

## Old Buckenham Parish Council

**MINUTES OF THE MEETING OF:** Old Buckenham Parish Council held  
on Thursday 7<sup>th</sup> July 2016 at 7.30pm in the Village Hall, Abbey Road

Present: Councillors A Joel (Chairman & BDC), R Boggia, T Cracknell, S Hornbrook, T Johnson, S Marshall, S Milner and A Nicholls

In Attendance: Mrs H A Clutten (Clerk)

Absent (without apologies): None

**ACTION BY:**

**16/43 To Consider Accepting Apologies for Absence:**

Apologies for absence were received and accepted from Councillors Devlin, Hart and Kemp.

**16/44 Co-option of a Parish Councillor:**

**Council RESOLVED** to suspend Standing Orders for item 16/44 only.

**Council RESOLVED** to co-opt a Councillor by means of a secret ballot.

The Clerk handed out voting papers to the Councillors which were completed and returned. The Clerk totalled the votes, with six votes in favour of co-opting Andy Nicholls and one vote in favour of Roy Dickinson, Andy Nicholls was thereby co-opted to the Council and signed his Letter of Acceptance of Office which was witnessed by the Clerk.

**16/45 To Approve the Minutes of the Council Meeting held on 2<sup>nd</sup> June 2016:**

The draft Minutes of the meeting held on 2<sup>nd</sup> June 2016 had been circulated before the meeting. Following one amendment, under item 16/40, the word 'approximately' was inserted before '15' in line one, **Council RESOLVED** to approve the Minutes as amended as a true and accurate record of the meeting held on 2<sup>nd</sup> June 2016. The Minutes were signed by the Chair, Councillor Adrian Joel.

**16/46 To Received Reports of Matters Arising from the Minutes of 2<sup>nd</sup> June 2016 for Update and Information Only:**

The Chair referred to item 16/25 in the Minutes of the last meeting about taking stock of what the Council is doing; he distributed a list of project suggestions to each Councillor which had been put forward in November 2015, and asked that each Councillor complete the form indicating whether an item should be a short-term, medium-term or long-term goal of the Council. The Chair asked the Councillors to bring the completed forms to the next meeting (September 2016).

**ALL**

The Chair referred to the email that had been received from Tim Newton (Norfolk CC, Education) in response to a letter from the Clerk to the Chair of Governors of Old Buckenham Community Primary School; it appears that the Parish Council had been overlooked in the Academy consultations.

Councillor Milner reported that he had read out the Clerk's recent report on VAT to the latest meeting of the Village Hall Committee; this had helped resolve a long running VAT issue between the Village Hall and the Parish Council.

Three quotations had been received for the resurfacing of the Village Hall car park of which the cheapest was just over £11,300; half will be paid by Norfolk County Council. As the Village Hall Committee has sufficient funds to go ahead with the work without a loan from the Parish Council the Committee has decided to proceed with the work immediately.

Councillor Nicholls has joined the Neighbourhood Plan Working Party and a resident, Lucy Womack, has joined the Road Safety Working Party.

**16/47 Public Participation for Items on the Agenda:**

Items referred to:

Planning Application for the Asparagus Field, Cake Street – fresh Highways (NCC) comments have been placed on the District Council website.

Planning Application for Southview, Fen Street – the applicant spoke comprehensively about the personal circumstances which were behind his application.

Road safety issues for the school pupils from the village.

The role of the Clerk.

The authorisation of the Parish Council Minutes.

How many houses being built on Fen Street are enough when the road is narrow and does not support 2-way traffic? There is increasing traffic conflict at the junction with Hargham Road and increasing use of the road by ever larger agricultural machinery.

**16/48 To Record Declarations of Interests not already recorded in the current Members' Register of Interests:**

Councillor Milner declared an interest as an elected Member of the Village Hall Committee, Old Buckenham Parish Council as a Green Rights' Holder and Councillor Joel as a personal friend of Mr Potter regarding the Asparagus Field Planning Application.

**16/49 Planning:**

Councillor Hornbrook took the Councillors through the Planning Applications and Planning Consents received.

Asparagus Field - the Parish Council has not so far been re-consulted on this application despite the fresh Highways (NCC) comments recently added to the Breckland website.

The Driftway hedgerow removal application – there was insufficient information for the Parish Council to be able to comment.

