

Old Buckenham Parish Council

MINUTES of meeting of the Old Buckenham Parish Council held on Thursday 2nd February 2023 at 7:30pm at Old Buckenham Village Hall

Present: Councillors N Bailey (NB)(Chair), T Cook (TC), A McWilliam (AM), A Nicholls (AN)

Apologies: D Irons (DI)

In Attendance: R Noyes (RN)(Clerk), County Cllr S Askew

Also present: 7 members of the Public

Minute		Action
23.02.01	Apologies for absence DI sends apologies	
23.02.02	To approve the minutes of the meeting held on 5th January 2023 Amendments to make: 23.01.05: R Noyes payment should be <u>£536.30</u> Consequently, <u>Total: £1768.50</u> 23.01.06: Draft Precept is £790 <u>HIGHER</u> than last year Propose to approve minutes, subject to amendments (3 in favour, 1 abstain) APPROVED	
23.02.03	To record declarations of interests not already recorded in the current Members' Register of Interests None	
23.02.04	Financial Matters Community account balance £32,860.00 Included in above £800 NCC for community car scheme Payments for approval Suggitt Farm Services £600.00 JC Frost & Co (allotments) £450.00 R Noyes (salary & expenses) £400.18 Gemini (RFO) £225.00 E Jolley (comm car) £11.70 D Kessler (comm car) £9.90 Robin Steel (clearing allotments) £1,490.00 NALC (training course) £72.00 L Gedge (comm car) £68.85 J Frost (comm car) £30.15 TOTAL: £3357.78 AN highlighted that usually the invoice for the grass cutting goes via Green Working Party (GWP) rather than straight to Parish Council. RN to confirm that GWP have approved the work was completed. Propose to approve payments, apart from Suggitt Farm Services (4 in favour) APPROVED Propose to approve Suggitt Farm Services invoice, once approved by Green Working Party (4 in favour) APPROVED	
23.02.05	To receive Councillor reports and reports of matters arising from those minutes: for update and information only AM:	

	- Attended NALC course for Becoming an Effective Councillor which was very useful and informative. TC: - Village Hall CCTV extension has been approved and will be installed shortly. Will have no blind spots and give coverage around the entire building, including the approach road and entrance to the Primary School. - NB was contacted by Norfolk County Council about a scheme to install electric car charging points at Village Halls by a pharmaceutical company, whose fleet of cars were all electric. The Village Hall would be interested in pursuing that possibility and will liaise with the Parish Council as more information is provided. - 'No through road' sign on approach to Sunnyside Farm is upside down. RN to report - Pot hole Mill Rd/The Green has been identified for repair but has not been completed. S Askew explained that during discussions with a Highways Officer, it was acknowledged and is due for repair soon. NB: - Have picked up SAM sign equipment from J Hicks. Will charge up the battery and get it moved very soon. RN: - Potential Sites of Development for the Local Plan have been published. Two sites listed in Old Buckenham: Hargham Rd and Attleborough Rd. Both these sites are outside the village boundary and are identified for a possible two houses on each site. - Broken man hole cover reported Hargham Rd/Bakers Lane - Flowers and a card passed to Venuka who ran the village shop for 20 years to thank her and her family for all their hard work over the years. Welcome Pack delivered to new shopkeeper. - Two Community Car drivers have stepped down. There are now 4 drivers in the village. This service is well used in the village to drive residents to medical appointments. If anyone is interested in joining, please get in contact. Medical Forms for drivers to get signed off have just been published by Breckland. - Defibs have had general maintenance check. All in good order but will need to purchase new electrode pads later in the year. - A filing cabinet of old PC documents needs moving from ex Councillor's home. Clerk and RFO have no space to store it. RN sorting through and tidying up the files and NB to ask Village Hall if they have space. - Contacted Breckland about possibility of having a dog bin in the vicinity of the Village Hall. Breckland replied that a bin could be placed there but as it is private land, there would be a charge of £268.55 a year (£22.38 a month) to empty it. RN to enquire further about any sites nearby which would not incur a charge. - Resident informed Clerk that the bin lorry was driving down footpath from High School and removing wooden posts to return to the road. Reported to Breckland. NB to enquire about missing padlocks on posts and replace if necessary. - Contacted about possibility of hosting a classic car event on the Green. Will gather full details and liaise with D Tranmer to ensure no clash of events. - Through a third party, there was a request about foraging on the Green. While there is no immediate issue for an individual to forage, there may be issues is then used in food that is sold. Would also have to ensure no ecological impact.	
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	- Green Working Party want to investigate the location of the outfall drain in Ottomer Pond, which can not be located. Request to spend up to £500 to dig a trench and see if drain can be located. Councillors felt that as this hasn't been a significant problem in the last few years and that it could be the start of a lot of work and money being spent and therefore was not presently required. - Prince Harry's Wood update: have contacted Breckland about whether they would be open to the possibility of only transferring the woodland and not the grass areas of St Andrew's Close. They were not keen as it was a change to the original agreement and would cost a lot more in solicitor fees to change it. Also requested that an area of brambles which should have been maintained to be grass be cut back. Breckland agreed to complete the work. - Tree Survey will be completed this week and will include Prince Harry's Wood to help give a rough understanding of work that will need doing in future. - Trial car park times in Attleborough have been adopted: Queen's Sq has 3 hours for free (30min extra for disabled users) and looking at a trial of extending to 4 hours. Edenside and Horse Pit will trial 9 hours for free. - Batteries can now be recycled weekly from home. Need to be placed in small clear bag (eg freezer bag) and placed on top of green/black bin each week. Do not place bag in the wheelie bin as they are to be collected separately. Steve Askew: - Was informed about the correspondence about possible changes to agreement of Prince Harry's Wood transfer. OBPC agreed to take these areas on, so was not happy to see changes to the agreement. NB explained that as residents had raised concerns, the Parish Council had a duty to explore all possible options. Additionally, NB wants to be satisfied that everything is in a good state before signing, as per the agreement and that Breckland have been very helpful in ensuring all maintenance work is completed. - Met with Highways Officer recently regarding some pot holes and they will be filled in shortly.	
23.02.06	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 None b) Amended Applications (for information only) None c) Planning Decisions by Breckland Council (for information only) The following applications have been considered and the applications have been APPROVED: i)REFERENCE: 3PL/2022/1036/VAR PROPOSAL: Variation of Conditions No. 2 and No. 3 on 3PL/2020/1009/F: Introduction of external staircase to access balcony, as well as changes to the external materials. LOCATION: OLD BUCKENHAM: Poplar Farm Fen Road APPLICANT: Mr Des Hunt CASE OFFICER: Naomi Minto	

