

Old Buckenham Parish Council

MINUTES of meeting of the Old Buckenham Parish Council held on Thursday 5th January 2023 at 7:30pm at Old Buckenham Village Hall

Present: Councillors N Bailey (NB)(Chair), T Cook (TC), A McWilliam (AM), D Irons (DI)

Apologies: A Nicholls (AN)

In Attendance: R Noyes (RN)(Clerk)

Also present: 5 members of the Public

Minute		Action
23.01.01	Apologies for absence AN sends his apologies	
23.01.02	Election of new Vice-Chair J Hicks has resigned from the PC. Many thanks for his significant contribution to the PC over the years. New Vice-Chair required. Propose for A McWilliam to take on the role (2 in favour, 2 abstain)	
23.01.03	To approve the minutes of the meeting held on 1st December 2022 Propose to approve (4 in favour) APPROVED	
23.01.04	To record declarations of interests not already recorded in the current Members' Register of Interests None	
23.01.05	Financial Matters Community account balance £36,075.35 Payments for approval R Noyes (salary & back payment) £609.52 Gemini (fee & expenses) £327.85 R Bunn Electrical Ltd (Xmas tree lights) £100.00 L Gedge (comm car) £87.35 E Jolley (comm car) £20.25 OBVH (room hire) £48.75 Broadland Tree Services (Xmas Tree) £648.00 (VAT to claim £108.00) TOTAL: £1841.72 Propose to approve payment (4 in favour) APPROVED	
23.01.06	Precept D Oakley (Registered Finance Officer (RFO)) has prepared a draft Precept budget and breakdown of expenditure of this financial year to date (see attached). ○ The King's Coronation in May has not yet been discussed. The balance from the Queen's Platinum Jubilee budget to be used for any possible celebration. ○ As the PC has not yet got an estimated cost for the annual maintenance work for Prince Harry's Wood and St Andrew's Close, it would be unfair to residents to estimate a cost. Therefore, the PC felt that the transfer of Prince Harry's Wood should not be completed until the PC are able to budget for it in the next Precept application. ○ Some confusion about the playground budget. Clerk to clarify with RFO. ○ Draft Precept is £790 lower than the previous year Propose to accept Precept (4 in favour) APPROVED	RN

