

**MINUTES of meeting of the Old Buckenham
Parish Council
held on Thursday 9th January 2025 at 7:30pm
at Old Buckenham Methodist Church**

**Old Buckenham
Parish Council**



The minutes are recorded in line with the terms of reference for meeting and the numbered items on the agenda. Copies of the Agenda will be issued alongside the final ratified minutes.

Present: Councillors D Irons – Vice Chair (DI), S Burton (SB), L Evison (LE), S Gowers (SG), D Taylor (DT), P Twissell (PT).

Apologies: - N Bailey (NB), Donna Oakley – RFO (DO)

In Attendance: - Rachel Noyes – Clerk (RN)

Also present: 5 members of the Public

Meeting opened: 19h30

Chair signed as approved:

Date:

Vice chair signed as approved:

Date:

Minute

Action

25.01.01 **Apologies for absence**
Apologies sent by NB and DO.

25.01.02 **To approve the minutes of the meeting held on 5th December 2024**
Propose to approve by LE, seconded by PT (4 in favour, 2 abstain) APPROVED

25.01.03 **To record declarations of interests not already recorded in the current Members' Register of Interests**
None

25.01.04 **Financial Matters**
Payments for Approval

Cheques:	Cheque No	
D Oakley (RFO)	100028	£250.00
Breckland District Council	100032	£1740.75
R Noyes (Reimbursement for Dog Bin)	100033	£153.82

Online Playgrounds	100034	£148.80
S Burton (reimbursement for digger hire)	100035	£100.00
Biltons Ltd	100036	£264.00
1: Total Cheques		£2,657.37

Sos/DDR/s/BACs:	Reference	
L Gedge (Comm Car)	100029	£56.70
J Frost (Comm car)	100030	£29.70
R Curtis (Comm car)	100031	£32.70
2: TOTAL SOs/DDRs/BACs		£119.10
GRAND TOTAL (1+2)		£2776.47

Propose By PT and Seconded by LE to approve (6 in favour)
APPROVED

VAT reclaim received for 2023/24 financial year: £1474.33

25.01.05

Breckland Payments

Invoice recently received that had not been paid last year. This is for the cutting of grass around St Andrews Close and emptying of dog bin on Harlingwood Lane. As Breckland are holding our last Precept installment temporarily, do the PC want payment of this invoice, plus the emptying of the new dog bin, from this installment.

Propose by PT to pay from the remaining balance held by Breckland, seconded by DT (6 in favour) APPROVED

25.01.06

Green Budget

Has been kept the same at £2000 on draft Precept. LE enquired whether we would need more for the maintenance for Prince Harrys Wood in addition to the Green. DI explained that once Terms of Reference are completed, then full budget can be planned for the Green. If there is no evidence to need to increase the budget, then we can't really change it for now. Will review spending at the end of the year.

25.01.07

Precept

Key points:

DO

- Training budget suggested to be halved to £500. Councillors felt it should stay at £1000 as new Clerk will need training and several Councillors need to update training.
- Query over what the Footpath allocation is for.
- Would mean a reduction in Precept by £1,067

Propose to approve spending breakdown by DT, seconded by SG (6 in favour) APPROVED

Propose to approve draft Precept by DT, seconded by SG (6 in favour) APPROVED

25.01.08

To receive Councillors reports and reports of matters arising from those minutes: for update and information only

LE:

- haven't managed to get to the allotment or look at feasibility. Some allotment holders are not happy as there is poor quality land, break ins, animals. Will liaise with DO to analyse spending and whether they are economically viable. RN to investigate original agreement with landowner
- Green Working Committee meeting on January 13th

LE/DO/
RN

LE/SB

SB

- Xmas tree down, will collect lights.
- Haven't had a chance to trim hedging from around 40mph sign but will do so as soon as possible, weather permitting, and when safe to do so on the road.

SB
SB

SG

- Had a meeting with Highways Engineer about speeding on Cake St. Very positive and looking at possible solutions. It could be very expensive to change speed limits. Engineer will come back with some options in Spring. Meanwhile, will look at funding and gather Cake St residents opinions.

SG

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- Looking at new locations to place mobile SAM sign. Currently have 3. This would allow a collection of data to then argue the need for Speedwatch to be able to use those locations. Would require purchasing new bracket to attach SAM sign to poles, which would be approximately £50. SG to collect quotes for purchase. SG
- Got repair kit for hole by playground. Waiting for dry weather to complete repair.
- Consulted with the company that provided repair kit for advice about playground surfaces. They are going to suggest improvements and quotations. There may also be funding available. Will complete research and keep the PC updated. RN

RN

- Thanks received from all village groups that applied for Precept Grants
- Dog bin for Recreation Ground purchased. Will arrange installation this month.
- Spoke to Bank about new account. Mandate that was signed after last meeting and posted has not been received. They believe it has been lost in the post. Will resend us another mandate. RN to collect signatures ASAP and can take to branch to avoid same issue. Will be the 3rd copy they have sent out as first copy was never received as also lost in the post. RN
- Clerk advert put up in December. Have completed interviews. Looking at possible option of RN staying as a mentor for a short while to help in transition of workload and information.

DI

- Approached by parishioner about the area of land off Sunnyside Track has an area of parking for two cars, which some residents believe they own, however PC believe it is still part of the Green. SB explained that the Government website explains that a claim of ownership for parking can not be made on town and village greens. Posts have currently been placed around it by residents, however they would need to be removed from around it and placed adjacent to the track. SG
- Thanks to SG, Steve Askew and Highways for installation of handrails on steps opposite Stud, however as PC were led to believe that the steps themselves need changing due to differing heights, SG to contact Highways for clarification.

