

Old Buckenham Parish Council

MINUTES of meeting of the Old Buckenham Parish Council held on Thursday 7th April at 7:30pm at Old Buckenham Village Hall

Present: In Attendance Councillors S Milner (SM)(Chair), A Joel (AJ), N Bailey (NB), D Irons (DI), T Cook (TC) {also taking Minutes}
Apologies: M Farrington (MF), A Nicholls (AN), R Noyes (Clerk)
Also present: 3 members of the Public

Minute		Action
22.04.01	Apologies for absence Clerk; MF; AN	
22.04.02	To approve the minutes of the meeting held on 3rd March 2022 APPROVED (5 in favour)	
22.04.03	To record declarations of interests not already recorded in the current Members' Register of Interests None	
22.04.04	Financial Matters Current Community account balance £28,772.50 Payments for approval Playdale Playgrounds £1,768.43 OBVH (room hire) £63.75 NALC (subscription) £247.02 Mr & Mrs Hannah (medicals) £140.00 L Gedge (comm car) £102.45 D Kessler (comm car) £62.55 CBR Business Solutions £76.00 Gemini Accounting (RFO) £200.00 R Noyes (clerk) £347.14 Total Payments = £3007.34 All payments were approved leaving a community account balance £25765.16 Propose to approve APPROVED (5 in favour)	
22.04.05	To receive Councillor reports and reports of matters arising from those minutes: for update and information only AJ - Defibrillator still requires phone to be attached to ensure it is fully operable. NB will collect phone from J Hicks and give to Clerk to have installed - The Green – any jobs for handyman need to be indicated so they can be completed before Jubilee Celebrations - Has arranged for Rec to be cut – bill to Parish Council - SM is chasing up fence repair at the Rec - Playground update under Clerks Report - Still need to find location for Village trailer DI	

	- Neighbourhood Plan – continuing with background work on The Village Plan – negotiating with representative’s ways forward and possible courses of action NB - Had contacted person who possibly could have supported with Music for the Jubilee celebrations, but they are unfortunately not available - High School contacts – proposed date for meeting between Parish Councillors and the School Council is Friday 29th April in the afternoon. Regarding use of the High School MUGA, unfortunately it’s a no from them (see Clerk update re further points on Rec and MUGA). - Hargham Road parking at / close to new housing development and footpath. There is still an issue of cars and vans parking on the road and path. The Parish Council will discuss with the contractors. - Has contacted all schools in the Village re making / helping make bunting for the Jubilee – High School has said no, Chapel Green is discussing, and the Primary School is making SM - All items are being covered within the agenda TC - The Village Hall Committee meeting is not until next week and so any issues will be discussed at May Parish Council Meeting - All other items being covered within the agenda Clerk Items tabled and read out at the meeting – - Spoke to the owner of the empty house on Post Office Terrace. He was not happy with the term “state of disrepair” being used to describe the property and assured me that it is well looked after and regularly checked on - Road closure for Jubilee Street Party completed (thanks to Terri Hammond) and paid for (£37.64) - Playground: Playdale visited at the start of the month to lift the roundabout and replace the bearings. Spring chicken will hopefully be done soon by local tradesman. - Had a phone call from a resident whose father passed away before Christmas. Father loved OB and lived here most of his life. One of his requests was to have his ashes scattered on the Green. Is this OK? If so, are there any areas that are specifically out of bounds for this? The response of the Meeting was that we would need to consult the regulations relating to The Green before we could provide an answer, and this would be out on the Agenda for May. - Prince Harry’s Wood: - o Breckland not aware that Cotman Trust has any ownership of the woods, despite a resident claim they pay towards the maintenance of it. Residents need to check what that maintenance payment is for. NB added that she had been approached by a resident about the surrounding area and suggested that the Cotman Trust be approached regarding the cutting of the grass and trees on their area of responsibility - o Decision has been made by Breckland to transfer the wood to Old Buckenham Parish Council - o Environmental Services will send over records from their tree inspections over the last few years	
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	○ Zoe Footer and Fiona Culshaw (Breckland District Council) are happy to meet up and discuss what state the wood should be in at point of transfer. They would like a list of potential issues ahead of the visit. E.g., litter, condition of trees? Councillors have been emailed to mention any issues they think need addressing. ○ Steve Askew has asked: “I request as part of the transfer that the trees which boundary the Marchfield Way properties are coppiced beyond the boundary fence as they are causing overhang issues. Likewise, the trees on the B1077 side are in need of coppicing as they protrude onto the footpath and are starting to impede vision for motorists” ○ Currently a solicitor is being sought to complete the transfer process so details can be sent to Breckland - Rec /MUGA – a Parishioner had been asked by SM to investigate possible MUGA being built on the Rec - he reported via email that an approach had been made to AN who said he would raise the issue of obtaining drainage quotes, as an initial step. We aren't at this point yet, but an outline price guide of £40000+ vat for a 20x10metre fenced tarmac surface, multi-use games area, with football goals and basketball nets, 1m side fence, and 3m high end fencing behind the goals. The price would rise to a 30x15 m size of same spec, to £60000 + vat. Polymer rubber surface would cost more. Grants would obviously need to be sought, alongside fundraising. There could be other options too, such as better drainage, rolling and cutting, which may make it more useable. As AN could not make the meeting the matter is deferred to the May meeting - Track between shop and phone box: A meeting needs take place between the Chair and residents to discuss payment options. A quote has been received (via John Fernihough) for re-surfacing section up to posts (emailed out). - Reminder that a second Village Meeting will be taking place on Saturday 23rd April 10am – 12pm. This is to check in on Jubilee planning and see what still needs doing. I will bring tea/coffee/cake again and some paper and pens. Councillors added that confirmation needs to be undertaken re the wider publicity for this meeting	
22.04.06	Public Participation relating to agenda items only - Litter / Fly Tipping – a Parishioner has reported to Breckland DC the rubbish that has accumulated in Prince Harry’s Wood – despite having an acknowledgment code no action has been taken by Breckland. In discussion this matter was seen as a wider issue in the Parish as there are instances of fly tipping not being addressed by Breckland. It was recommended this issue should be raised with Breckland when the joint meeting is held regarding Prince Harry’s Wood. Also, the matter should be taken up with our District Councillor - It was remarked by a Parishioner that the width of Hargham Road by the new build houses is now an issue. Despite the contractors apparently having a separate area for parking there are still cars, vans and lorries being parked on the road and pavement. Alternatives were discussed including requesting Breckland monitor the situation and discussing with Highways the possibility of installing a chicane safety measure (as in Spooner Row). Another Parishioner remarked on the narrowness of the new footpath and raised the question ‘was it wide enough to allow wheelchair use’ - An observation was made by one Parishioner – ‘are there now too many trees being planted on The Green?’. It was further remarked ‘who is going to maintain them in the long-term’. (SM confirmed there is a tree maintenance plan in existence) A further	

