

**MINUTES of meeting of the Old Buckenham
Parish Council
held on 7th August 2025 at 19:30
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), D Taylor (DT), P Twissell (PT).

Apologies: - S Gowers (SG)

In Attendance: - Megan Elvin – Clerk (ME), Steve Askew (SA)

Also present: 14 members of the Public

Meeting opened: 19h34

Chair signed as approved:

Date:

Vice chair signed as approved:

Date:

Minute

Action

- 25.08. 01 **Apologies for absence**
SG apologises that he is unable to attend due to family circumstances.
- 25.08. 02 **To approve the minutes of the meeting held on 3rd July 2025**

Propose By SB and Seconded by LE to approve (4 in favour) APPROVED
- 25.08. 03 **To record declarations of interests not already recorded in the current Members' Register of Interests**
SB's band booked in to perform at the Ox & Plough
- 25.08. 04 **Financial Matters**

Community account balance	£26,373.14
----------------------------------	-------------------

Payments for Approval

Cheques:	Cheque No	
M Elvin Clerk	100104	£375.48
RFO	100105	£250.00
R Curtis Comm Car	100106	£79.20

DOCUMENT ID. AUGUST 2025 OBPC MINUTES	REV. A	STATUS Approved	PAGE 1/10
--	-----------	--------------------	--------------

L Gedge Comm Car	100107	£87.30
J Frost Comm Car	100108	£17.20
S Barker	100109	£250.00
OB Village Hall	100110	£111.50
OB Methodist Church	100111	£15.00
S Gower Reimbursement	100112	£150.00
OBPC New bank account	100113	£24,000.00
1: Total Cheques 07/08/2025		£25,335.68

Sos/DDR/s/BACs:	Reference	
		£0
2: TOTAL SOs/DDRs/BACs		£0
GRAND TOTAL (1+2)		£25,335.68

Propose By LE and Seconded by SB to approve (5 in favour) APPROVED

25.08. 05 **To receive Councillors and District Councillors reports and reports of matters arising from those minutes: for update and information only**

SA – Update on the Fenn Street assessment – Positive feedback. Officer advised who reviewed the data that the road should be dropped to 30mph. This is being put to the safety manager.
Devolution – encourage to engage where we can, on both Norfolk County Council and Breckland Websites. New structure being proposed of merging Norfolk and Suffolk with a mayor at the helm.
Electric vehicle infrastructure team – trying to expand their network further to install electric car charging points. Would like to engage more with local communities.
Drainage assessment on B1077 (Puddledock) Highways want a full assessment done on this, will probably be next year for this to happen.

LE – Still gathering information to update the Welcome Pack.

DT – Jira account has been suspended due to lack of use. Should we wish to continue, we would need to add new tasks on there.

PT – Village Hall Facebook page shut down due to an accusation of fraud. Asked if the Village Hall could use the Facebook page of the Parish Council – advised we would need to discuss this further to make a decision.

When are the Precept applications due in – they go out in September and October. Would want them back in before the end of October.

DI – started looking at policies. Financial Risk assessment needs to be completed. As well as Quarterly audit. (NB will get this done by next meeting)

Formal apologies to Mr Tranmer as we delayed completing his application form for his Car Show on the 09.08.25.

NB – Any correspondence with the Councillors and other members of public or business' to copy ME in as the Clerk.

Contact with Rupert Rawcliffe Lord of the Manor. His son has created a website for the Lord of the Manor – We have added this to our website. He has also put a link to the OBPC website as well. Small amount of topsoil placed near the bus shelter on Abbey Road to try and build the bank up to prevent parking on the Green. Saturday Surgery on the 2nd – 3 residents came along. Question asking what has been done in the Village. Lots of little projects have happened. Green working committee, speed watch, drainage work.

Another point raised – what are we doing to recruit new council members. Have suggested that the next Saturday Surgery in September will be a recruitment morning as well. Would be good to have some new recruits.

Asked if there is a local historian in the village – There is not currently; suggested an Old Buckenham Heritage Group. Add this to the Parish Newsletter.

ME - We had a report from a member of the public that there was potentially Japanese Knotweed growing at the allotment. This is an invasive species and is illegal if it spreads onto someone else's property.

I went and inspected the plant. It is not Japanese Knotweed, but European Spindletree which is not an invasive species and will not cause any lawsuits should it spread.

DOCUMENT ID.	REV.	STATUS	PAGE
AUGUST 2025 OBPC MINUTES	A	Approved	3/10

Correspondence received from a member of public, re the planning application for the “stables” on Hargham Road. Highways have come back with their report and have advised that a footpath and visibility splays will be required. The only way for this to be achieved is if the oak trees which have a protection order on them are removed. MOP feel this will change the look of Hargham Road and that the trees should not be removed as they are protected. Wanted his views to be given to the Council and other members of the public.

We have yet to receive an updated planning application for this; once we have received it, we will be able to discuss in detail and make a decision.

