

**MINUTES of meeting of the Old Buckenham
Parish Council
held on Thursday 6th March at 7:30pm
at Old Buckenham Village Hall**

**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 N Bailey - Chair (NB), D Irons – Vice Chair (DI), S Burton (SB), L Evison (LE), S Gowers (SG), P Twissell (PT), - D Taylor (DT).

Apologies:

In Attendance: - Megan Elvin – Clerk (ME) – Donna Oakley – RFO (DO) – Stephen Askew – District Councillor (SA)

Also present: 8 members of the Public

Meeting opened: 19h31

Chair signed as approved:

Date:

Vice chair signed as approved:

Date:

Minute	Action
25.03.01 Apologies for absence	
None	
25.03.02 To approve the minutes of the meeting held on 6th February 2025	
Propose By PT Seconded by SB (7 in favour) APPROVED	
25.03.03 To record declarations of interests not already recorded in the current Members' Register of Interests	
None	
25.03.04 Financial Matters	

Available Funds: £29,340.95

Payments for Approval

Cheques:	Cheque No	
Almshouses Trust Grant	100049	£500
TH Fencing & Landscaping	100050	£1,184

DOCUMENT ID. MEETING MINUTES MARCH 2025	REV. A	STATUS Draft	PAGE 1/9
--	-----------	-----------------	-------------

Wave Water	100051	£18.51
Megan Elvin Clerk	100052	£304.20
Rachel Noyes Final	100053	£705.60
RFO	100054	£250
John Frost (Comm Car)	100057	£25.05
Steve Gowers (Reimbursement)	100058	£60.00
1: Total Cheques		£3,047.36

Sos/DDR/s/BACs:	Reference	
D Hannah (Comm Car)	100055	£32.95
A Hannah (Comm Car)	100056	£37.80
2: TOTAL SOs/DDRs/BACs		£70.75
GRAND TOTAL (1+2)		£3,118.11

Suggit Farm Services not been paid for last year as we did not have the invoices (JH issue) £3,600 outstanding. Once invoices have come through, given approval for paying straight away.

Propose By NB and Seconded by DI (7 in favour) APPROVED

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

SA - Update on Fenn Street & 30mph limit or Weight Limit – will get an assessment done through his own members budget, should measure speed and types of vehicles. If assessments meets criteria needed then they can proceed further. Weight limit assessment is a different assessment all together and would cost more money. So for now just going through the speed limit assessment.

Breckland front – Grant funding application for VE & VJ day applications, get applications in now.

Devolution is currently up in the air; as far as Breckland Council and NCC concerned it is business as usual. Both presented balanced budgets. Unsure of what is going on, tough timelines given to the council to give preferred timelines. Provision date 21st March final submissions in September 2025. Looking for 2026 elections.

Breckland's local plan – new targets which has increased amount by ½ million again. Will need to look for significant amount of housing throughout the district. Should this take place; what Breckland are envisioning to do is put a call out for sites where people can assess. They would like to engage with parishes in a greater way and have an event at Breckland inviting a few parishes at a time where maps will be at tables and take ownership with Breckland where they can put more housing. Call for sites should go out by the end of March 2025. As a Council be pro active about it rather than say we don't want anything as it could then be taken out of our hands where the new houses would be.

NB – Attended meeting at primary school regarding parking due to the posts being put in and parents not being able to park. Seems that it is starting to get sorted out. They asked what the solution would be. We do not have to provide them a car park. However NB has spoken to The Gamekeeper landlord - They are going to allow parents to park there for pick up and drop off only. Not all day parking.

Looking to arrange another meeting with High School regarding parking.

Spoken with Stuart Barker regarding Handyman job – happy to do this again this year. Want to tie up with The Green Working Committee to discuss this. Looking End of March/April time to sort this.

SB – Broken silver birch by phone box – cleared this up. Cleared up some branches that were getting close to the rode. The Posts that were put into Reggies way 20 posts left over and are at his house. Pump is now working.

SG – CPR & Defib training going ahead 10th & 22nd March.

DOCUMENT ID.	REV.	STATUS	PAGE
MEETING MINUTES MARCH 2025	A	Draft	3/9

NARS is a Charity, proposal to give a donation. We can use Section 137 Power of Last Resort to do this. Proposed of gifted £100 per session.