	question was posed 'are all the new trees plotted on The Green Tree Plan. (SM said a statement would be sought from The Green Maintenance Committee) - A question was then raised by a Parishioner regarding the new planning application for 12 houses on Hargham Road (discussion on this item merged into the first item under Planning Applications below). It was noted by a Parishioner that the Planning Officer recommends refusal; the target for new houses in Old Buckenham is already exceeded; the new application sits outside the settlement boundary and does not enhance the character or appearance of the Parish; the development would place a further danger on two close dangerous road junctions. Further discussion by the Public stressed the development was at the entrance to the Village, part of the countryside and the development was not in keeping with the Village. Further concerns were also raised about the level of construction on an already difficult stretch of road.	
22.04.07	To consider planning applications and to receive Breckland District Council's decisions made on any planning applications received before the meeting: (All planning applications are available for viewing on the Breckland District Council planning portal – www.breckland.gov.uk/article/2933/Search-Planning-Applications - Parish Councillors have been asked by the chairman to view the new applications in advance of the meeting) a) New Planning Applications REFERENCE: 3PL/2022/0298/F PROPOSAL: Residential Development - 12 Units LOCATION: OLD BUCKENHAM: Hargham Road APPLICANT: C/O Agora Architects Discussion continued from the previous agenda item. It was felt that the application was outside the Village Boundary; there were numerous Highways issues; the development would be on top of an already exceeded local plan target; it was not in keeping with the Village / surrounding countryside. It was proposed to vote for rejection. 5 voted in favour of rejection. b) Planning Decisions by Breckland Council The below applications have now been considered and the applications have been APPROVED: i)REFERENCE: 3PL/2021/1711/HOU PROPOSAL: Side, rear extension and new roof to form 1st floor accommodation LOCATION: OLD BUCKENHAM: Friedland Cake Street APPLICANT: Mr Jack Watling CASE OFFICER: Katie Arnold Despite approval it was reported that the Council had been made aware of concerns about possible flooding due to drainage alterations. This point was noted. ii)REFERENCE: 3PL/2022/0071/HOU PROPOSAL: Proposed front double garage link conversion of existing attached garage and rear extension LOCATION: OLD BUCKENHAM: Redbourne House Abbey Road APPLICANT: Mr J Feakes CASE OFFICER: Katie Arnold	