The Local Government Services Pay Agreement of 2025 has been finalised. They have been backdated to 1st April 2025 and employers are encouraged to implement the pay award as swiftly as possible.

The pay award for Band 18 which is what I am on has increased to £16.35 per hour. I am currently on £15.21 per hour

Propose By NB to support the pay increase and Seconded by DT to approve (6 in favour) APPROVED

SG - We have had a letter from Norfolk Police telling us that the Community Speed Watch set up is to be brought in line with Suffolk. This means that the signs warning people that "Speed Watch" are about will be changed. Instead of being 100 metres from the Speed Watch site, it will now be 25 to 50 metres. It will be standardised, and new positions will be sent to Norfolk Police. We should be setting this up this week. It is important that this is in the minutes as the changes could generate a few complaints.

25.08. 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)

New planning applications

I. Ref: PL/2025/1022/HOU

DOCUMENT ID.	REV.	STATUS	PAGE
AUGUST 2025 OBPC MINUTES	A	Approved	4/10

Proposal: Demolition of redundant adjoined outbuildings to enable proposed 2 storey extension to existing dwelling farmhouse. Highways safety improvements with new road access (existing access blocked) and necessary visibility splays (remove existing hedgerow) and set in new mixed native hedge. Rebuild to new alignment, relocate and re-roof existing associated barns/outbuildings to improve appearance of the site as a whole.

Site: Wash Farm, New Buckenham Road, Old Buckenham, NR17 1PW

No issues

Propose to support by NB and Seconded by PT to approve (5 in favour) APPROVED

II. Reference: PL/2025/1043/TCA

Proposal: T1 Holly - Fell to ground level

T2 Plum - Fell to ground level

T3 Ash - Remove two low branches back to parent stems. Remove single piece of

Deadwood TG1 Hazels - Re-coppice Standing dead stem - fell Plant three plum trees of varying cultivars (to be chosen by the applicant)

Site: Church Lane, Old Buckenham, NR17 1RP

No Issues

Propose to support by LE and Seconded by SB to approve (6 in favour) APPROVED

III. Reference: PL/2025/1053/FMIN

Proposal: Upgrade existing access (historic/informal farm access), suitable for future use by 44-tonne timber lorries. Access shape will be altered to ensure vehicle swept paths are correct, radius of bellmouth to be kerbed and access surface to be asphalt.

Site: Land off Abbey Road, Old Buckenham, NR17 1PZ

Member of public voiced their concern regarding this; the lorries should not be using Abbey Road due to the schools. It would be unsafe for the children and residents.

Road is narrow in places along Abbey Road, we have to think of the Health and Safety of the public. The road floods often.

DOCUMENT ID.	REV.	STATUS	PAGE
AUGUST 2025 OBPC MINUTES	A	Approved	5/10

NB Recommends that the parish does not support it. Should it go ahead we do not want the lorries to go through the village.

Propose not to support by PT and Seconded by NB to approve (5 in favour 1 abstained) APPROVED

25.08. 07 **Green Working Committee update**

Sally Honour GWC chair:

Last meeting 10th July.

Reviewed the position on The Green, talked about tree survey and going out to tender on tree surgeons.

Volunteer day on 16th July to clear saplings in the small woods

2026 Proposed maintenance plan – Plan about the cutting of the Green.

Talked about the wildlife habitat as there needs to be a balance as well as the wildflowers to grow, this influences when the Green is going to be cut.

Maintain the 2 greens in the same way as this year for 2026

Will be going out to tender for a 3-year agreement.

Prediction of the costs is £6,000-£7,000 per annum.

Request to the council today is, are they allowed to go out to tender for the 3-year plan to contractors. – Council agreed yes.

Will be posting on social media.

2025 budget set at £2000 and were aware of an overdue wayleave payment of £2479 so total budget £4,479.

£1235 went out for emergency tree work; thought these payments were out of the parish budget not the GWC. Can the Council investigate this.

For the July cut the contractor hired additional equipment which improved efficiency and provided a better cut however this came at a significant cost to the contractor, as such he has approached us for an increase on this year's estimate of £750.

Propose that this is accepted to allow the October cut to go ahead. This will be an extra £300 from the Parish to pay towards this.

Propose By NB and Seconded by PT to approve (4 in favour 2 abstained due to being part of the GWC) APPROVED

DOCUMENT ID.	REV.	STATUS	PAGE
AUGUST 2025 OBPC MINUTES	A	Approved	6/10

SB: Bench by the Village sign – welded to H girders which have been concrete into the ground.

3 options – cut the H girder which would leave metal posts in the ground.

Go in and break up the concrete.

Sand back the rust as it is not too bad.

PT to go out and clear the concrete pad and bench will be sanded back.

25.08. 08 **Charity Update**

No current update – SG has been occupied with family commitment.

25.08. 09 **Solar Farm update and benefit deed signing**

Waiting for advice to come in regarding the signing of the deed.

Need to make sure everything is as clear as possible.

