 - Letter from Mr & Mrs North giving notice on one of their allotments

16/123 To receive items for the next meeting:

Revision of Standing Orders
Chairman's Priorities List
Defibrillator/Telephone Box
The Green
Bus Shelter
Road Safety
Loan to Football Club
Broadband
Chapel Green School
Highways

16/124 To confirm the date of the next Parish Council Meeting as 5th January 2017, meeting to be held in the Village Hall, Old Buckenham:

Confirmed, Councillors Boggia and Devlin gave their apologies.

16/125 Council RESOLVED to exclude the public from the remainder of the meeting due to the nature of the business to be discussed by reason of the Public Bodes (Admissions to Meetings) Act 1960s1(2)

16/126 To consider the appointment of the Clerk on a permanent basis following completion of a six month probationary period:

The Clerk made a short report on how things had gone over the last 6 months and then left the meeting.

In the Clerk's absence **Council RESOLVED** unanimously to appoint Mrs Hilary Clutten as the permanent Clerk to Old Buckenham Parish Council following the satisfactory completion of a six month probationary period.

16/127 There being no further business the meeting closed at 9.25pm.

Signed by Adrian Joel 5th January 2017