	iii)REFERENCE: 3PL/2022/0224/HOU and 3PL/2022/0225/LB PROPOSAL: Change existing garden room roof from polycarbonate to tapco tiled roof LOCATION: OLD BUCKENHAM: The Old Crown Gate Bakery, The Green APPLICANT: GDS Architectural CASE OFFICER: Katie Arnold iv) The Council also had just received (too late to be on the distributed agenda) REFERENCE: 3PL/2022/0181/HOU PROPOSAL: Single Storey Rear Extension LOCATION: OLD BUCKENHAM: Ash Tree Cottage The Green APPLICANT: Mr S Deadman CASE OFFICER: Katie Arnold The below applications have now been considered and the applications have been REFUSED: i)REFERENCE: 3PL/2021/1555/F PROPOSAL: Retrospective alterations to the layout of the annexe and change of use to enable the annexe to be rented out as a separated self-contained unit. LOCATION: OLD BUCKENHAM: Walnut Shade Cake Street Old Buckenham APPLICANT: Sean Hodgson CASE OFFICER: Tom Donnelly The following applications have been passed to the Planning Committee: i)Reference: 3PL/2021/1564/O Location: OLD BUCKENHAM: Coal Storage Yard Road From Stacksford Lane To Hargham Road Proposal: Outline permission for 3 no. dwellings Officer: Tom Donnelly SM will be attending the meeting on behalf of the Parish Council. ii) The Council also had just received (too late to be on the distributed agenda) from The Planning Inspectorate in relation to The Town and Country Planning Act 1990 – Appeal Ref:APP/F2605/W/21/3279448 - the appeal decision regarding application 3PN/2021/0013/UC: Roughlands Farm, Grove Road, Old Buckenham. The decision is the proposal is not permitted development and the appeal is, therefore, dismissed.	
22.04.08	Community Car Scheme fuel costs This item was raised due to the rise in fuel costs. Currently, the nationally agreed rate for car use is paid – figure is made up of contributions from the Parish Council, Breckland Council, and the user. This is a voluntary scheme – the Breckland scheme is viewed very positively as a good community project – to just cover costs. It is felt that the volunteer community drivers should not be out of pocket and recompensed for their endeavours. With the large rise in fuel costs the Council feel it is time to review the rate paid. As we are not the only Council to face this issue it was proposed we seek advice from Breckland DC and NALC (the Advisory Body for Parish Councils). 5 in favour.	
22.04.09	Signatures on cheques	

	As new signatories for cheques are required it was felt that this was a good time to review the Council payment procedures. It was agreed the Council would research the possible introduction of electronic banking alternatives.	
22.04.10	Use of the Green amendments Three documents were put before the Council for formal adoption: I. 'Policy for Use of The Village Green' – this is an updated version of the previous policy to include the extension of the lease until March 2042 and the wishes of the Executors of The Lord of The Manor' to formally withdrew from the agreement in February 2022 as they stated they did not wish to exercise an interest in the Green. The new agreement was formally agreed between the Old Buckenham Parish Council and Old Buckenham Green Rights' Proprietors to manage The Green for the Parish as a whole. In March 2022 a twenty-year extension agreement was signed by the Parish Council and Green Rights' Proprietors. II. 'Village Green Application for Lettings' – the process and application form III. 'Village Green Application for Lettings Confirmation' – formal agreement between the Parish Council and Applicant All three documents would be forwarded to the Chair of the Green Rights' Proprietors and Green Management committees. 5 in Favour It was reported that these 3 documents would be standardised into a common format, use a standard template, and become controlled documents (modifications to document headers and exemplification statements will be centrally managed by a control group). This means the template is automated and any modifications to one document will automatically transfer to the other two. All modifications will be tracked and the most up to date version will appear on the Council website. Applicants can then download the forms and complete them online. Any use of The Green must comply with the "Policy for Use of The Green" and formal permission granted via the 'Village Green Application for Lettings Confirmation' before the activity can take place.	
22.04.11	Annual Parish Meeting After detailed discussion it was agreed to hold the meeting on a Saturday morning in July (exact date will be dependent on availability of the Village Hall) before the school summer holidays begin. A format and speakers were discussed (see Churchyard item below), and these will be formalised at the next Parish Council meeting.	
22.04.12	Insurance Company The Clerk tabled a paper informing the Council that she had been notified by Norris and Fisher (Insurance Broker) that they will no longer be undertaking Parish Council Insurance as from the renewal date, June 1, 2022. She looked at NALCs website and saw they are partnered with BHIB, who also have a relationship with Aviva. Councillors were sent a link to their website to have a look at. This gave Councillors the opportunity to think about any issues they wanted highlighting in a policy and ensure it covers everything they wanted and needed it to do. BHIB also offer a subscription to Parish Online, if we take out a 3-year deal. This is a digital asset mapping tool for Councils and can be used for many things, including Neighbourhood Plans. Councillors are submitting any further questions to the Clerk they want answered in addition to questions already asked. They are also requesting boundaries of costs. When	