23.01.07	To receive Councillor reports and reports of matters arising from those minutes: for update and information only NB: - Formal appraisal process has taken place for the Clerk. Due to confidential nature of items discussed, it took place in a closed meeting. All recommendations were approved by the PC. DI - Have enquired about joining .org website scheme through NALC. Will be contacting website designer shortly to begin designing new website. - Will be arranging another meeting to discuss the proposal that the Gamekeeper was given before Christmas. Due to the changing of the licensee, discussions had to begin again which caused some delays, as well as a busy Christmas/New Year period for the pub. TC: - Village Hall updates: - Village Hall Committee send their thanks for their Precept Grant approval - The updates to the sound systems have been completed - After an incident in the Village Hall car park last term, the Committee are looking at getting an extension to the CCTV coverage to cover any blind spots. The Village Hall Committee will also be coordinating a meeting with all interested parties about the future management of the car park. - Final £500 repayment of the loan from the PC has been paid. RN: - As J Hicks has resigned, some roles need re-assigning: - NB volunteered to manage the SAM sign and be the PC Representative on Green Working Group - New burial site will become a whole PC matter. Clerk to contact local landowners and an article to be written for the newsletter, in coordination with All Saints Church. - Pot holes reported corner of Mill Rd/The Green and opposite Oaklands. Repairs can take 6 weeks. - Broken Grit Bin on St Andrews Close reported. - Christmas Tree will be removed this weekend - Tree Survey of the Green will take place within the next couple of weeks - Clearance work on the allotments will be taking place soon - Was unable to arrange a date to meet up with contractor about Recreation Ground fence, will complete this month. - Contacted residents that live adjacent to the track between the phone box and shop, regarding its maintenance. One resident has replied to acknowledge the letter and decline the invitation for a meeting and to express their view that residents have not caused the majority of the damage and so should not be contributing to the cost of repairs. Have not had a reply from other residents yet. - Was contacted about the lights at Chapel Green School being too bright at night for wildlife. Contacted the Headteacher about the issue and she has agreed to look in to it.	
23.01.08	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 i) REFERENCE: 3PL/2022/1309/F PROPOSAL: Installation of a 22.5m lattice tower, 3 no. antenna apertures, 4 no. 600mm microwave transmission dishes and 8 no. equipment cabinets inside an 8m x 8m compound enclosed by a 1.8m high close boarded timber fence with gate and development ancillary thereto. LOCATION: OLD BUCKENHAM: Old Buckenham Country Park Doe Lane APPLICANT: Atlas Tower Group Councillors felt that there was a lack of detailed information within the application. There is a phone mast currently being installed on nearby land and so Councillors were confused why another would be required so close by. Due to the lack of information, Councillors felt that they were unable to vote on the application but would pass on their comments to Breckland Council. ii) REFERENCE: 3PN/2022/0047/UC PROPOSAL: Prior approval for the Change of Use of Agricultural Buildings to 1 no dwelling house (Use Class C3), and for building operations reasonably necessary for the conversion The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 3, Class Q LOCATION: OLD BUCKENHAM: Roughlands Farm, Grove Road Previous applications for this development have been refused by the PC as Councillors feel that Grove Road is dangerous and traffic levels should not be increased. There is a need to be consistent in the PC decisions and views. Propose to object (4 in favour) APPROVED b) Amended Applications (for information only) 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: Poplar Farm Fen Road APPLICANT: Mr Des Hunt CASE OFFICER: Naomi Minto AMENDMENT: change to the description of development, to include the variation of condition 3 (external materials), in addition to the variation of condition 2 (approved plans ii) Ref No: 3DC/2022/0335/DOC Location: OLD BUCKENHAM Wayside, Buckenham Road, , NR17 1QB Proposal: Discharge Of Conditions 6 & 8 on 3PL/2020/0202/F (Discharge Conditions) c) Planning Decisions by Breckland Council (for information only) The following applications have been considered and the applications have been APPROVED: i) REFERENCE: 3PL/2022/0997/LB	
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	PROPOSAL: Conversion of the existing detached out-buildings to provide additional bedroom accommodation and new flat roof kitchen link between the out-building and victorian chapel extension, with minor internal alterations to the victorian chapel extension. LOCATION: OLD BUCKENHAM: St Marys Chapel, Castle Hill Road APPLICANT: Mr Oliver Pearson CASE OFFICER: Katie Arnold ii)REFERENCE: 3PL/2022/0996/HOU PROPOSAL: Conversion of the existing detached out-buildings to provide additional bedroom accommodation and new flat roof kitchen link between the out-building and victorian chapel extension, with minor internal alterations to the victorian chapel extension. LOCATION: OLD BUCKENHAM: St Marys Chapel, Castle Hill Road APPLICANT: Mr Oliver Pearson CASE OFFICER: Katie Arnold iii)REFERENCE: 3PL/2022/0998/F PROPOSAL: The conversion of the existing single-storey detached out-buildings to provide a two-bedroom dwelling. LOCATION: OLD BUCKENHAM: Castle House, Castle Hill Road APPLICANT: Mr Oliver Pearson CASE OFFICER: Matthew Blackie iv)Applications 3PL/2021/1690/F and 3PL/2021/1528/F on Cuffer Lane were discussed at a recent Breckland Planning Committee meeting. The decision was made to make a site visit in order to the Committee Members to gain a better understanding of the area. This will then be discussed again at a future Planning Committee.	
23.01.09	Parish Partnership Scheme bid At the previous PC meeting, the issue of crossing the B1077 from Bridleway BR11 (the Stud) to the other side of the road on a blind bend was raised to Councillor S Askew. Crossings are generally made at the furthest point away from the blind bend, but there is a high bank on the other side which is difficult to step up to for many walkers. Following the meeting, Councillor Askew suggested making a Parish Partnership Scheme (PPS) bid for work to make it easier to cross at the furthest point from the bend, which would result in the PC paying 50% of the cost, and Norfolk County Council the other 50%. After consultation with a Highways Engineer, an estimate of £10,000 was made for the work. As the deadline for a PPS bid was on the 9th of December, there was no opportunity to discuss the matter at a Parish Council meeting. Therefore, a bid was written and submitted in order to meet the deadline, but this does not commit the PC to the project and the PC can withdraw from the process at any time. The PC will be informed of the decision in March and will discuss the matter once a decision has been made and possible are plans drawn up with a clearer estimate of cost.	
23.01.10	Community Car Scheme payments Due to the rapidly rising cost of fuel last year, the PC voted to give Community Car drivers the option of getting an extra 10p/mile until the end of December 2022. Propose to not extend the optional extra 10p/mile (4 in favour) APPROVED	
23.01.11	Donation to Ox and Plough for Christmas Tree electricity Propose to make a contribution of £120 to the Ox and Plough, towards the electricity for this year's Christmas Tree (4 in favour) APPROVED	