Propose by SG Seconded by NB – (7 in favour) APPROVED.

Another volunteer for Comm Speed watch and another pending. Meeting with Highways due regarding Cake Street.

Given ok to do a weekend Speedwatch.

Playground course – inspections should be done weekly. Asking if we are insured. Insurance should cover the playground DI to check this.

Records of the inspections – to be forwarded to The Clerk and hard copy kept in the Office in VH.

ME – We have received a request to post the agenda in the phone box for residents who do not have access to the internet. This will be done going forward.

Received a request or signage to be put on The Green for the Café at the Aerodrome. Councillors have agreed that this can be done.

Had my initial Clerk training on 25th & 27th Feb. Changes will be made to the agenda going forward.

Was advised by the training to purchase book called Arnold-Baker on Local Council Administration 13th edition. This was referred to being a Clerk's "bible" and has all the up to date legislation in it.

It has been reduced to £178.40 from £223 direct from the manufacturer. Alternatively it is £200.56 from WHSmith.

DI Proposed purchase SG seconded (7 in favour) APPROVED.

Our Subscription to Office 365 has ended. If we renew on a business plan, there are 2 option to use. Basic which would just be access to the web apps of Outlook, Word, Excel etc. Standard allows desktop versions of these like what we have now. Both versions include Teams and identity, access & user management for 300 employees.

Basic = £55.20 per year + VAT. Standard = £115.20 per year + VAT.

Agreed to go for the standard plan.

Proposed by NB Seconded by PT (6 in favour) APPROVED

DOCUMENT ID.	REV.	STATUS	PAGE
MEETING MINUTES MARCH 2025	A	Draft	4/9

25.03.06

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. Parish Councillors have been asked by the chairman to view the new applications in advance of the meeting)

New planning applications

- i) Ref: PL/2025/0159/LB
Proposal: Raising of Ridge Line & Parapet Copping In Association With Proposed Re-Roofing & Removal of Modern Chimney Pots on planning permission
3PL/2021/1650/LB
(Robert Cocks Almshouse Trust) 1-10 Robert Cocks Armshouses, Old Buckenham, NR17 1SH

No issues

Proposed by PT Seconded by DT – (7 In favour)
APPROVED

- ii) Ref: PL/2025/0167FMIN
Proposal: Demolition of Existing, fire-damaged outbuilding. Date of fire: 10th December 2024. Reinstatement of the outbuilding with the scale, form, overall height and footprint to match that of the existing building prior to the damage – light commercial level as a family-run business from home.
3, mill cottages, Mill Road, Old Buckenham, Attleborough, Norfolk, NR17 1SG

No Issues

Proposed by DT Seconded by SG - (7 in favour)
APPROVED

DOCUMENT ID.	REV.	STATUS	PAGE
MEETING MINUTES MARCH 2025	A	Draft	5/9

iii) Ref: PL/2025/0208/HOU
Proposal: Single Story Extension
21 Hargham Road, Old Buckenham, Attleborough,
Norfolk, NR17 1SL

No Issues

Proposed by PT Seconded by LE (7 in favour)
APPROVED.

25.03.07 **To make a decision on the Allotments – To keep or Close:**
LE Spoken to Allison Hannah and apologised as unable to do anything.
SG spoken to those who have allotment who have advised to close it now or close it at the end of the year.
Proposed to give notice that by the end of 2025 the allotments will be closed.
Proposed by SG Seconded by DT – (7 in favour) APPROVED

Invoice the holders that are there now for the year and pay the land owner for this year.
Formal Notice when paying this invoice to be given by DO to land owner that we will no longer be carrying on with the allotments.

25.03.08 **Report From the Green Lease Committee**
Should use of the green be required. Lease agreement should be signed.

Should any section of the lease not be carried out, then a fine can be carried out and termination of the lease agreement.

We have taken on board the concerns from those in the village and have amended the lease accordingly.

Following statement from Green Lease Committee:

To Whom it May concern,
The OBPC is facing unwarranted criticism for a lack of support for local businesses. Remember we are always impartial. As leaseholders of the Green, we are simply seeking adherence to a signed lease agreements for use of the Green.