	Councillors have the full information, they will formally discuss at their May meeting (5 th May) and vote on whether they wish to sign up to BHIB Council Insurance.	
22.04.13	Commemorative Gift for Platinum Jubilee The Clerk tabled a paper reporting on her research into mugs and other gifts to give for Jubilee celebrations. These were sent to Councillors prior to the meeting. She has also spoken to Jonn Hicks, as he organised this for Golden Jubilee. Mugs were a favourite item when discussed at the Village Meeting, so she looked at costing these. Previously, they were free to under 16s and approx. 300 were ordered. If we do so again then there will be an initial cost of £630.72 + delivery. We would sell for £5 each but free to under 16s. She has also sent out a suggested Order Form which will be placed online and in the Village Magazine. It is difficult to know how much this will cost the PC as we haven't got time to take a pre-order. Due to time, she will order a commemorative gift ASAP so two questions were posed for Councillors: 1. Does the PC wish to order a mug or a different item as a commemorative gift? Councillors were in favour of ordering the mugs but requested the Clerk reworks the figures for commemorative mugs with personalised Old Buckenham logo on the reverse side. Also, could the Clerk investigate the possibility of engraved commemorative coins. 2. Are Councillors happy to order 300 (or any amount felt suitable) of the item? This was agreed. Additional points – the Council needs to investigate sponsorship and access to additional Jubilee funding.	
22.04.14	Churchyard It has been previously mentioned, the Churchyard will start to run out of space for burials in a few years (estimate 2-3 years). The matter has been discussed with Sarah Dye and her comments have been emailed to all Councillors. The Parish Council has the power to provide a burial site and it would need a lot of management but would be a source of income for the Parish Council. The Parish Council does not have a duty to provide this, and if they do not follow this path, then burials would have to take place in neighbouring villages, who still have space. There are sometimes Courses from NALC about managing burial sites which Clerk/Councillors could attend. The key question is do the Parish Council wish to acquire land as a future burial site for the village? Councillors felt this is a very important decision and one that the Parishioners should have their say on before a final decision is made. It was recommended that the item should be a key agenda item at the Annual Parish Meeting with a speaker putting forward all the pros and cons. In preparation for this the Parish Council should make neighbouring landowners aware of the situation and seek views on donations or purchase of land. To aid the discussion the very helpful summary produced by Sarah Dye is reproduced below: <i>There are essentially two considerations which go with the decision of All Saints PCC to close our churchyard for new burials - at least, this is what I understand the position to be - I'm not claiming to be an expert at all.</i> <i>The first is that when a graveyard like ours is closed, it remains the responsibility of the PCC unless they give notice (under s 215 of the Local Government Act 1972) to transfer that responsibility to the Parish Council. The Parish Council are obliged to take it over - or refuse to do so, in which case responsibility passes up the chain to the District Council. That is NOT what All Saints PCC are proposing. For the time being, we intend to continue to take</i>	

	<i>responsibility for maintaining the graveyard, even though, when space runs out, no new burials will be made there.</i> <i>The second issue is about providing burial space for the residents of Old Buckenham. When the All Saints graveyard is closed, All Saints PCC will no longer be able to provide burial spaces and do not wish to extend the existing graveyard in order to make more space available. With that in mind, the Parish Council may want to acquire land to provide a graveyard with burial spaces for the village. The Parish Council is a 'burial authority' and is permitted to provide and maintain graveyards/cemeteries. It has the power to do that, and I did think there was a duty to do it, but from further research, I think perhaps there is not actually any Statutory obligation to provide spaces.</i> <i>So the second point is the subject for the PC to debate i.e. do they want to acquire land for a new burial ground to be used when the All Saints graveyard is full.</i>	
22.04.15	To consider items for next agenda - Neighbourhood Plan - Jubilee – ordering gifts; other arrangements - Annual Meeting - Community Car Costs - Cheques / online payments - Insurance - Harry's Wood - Fly Tipping / Litter - Answers to Public Participation Questions	
22.04.16	To confirm date of next Parish Council meeting to be held on Thursday 5th May 2022 at 7.30pm to be held at Old Buckenham Village Hall. Confirmed	