23.01.12	Prince Harry's Wood Updates Queries were made by the PC about whether all overhanging trees had been cut back by Breckland Council in December. NB to check current status of the trees and identify any trees that still require work. Two members of the public expressed the view that the transfer should not be completed until an independent forester assesses the woodland in order to gain a full understanding of the work and costs involved. Additionally, the mowing of the grass areas in St Andrews Close are very large and will cause a significant amount of additional costs to the PC in regular cutting. Survey to be completed of work required within Prince Harry's Wood Clerk to ask Breckland about possibility of not taking on the grass areas in St Andrews Close.	NB RN RN
23.01.13	Handyman List sent itemising the jobs to be completed by Village Handyman. A slightly longer list of areas to be cut/strimmed and increasing costs has resulted in an increased cost of £150/month for the 7 months of April to October. Work to be completed in last two weeks of each month. Insurance certificates to be sent to the Clerk. Propose to approve work for Handyman (4 in favour) APPROVED	
23.01.14	Date for Annual Parish Meeting Annual Parish Meeting to take place on 13th May at 11am.	
23.01.15	Public Participation relating to agenda items only • A resident highlighted that they felt the agreement with the Gamekeeper for the maintenance of the car park in front, should be split 50/50 with the PC. • A resident enquired about recruiting new Councillors on to the PC. Councillors expressed that they were always talking to people to try and encourage people on to the PC but welcomed any new ideas. Councillors to write articles for the village newsletter with information about themselves and why they chose to be a Parish Councillor.	
23.01.16	To consider items for next agenda Burial Site Kings Coronation	
23.01.17	To confirm date of next Parish Council meeting at Thursday 2nd February 2023 at 7:30pm at Old Buckenham Village Hall Confirmed	

OLD BUCKENHAM PARISH COUNCIL

	BUDGET 22/23	ACTUAL TO DATE	INCOME/ DONATIONS	BALANCE OF BUDGET 23/24	BUDGET 23/24
Allotments	250	213.99		36.01	500
Green	2000	1958.4		41.6	2000
Recreation area	500	422.5		77.5	500
Grants	3606	3106		500	4166
Community car	750	1292.05		-542.05	1200
Misc	750	900.33		-150.33	1000
Newsletter	1000	648		352	1000
Village maint	2000			2000	2000
War memorial	300			300	300
Xmas tree	750			750	750
Salaries etc	7000	4757		2243	7500
Expenses	500	113.1		386.9	500
Post & stat	400	142.08		257.92	400
Audit	235	235		0	235
Hall hire	280	181.25		98.75	280
Subs	500	247.02		252.98	500
Training	1000			1000	1000
Insurance	900	696.8		203.2	900
Reserves brought forward					
General reserve	18738.08	2930	21941	37749.08	
Green	-980.62		435	-545.62	
Election	925			925	
Footpath	1000			1000	
Neighbourhood plan	2000			2000	
Play area	-1608.64	1765.47		-3374.11	
Rec area	1123.17	588		535.17	
Safety crs	879.51			879.51	
War mem	2500			2500	
Defibrilators	410			410	
Farmers Market	2000			2000	
Handyman	1425			1425	
Queens jubilee	500	678.71	935	756.29	

Balance of Queen's jubilee used for King's coronation?

All actual figures are net of VAT where appropriate

The payments for approval are not included in the actual figures

OLD BUCKENHAM PARISH COUNCIL
BUDGETED EXPENDITURE 2023/24

	£	£	£
		Draft	Final
Types of Expenditure	2022/23	2023/24	2023/24
Allotments	250	500	
The Green	2000	2000	
Play & Rec Area	500	500	
Precept Grants	3606	4166	
Community Car Scheme	750	1200	
Miscellaneous	750	1000	
Village Newsletter Paper etc	1000	1000	
Contingency Fund for Village Maintenance	2000	2000	
War memorial	300	300	
Christmas Tree	750	750	
Administration			
Salaries	7000	7500	
Clerk's & Councillors Expenses	500	500	
Postage & stationery	400	400	
Audit Fees	235	235	
Village Hall Hire	280	280	
Subscriptions	500	500	
Training	1000	1000	
Insurance	900	900	
	22721	24731	0
Transfer to reserves (see below)	500		
For Reserves Additions			
War memorial			
Neighbourhood Plan			
Election Reserves			
Defibrillator			
Handyman			
Play area			
Queens 70th Celebrations	500		
TOTAL BUDGETD EXPENDITURE	23221	24731	0
Less budgeted income	1280	2000	2000
PRECEPT RAISED	21941	22731	-2000
Prince Harry's Wood?			