	ii)REFERENCE: 3PL/2022/1150/F PROPOSAL: Change of use of land from agricultural to residential in order to accommodate a new site access LOCATION: OLD BUCKENHAM: Poplar Farm Fen Road APPLICANT: Mr Des Hunt CASE OFFICER: Naomi Minto The following applications have been considered and have been REFUSED: ii)REFERENCE: 3PL/2022/0434/EU PROPOSAL: Use of site for storage, cutting and timber log distribution business (certificate of lawfulness - existing use) LOCATION: OLD BUCKENHAM: Land opposite Arenal New Buckenham Road APPLICANT: Mr Philip Potter CASE OFFICER: Naomi Minto	
23.02.07	Kings Coronation a) Flagpole Grants available of £200 from Breckland towards flagpoles, as part of the Kings Coronation Celebrations (deadline 17th February). The Parish Council had considered purchasing a flagpole previously so would be worth while taking advantage of the grant available. Councillors felt the best location was by the War Memorial as it could be a part of Memorial events as well. TC highlighted the need for an internal lanyard to ensure there is no noise during windy weather for nearby residents. The PC don't believe planning permission is required for a flagpole that flies the Union Flag, but Clerk to confirm. AN explained that an aluminium pole would be required, to minimise future maintenance work, and would need to be slightly taller than the War Memorial (estimated requirement of 8m) Propose a budget of up to £1200 towards the pole and flag purchase, delivery and installation (4 in favour) APPROVED RN to arrange flagpole and complete grant application b) Celebrations Grants are available from Breckland Council for community groups, but not Parish Councils, for up to £500 towards community celebrations. D Tranmer has started organising a village celebration for Sunday 7th May as part of the King's Coronation Celebrations. Music and food are arranged and will look at organising something for the children eg fancy dress, face paints. Councillors felt it would be good to purchase a commemorative gift to help remember the event. Out of the options available, a commemorative teaspoon was the most popular with Councillors and residents present. Propose to purchase 300 commemorative teaspoons for the children of the village, Almshouses residents and elderly residents (4 in favour) APPROVED There is a Big Help Out planned by the Palace for Monday 8th May. Need to look at activities around the village that volunteers can help with. RN to contact local community groups to enquire about any other planned events in order to compile a Schedule of Events in the village.	RN RN RN
23.02.08	Allotments The overgrowth has been cleared but still some rubbish to be removed. AM to check site to see what needs doing. Clerk to arrange for tap casing to be repaired.	AM RN

	Landscaper who completed work will propose a maintenance plan for the work already completed.	
23.02.09	Parish Council Election Arrangements Every 4 years, the Parish Council requires Councillors to be nominated and elected to the Council. - 24th March: Notice of Election will be published. Clerk to publicise. - Councillors have until 4pm on Tuesday 4th April to hand deliver their completed nomination form to Breckland offices. - Nomination forms and guidance are available from Clerk/Breckland Website AN and TC explained that they are not looking to stand at next election as they are struggling to commit their time. This may leave PC without a quorum of 4 Councillors to run the PC which would result in Breckland Council managing the Parish instead. Clerk to write article for newsletter, website and social media publicising Election and the urgent need for new Councillors. Clerk to enquire about full consequences of the Parish Council not having a quorum	RN RN
23.02.10	CiLCA Qualification RN attended free informal session to learn about the Certificate in Local Council Administration (CiLCA). This would be a Level 3 Qualification, take a year to complete and would be an investment by the Parish Council to ensure that the Clerk has strong knowledge of the various aspects of the work involved. There are various costs involved including training, the qualification, books and Clerk's time, which would total over £1000. There are two enrolments during the year: March and September. Propose to support the Clerk's completion of CiLCA qualification (4 in favour) APPROVED	
23.02.11	Public Participation relating to agenda items only • The Attleborough Heritage Group and Archive may be able to help store any of the old PC documents, if required. • During initial discussions with Breckland about Prince Harry's Wood, the grass areas of St Andrew's Close weren't mentioned. They were only added to the discussion during Breckland's meeting with PC. • J Frost may be able to help with the location of the Ottomer Pond drain • Pleased to see the PC is supporting and collaborating with D Tranmer's organising of the King's Coronation celebrations.	
23.02.12	To consider items for next agenda Flagpole Coronation update, including list of jobs for volunteers during Big Help Out Allotments (Robin's plan) Gamekeeper Rec Fencing	
23.02.13	To confirm date of next Parish Council meeting at Thursday 2nd March 2023 at 7:30pm at Old Buckenham Village Hall Confirmed	