**Clerk**

Southview, Fen Street - there was a lengthy discussion about this Planning Application during which Councillor Hornbrook reported that six letters had been received from residents of the village concerning issues surrounding increased traffic including problems for pedestrians and dog walkers; she also reported that Highways (NCC) have objected to the application on traffic grounds. The applicant was asked if he had done anything to address the highway issues but replied that he had only just been made aware of the comments and would be seeing his architect to discuss them.

Councillor Hornbrook recommended that the Parish Council support the objections of the Highways Department and vote against the application. On a show of hands there were five abstentions, one Councillor voted in favour of the Planning Application and 2 Councillors voted against it.

**Clerk**

Brome Close, Crown Road - the Council voted in favour of this Planning Application for an extension including a garage. Councillor Milner asked for it to be noted in the planning response that a drainage ditch runs underneath the proposed site of the new garage.

**Clerk**

Acer House - the original Planning Application for this property had been refused by Breckland District Council because of the scale of the extension whilst the Parish Council had supported it. The size of the extension has been reduced in the new application and Council agreed to support the new application with one abstention.

**Clerk**

5 Barber's Yard - one of the applicants for this property was Councillor Marshall; she answered some questions relating to the application and then left the meeting whilst the remaining Councillors discussed their response. The Parish Council agreed to support this application with one abstention. Councillor Marshall returned to the Meeting.

**Clerk**

Chapel Green School - Councillor Hornbrook reported that there have been two recent amendments to the applications for the new school; full details are not yet available. The first amendment relates to changes to some of the external details of the building.

Councillor Milner said that he would confirm the construction start date and where the construction compound is to be sited. The signage for construction traffic was mentioned so that the traffic approached along Attleborough Road.

**SM**

Councillor Cracknell asked if an enquiry could be made about the excavated top soil from the site as some of this could be used within the village; Councillor Milner agreed to check this too.

**SM**

Council agreed that it was unable to comment on this amendment as insufficient information is available at present.

**Clerk**

The second amendment related to landscaping around the site - the infilling of gaps in the existing hedge; the Parish Council noted this information.

Asparagus Field - the Council agreed to vote again on this application following the fresh Highways comments; there were 7 votes in favour of the application and one abstention.

Clerk

It was reported that the next Local Plan Meeting is in Attleborough on 22<sup>nd</sup> July between 9am and 1.30pm. Councillor Milner and the Chair confirmed that they would be attending the meeting and possibly also Councillors Hornbrook and Cracknell.

SM  
AJ  
SH?  
TC?

The following planning decisions had been received from Breckland District Council:

Planning Permission for Carlstead, 62 Fen Street, to carry out internal and external changes.  
Planning Permission for Canem Cave Cottage, 62A Fen Street, to demolish garage and erect single storey extension.  
Listed Building Consent for Puddled Cottage, Puddledock, for demolition of porch and erection of new porch.  
Planning Permission for The Clown's House, Church Lane, for erection of red brick wall with oak gate and installation of velux roof window.  
Planning Permission for Primrose Barn, Fen Road, for erection of detached garden room and front porch.

**16/50 Financial Matters:**

The Clerk had circulated a financial report which covered most of the financial items to be discussed.

Payments – **Council RESOLVED** to make the following payments for July and August:

<b>Cheque No</b>	<b>Item</b>	<b>Vat £</b>	<b>Gross £</b>	
<b>Cheques drawn 07/07/2016</b>				
101862	Mr T Cracknell, refund of Village Hall fee	0.00	12.00	
101863	Mike Craven-Romain, Community Car Payments for March, April, May and June 2016	0.00	430.03	Clerk
101864	Mr Germany - refund of allotment rent	0.00	80.00	
<b>Total</b>		<b>£0.00</b>	<b>£522.03</b>	
<b>SOs/DDR/BGAs</b>				
08.07.2016	Mrs H A Clutten, net salary July	0.00	388.16	Clerk
08.07.2016	Mrs H A Clutten, stationery	7.36	44.28	
08.07.2016	Norfolk ALC	0.00	38.00	
08.07.2016	Drew Moore, PAYE fee for July and August 2016	0.00	30.00	
05.08.2016	Mrs H A Clutten, net salary August	0.00	388.16	
<b>Total</b>		<b>£7.36</b>	<b>£858.60</b>	

**Santander Bank Account:** Council RESOLVED that the Chair and Councillor Cracknell should sign the form from Santander to enable the address on the account to be changed to that of the new Clerk; the relevant form was signed at the end of the meeting.

Clerk

**Monthly Financial Contribution to the Clerk for Office, Telephone and Broadband:** Council RESOLVED to pay a monthly sum of £32 to the Clerk.