DOCUMENT ID.	REV.	STATUS	PAGE
MEETING MINUTES MARCH 2025	A	Draft	6/9

The business in question, a lessee and not an owner, is failing to comply with the terms of that agreement. This discrepancy between their actions and contractual obligations is constant and time consuming, along with being difficult to reconcile or even understand. OBPC proactively revised the lease agreement through extensive behind-the-scenes work and collaborative discussions with all involved parties. These efforts have resulted in a mutually agreed-upon resolution of previous differences.

Key terms and conditions, while consistent with prior agreements, are now explicitly defined, eliminating ambiguity and ensuring transparency for all.

If a renewed agreement for TWT is approved, rigorous monitoring will be implemented, and any non-compliance is breach of that agreement and will result in immediate termination of said agreement.

Your Sincerely,

Old Buckenham Parish Council

- 25.03.09 **To receive an update on the Solar Farm**
ME to try and contact to find out regarding this.
- 25.03.10 **To receive an update on the Radar Farm**
ME to try and contact to find out regarding this.
- 25.03.11 **To Receive an update on the Church Yard**
SG in the process of setting up the meeting regarding this. Waiting for people to confirm when they are available. Will need to be available.
NB – spoken to Stuart as he is a current tenant on the land; he can understand why we would want to have the land back however it would be a lot of money for the council to pay out.

This is not an easy decision to make, we are trying to gather the facts before making a decision.

Need to find out within the lease as the land we are proposing to use brings in money into the council or the charity – DO will confirm this.

Have been asked if we are looking to turn the parcel of land into the cemetery. Would we be able to also put allotments on this area as well. Unsure if we can do this – will need to look into it.

We will need additional funding from the church to cover the costs.

- 25.03.12 **To look into training for the Councillors**
ME to keep an eye on new dates.
- 25.03.13 **To review the Lease Agreements**
To be reviewed next month
- 25.03.14 **To receive an update on the Pump for the pond**
PT & SB – pump is now fixed and running. The Sump now needs to be dug out and the water pumped out. If it empties where the drain is then we will know where the water comes from.
Left with DI and SB to sort this out.
- 25.03.15 **To obtain a list of Parish Equipment and where it is stored.**
SB – Trailer, pump, Christmas lights, posts.
Stuart Barker has the Lawn Mower
Coffee shop has the strimmer.
- SB & PT to send a full list to ME & DO
- 25.03.16 **Eleemosynary Trustee Appointment** **NB**
Need to appoint another trustee for the church.
LE & NB is already a trustee.
- No qualifications required. Ideally someone that has lived in the village for at least 10 years.
Request to go into the village magazine, Social Media and website to request this.
- 25.03.17 **To Receive a Demo of Jura & Confluence**
Demo held at the end of the meeting.
- 25.03.18 **To consider Old Buckenham Village Hall as a Emergency Rest Centre for Breckland Council**
ME to forward onto village hall to make this decision.
- 25.03.19 **To Consider acquiring a new post box for the Parish Council at the Village Hall**
ME to liaise with PT regarding this and confirm with VH if this would be allowed.
- To be agreed in principle to have a separate Post Box
Proposed by DT Seconded by DI (7 in favour) APPROVED
- 25.03.20 **To Resign the Land Transfer of Prince Harry's Wood confirming the purple marking is also part of the land being transferred.**
- Signed by NB
- 25.03.21 **Pot Holes outside the houses along from the Post Office**

Drain outside wardens house was blocked up by leaves. Where the pot hole is, it's on the bend and where vehicles turn they are pushing dirt up and it is going into the drain and causing a block-age.

SB to look at taking some rubble over to the pot hole to fill this up.

25.03.22 **Approval of lease of green to D. Tranmer**
Agreed in principle when fees and paperwork in order.

25.03.23 **Public Participation on agenda items only (3 minute each)**

- Ottomer Pond – what will the next step be once we have found where the water should drain out: Once we have found out everything, we will have to lease with the planners and land owners regarding the next steps to organise drainage. Putting 6 months maximum on this to get sorted.

25.03.24 Items to consider for next agenda;

- Hedge Rows Mr & Mrs Avis Quotation Puddledock.
- Churchyard Update
- Green Working Committee Update
- Solar Farm and Radar Tower update
- VE & VJ day celebration.

25.03.25 To Confirm date of next Parish Council meeting on Thursday 3rd April 2025 at Old Buckenham Village Hall at 7:30pm
Confirmed

Meeting ended: 21:24pm