25.01.09

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)

New planning applications

i)Reference: PL/2024/0776/HOU

Proposal: Single storey front, side and rear extensions, increase in roof height to create a first floor and new double garage to the front of the dwelling

Site: Three Ways Cake Street, Old Buckenham, Attleborough, Norfolk, NR17 1RU

Can not identify any areas to object to. A resident raised the issue of whether a car can turn around and exit the property on a dangerous bend. No objections from Highways.

Propose to support by PT, seconded by SB (6 in favour)

APPROVED

ii)Reference: PL/2024/0781/HOU

Proposal: Proposed Two storey side extension

Site: Caldcleugh Cake Street, Old Buckenham, Attleborough, Norfolk, NR17 1RU

No areas for objection.

Propose to support SB, seconded by DT (6 in favour)

APPROVED

25.01.10

Posts on the Green

Residents on the top of Sunnyside Track have paid for posts to be installed to prevent parking on the Green. Reg's Way (track from Abbey Road that is perpendicular to Sunnyside track) has become very busy with parking and is causing severe erosion of the Green. Resident has collected quotes for placing posts along both sides of Reg's Way and bottom of Sunnyside Track in one order, but would be paid separately. Permission has been received from Highways and consulted about requirements and specifications. PC would pay for those for Reg's Way, residents for those at bottom of Sunnyside Track. Resident explained that they would still need to allow a certain amount of traffic to pass through, otherwise it will push the problem elsewhere.

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Best quote is for £1,920.96. DI highlighted that all posts will need to have 2 reflectors per post. The quotes received for posts are 100mm instead of 150mm (size of those already installed). Current posts are also taller than the ones proposed (due to ground conditions). Current ones can be shortened if needs be.

Propose by DI to agree the potential purchase, provided the Green Working Committee approve the installation and location, seconded by LE (6 in favour) APPROVED

The traffic and parking has been monitored in depth. Teachers parking out on Abbey Road and the Green has reduced as they have given an area of land. This is now boggy with wet weather but it will be tarmacked in the summer, but this might not be enough space still. Councillors felt that the High School need extra pressure to provide enough spaces for all the staff. SG to help liaise with the High school. SG highlighted that it is the school that needs to make more effort to manage the parking/turning of cars.

- 25.01.11 To consider the following documents for approval:
- i) *OBPC complaints procedure Rev A*
 - ii) *OBPC Grievance Policy rev A*
 - iii) *OBPC Disciplinary Policy rev A*
 - iv) *OBPC Antibullying & Harassment-policy-rev A*
 - v) *OBPC Antibullying & Harassment-Practical Guide notes-rev A*

Propose by DI to approve all above documents, seconded by PT (6 in favour) APPROVED

DI had sent out an answer to the Freedom of Information Request for Councillors to read. All Councillors were happy for the reply to be sent with no changes suggested.

DI

- 25.01.12 **Annual Parish Meeting Date**
Proposed date of 7th June 2025, at 10:30am

RN

- 25.01.13 **CPR and Defibrillator Training**
Approx 30 people have shown interest so far. Charity that runs the sessions can do a maximum of 20 people per session, so would require two separate sessions. SG to organise a date and arrange bookings. Anyone still wanting to express interest to contact SG.

SG

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25.01.14

Lease Agreement for the Green

Documents for revised versions of the Lease Agreements were sent out. No changes suggested by Councillors.

Propose by DI to agree the revised Lease Agreements for the Green, seconded by SG (6 in favour) APPROVED

DI to liaise with D Tranmer to complete applications for Two Wheel Tuesday and Benches. Concern was raised about the fact that repairs have not been made to the Green, despite reminders and attempted help from PT. Invoices for TWT events, benches and additional events in 2024 were sent out at the end of November and should have been paid within 14 days but have still not been paid.

DI

Clerk to contact D Tranmer to remind about overdue payments and repairing of the Green.

RN

25.01.15

Electricity Payment for Christmas Tree

Cost for electricity measured and calculated at £38.49.

Propose by PT to approve payment, seconded SG (6 in favour) APPROVED

Additional cheque approved for payment of £38.49 (cheque number 100037)

Thanks to Harrow and Ferne for providing the electricity for the tree and helping with the organisation of the switch on.

25.01.16

Pipe for West View Farm

At last meeting, DI and SB agreed to investigate where pipe goes from concrete slab outside West View Farm. Have now got a working endoscope so will complete investigation this month. Resident explained that an engineer from Lead Local Flood Authority has stated that if there is proof that the pipe goes in to a (now filled in) ditch outside West View Farm, then it may need to have ditch reinstated.

25.01.17

Ottomer Pond

Item discussed in 25.01.16

25.01.18

Public Participation on agenda items only (3 minutes each)

- Resident questioned the rules around taking a picture of a lorry and its driver, as there are frequently lorries on Hargham Rd that exceed weight limit. Clerk to research the rules.

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- Thanks to Stan for all his work on the Ottomer pond and the overflow pipe.

25.01.19 **To consider items for next agenda**

- Graveyard

25.01.20 To confirm date of next Parish Council meeting on **Thursday 6th February 2025** at Old Buckenham Village Hall at 7:30pm
Confirmed

Meeting closed at 10pm

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