**Clerk's Spending Power:** Council RESOLVED to grant a spending power to the Clerk of £350 per occasion.

**Appointment of New Local Auditor:** on the recommendation of the Clerk, Council RESOLVED to appoint Mr Roger Canwell of Mulbarton as the local auditor for 2016/17 and future years.

Clerk

**16/51 Reports:**

**Norfolk County Councillor:** the Chair reported that he had had an email from Stephen Askew (Norfolk County Councillor) giving his apologies for not attending this meeting and had advised that he was going to talk to the landowner about a path to the new school.

**Breckland District Councillor:** Breckland District Council is one of four Councils in Norfolk that have not agreed to move forward with the Government's Devolution Scheme for East Anglia. The Devolution would include a joint elected Mayor for Norfolk and Suffolk who would be responsible for allocating the money from Central Government down to the new region thus adding another level of Local Government, which adds an additional cost to the Council Taxpayer. Norfolk County Council now intends to carry out a telephone consultation.

It has been reported that there has been a rise in racism, xenophobia and hate crimes since the EU Referendum took place resulting in Councillor Nunn, Leader of Breckland, making a statement about this at the Breckland Council Meeting on 28<sup>th</sup> June; he asked that residents report any incidents of this nature.

**Chapel Road School Stakeholders:** Councillor Milner reported that the contract for Chapel Green School had been awarded to Morgan Sindall; work is due to start in August 2016 and will take about one year to complete.

**Recreation Area Working Party:** Councillor Marshall will follow up on the regular grass cutting and get a quotation. **CM**

There has been various problems in the Play Area, some of which have been reported on Facebook.

Councillor Hornbrook reported on problems with the pond on Manor Corner such as weeds and grass, perhaps the Parish Council can exert some pressure on the Green Rights Owners?

Councillor Nicholls said that he would like to be involved in producing a new Trade Directory for the village; he also thanked the Council for co-opting him.

**Attleborough Neighbourhood Plan Steering Group:** Councillor Johnson reported on the latest meeting of the group during which a lot of time had been spent on talking about the recently published Attleborough Neighbourhood Plan document; he had managed to get a hard copy of this for the Council's records and a copy is also available on the internet. There will be two viewing days for the public on Saturday and Sunday 13<sup>th</sup> and 14<sup>th</sup> August.

**Village Hall Committee:** Councillor Johnson had attended the Village Hall Committee meeting on Wednesday during which the Committee had accepted a quotation for resurfacing the car park. Councillor Johnson also reported that the village fete is on Saturday 9<sup>th</sup> July, and that the next film show is on 30<sup>th</sup> July when 'Bridge of Spies' will be shown.

**Attleborough Development Partnership:** Councillor Boggia reported that the partnership wants to appoint an independent Chair and is working towards this.

**Precept Grants Working Party:** Councillor Cracknell had distributed copies of the draft grant application form. In the guidance notes to the form it states that the grant will be paid in two instalments (in line with the payment of the Precept); the Council agreed that the grant should be paid in one instalment in April.

Councillor Cracknell also reported that it would cost about £1,200 to print a village Trades Directory as well as a lot of work although it might be possible to cover the cost of printing by selling advertising in the directory.

**Green Rights:** Councillor Cracknell reported on how the weed could be removed from Manor Pond and that the Green Rights' owners are trying to do something about it.

The Chair reported that the Green Rights' Owners are to discuss the idea of setting up a charity at their next meeting which is now in July. The Chair also reported that he would go to the meeting if Councillor Devlin was unable to attend. The height of the grass on the Green was also mentioned.

Councillor Johnson pointed out an item in the latest edition of the Norfolk Magazine about the Parish Partnerships Scheme.

**Old Buckenham Neighbourhood Plan Working Party:** Councillor Hornbrook reported that there has been a good response to the Village Survey with at least 25% of residents completing the survey document, probably more as many people returned one per house.

The information on the survey responses will now be collated by the Clerk from which it will be possible to write a future vision for the village. The next work of the group is to approach businesses and other community groups. It may be necessary to apply for grants for some of the suggestions. The draw for the Village Survey prize was made earlier this evening; the prize was won by Toby Le Coq. Councillor Hornbrook thanked the donator of the prize.

Some of the issues identified in the Village Survey may be common to other Parish Council Working Groups so there will be a need for co-ordination; there may be the possibility to liaise with other Councils including New Buckenham Parish Council as it is now developing its own Neighbourhood Plan. However, due to various differences in the two villages it might be more useful to liaise with Attleborough Town Council.

**Road Safety Working Party:** Councillor Boggia reported that a meeting of this group had taken place on 18<sup>th</sup> June 2016 and had welcomed village resident Lucy Womack as a new member of the Working Party. Councillor Boggia had circulated notes of the meeting to Councillors before tonight's meeting. Two members of the group had been to see the Headteacher of the High School; he was very supportive of what the group was trying to achieve; the Headteacher of the Primary School is equally supportive. A joint initiative of the Old Buckenham Schools and the Parish Council would likely carry more weight in relation to current road safety issues. There is the possibility of a drop off point for the schools or pay and display with a path to the schools for children.

The next step is to organise an open meeting in the village one Saturday morning and invite the local MP, Stephen Askew (NCC Councillor) and a representative of Highways Department (NCC). The Working Party also wants to involve the Old Buckenham Neighbourhood Plan Group in this meeting.

On the whole the majority of the group is not in favour of the proposed road crossing as they feel that it is not good value for money. Another member of the Working Party, Councillor Milner, had consulted David Law of Norfolk Constabulary on the proposed position of the road crossing; he distributed the report to the Council and is keen to proceed with the crossing.

A proposal was made that the current plan for the road crossing should be put on hold until other ideas had been explored that might be presented at the proposed open meeting. This proposal was seconded and carried with seven votes in favour of not progressing the crossing at the present time and one vote against.

The Clerk was asked to advise the Green Rights' owners that the road crossing was not going ahead at the present time.

**Clerk**

Councillor Johnson suggested that the installation of a mini roundabout be looked at; an idea he had seen working effectively in Brighton.

**Play Area Group:** the Chair reported that this group had met on Monday and had agreed to have green metal railings. There are to be three gates painted in a different colour; the existing wooden double gates are to be retained. The next step is to measure up and obtain quotes so that grants can be applied for as the cost may be in the region of £11,000 - £12,000.

**Cycling Festival Group:** Councillor Milner reported that the group had not met since the last Council Meeting.

**Allotments:** the Chair reported that some of the allotments are very wet this has led to at least one tenant losing his crops and several tenants wishing to give up their allotments in October next. A local farmer has advised the Chair that he is going to dig out some of the ditches.

**16/51 To Consider a Request to Support the Cost of the New Village Hall Car Park:**  
As the financial aspect of this request has now been resolved by the Village Hall Committee there was no discussion on this item.

**16/52 To Consider the Future Maintenance of the War Memorial:**  
The person who cuts the Green is prepared to include the grass cutting around the War Memorial; Council agreed that this additional cost could be invoiced by Councillor Ben Devlin.

- 16/53 To Consider a Request to Appoint a New Community Car Co-ordinator:**  
Mike Craven-Romain has tendered his resignation as from the end of June 2016 as he is leaving the village. The vacancy has been advertised on several occasions but with no success; Facebook has also been tried. Councillor Hornbrook said that she would try advertising on Facebook again; the Clerk suggested putting an item of news in the Mercury. **SH**
- 16/54 To Consider the Village Entries Document:**  
Council agreed hold over this item until the next meeting.
- 16/55 To Consider the Use of Community and Social Media by the Parish Council:**  
Councillor Milner will report on this at the next Council Meeting. **SM**
- 16/56 To Consider the Bollard Issue:**  
Gary Overland (NCC Highways) had advised the Chair that the highway cannot be obstructed by bollards.
- 16/57 Public Participation for Agenda Items Only:**  
A resident was not persuaded that NCC would financially support road safety improvements in the village as it is always saying that it has no money – a joint initiative is called for.
- 16/58 Correspondence Received by Post for Circulation to Councillors:**  
Invitation to AGM of Community Action Norfolk on 20<sup>th</sup> July 2016  
Letter and brochures from FLP Outdoor Play Solutions
- 16/59 To Receive Items for the Next Meeting:**  
The Clerk was asked compile the agenda items from those discussed at this meeting and Councillors were asked to advise the Clerk of any other items for the next agenda. **Clerk  
ALL**
- 16/60 Resolution 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 Bodies (Admissions to Meetings) Act 1960 s1 (2):**  
**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 Bodies (Admissions to Meetings) Act 1960 s1 (2).
- 16/61 To Consider a Confidential Personnel Issue:**  
The Clerk reported on a personnel issue; Councillor Milner agreed to make enquiries. **SM**
- 16/62** There being no further business the meeting closed at 10.15 pm.

**Signed by Adrian Joel, Chair, 1<sup>st</sup> September 2016**