25.08. 10 **Parking update (Ongoing)**

Correspondence from Paul Beale from the Highschool – Staff car park is well on the way. Very grateful for being offered the use of the green for the open evening – does not think he will need to use it.

25.08. 11 **Ottomer Pond (Ongoing)**

SB has made a start – dug out some of the area where the sump is due to go. Will be built on a 2ft square paving slab, this will be secure and do the job.

25.08. 12 **Christmas Tree Location**

Dave Tranmer at Ox & Plough has agreed to have the Christmas tree on the Green and supply the electricity.

Propose a date for the light switch.

Proposed 7th December for the light switch on. Question to put to Dave regarding what his plan is for the farmers market if he is hoping to use the Green for it.

25.08. 13 **Playground and parking signs update**

An annual inspection of the playground needs to be organised.

A Risk assessment and safety check on the playground has been made by SG. Mainly surface area of the playground needs maintenance. Will get quotes for this to be carried out.

25.08. 14 **Salt box by the Village Hall**

2 salt boxes in the car parks – have not been used as a salt box itself. Only an occasional bin.

Village hall proposing that these are removed as they belong to the parish.

NB proposed that one is placed at St Andrew Close to replace the broken one and the other at Marchfield way as the road is brick weave and this gets very icy and dangerous.

DOCUMENT ID.	REV.	STATUS	PAGE
AUGUST 2025 OBPC MINUTES	A	Approved	7/10

**Propose to approve by DT and Seconded by PT to approve
(6 in favour) APPROVED**

ME to look into informing NCC of the change.

25.08. 15 **Footpath along The Green**

SG has liaised with a resident who goes across with a mobility scooter and almost falls off it due to the unevenness.

Email sent to highways to get this resurfaced; they are looking into it.

25.08. 16 **Defib location update**

Not had any success in volunteers coming forward to have the defib on their property.

The Defibrillator cabinet that we currently have requires electricity to maintain a consistent temperature for the defib to prolong the battery life.

You can buy pre insulated cabinets which do not require electricity. The defib would need to be checked more regularly and the batteries may need to be replaced sooner. Cost of these range around £450.

We can insulate our current cabinet ourselves and get the same result. £25 cost for insulation.

This would negate the need for an electrician to install the defib, also reducing the costs to the council.

Proposal to Insulating the cabinet itself

**Propose to approve by DT and Seconded by LE to approve
(6 in favour) APPROVED**

We are currently waiting for another response back from the Church Rooms. SG is on this.

In the meantime

Proposed to install the defib outside the old butcher's house. Should we not get answer from the Church rooms. To be installed by the end of September.

25.08. 17 **Drainage outside Hargham Road Cottages**

Still waiting for quotes.

25.08. 18 **Trees and greenery obstructing road signs**

DOCUMENT ID.	REV.	STATUS	PAGE
AUGUST 2025 OBPC MINUTES	A	Approved	8/10

On Hargham Road/ Fenn Street there is a bush growing over from someone's garden that obstructs the view and forces cars to pull out into the road to see.

NB to try and get this cut back while liaising with ME.

25.08. 19 **Old Buckenham Airshow traffic management**

SB attended both airshow days at the Village Hall. Took 25 minutes to get to the village hall from the other side of the green.

There was a no right turn sign at the end of the village hall road.

Forcing residents to driver through the airshow traffic. This is unfair.

Parking on the Green during the airshow. Dangerous parking up to the junctions and blocking views.

NB & ME to discuss with Matt at Old Buckenham Airfield to discuss better management of their traffic and also provide more cones blocking the bends and junctions around the Green.

Potentially ask if the schools could provide additional parking for the airshow.

25.08. 20 **Pay as you go sim card for Clerk**

ME does not wish to give out personal number as does not work the same set number of hours every day.

NB Suggested a point of contact phone. DI suggested a point of contact Sim to use in ME's phone.

This number can then be used to contact and leave a voicemail where ME would get back to you.

Propose to get a PAYG sim by NB and Seconded by DT to approve (6 in favour) APPROVED

ME to liaise with DT regarding best one to get and potential of a landline number that will ring to a mobile number – this can be easily transferred when ME is on holiday.

25.08. 21 **Clerk probationary period sign off**

Probation period was 6 months.

Had a mini PDA to set targets going forward.

ME has passed her probation period.

25.08. 22 **Lloyds banking update**

All able to get into the accounts.

Query over the approvals for payments – Someone starts the online payment then 2 approvers will get correspondence to approve this.

DOCUMENT ID.	REV.	STATUS	PAGE
AUGUST 2025 OBPC MINUTES	A	Approved	9/10

DO & ME have been set up as approvers.

Bank details will be required from Community Car members.

25.08. 23 **Co – Option of new Councillor**

N/A

25.08. 24 **Public Participation on agenda items only (3 minutes each)**

- Issue with the website – unable to print the agenda. DI to look into this.
- Few years ago before the present councillors were in place the public was allowed to request items on the agenda. ME advised that as long as the request is in 2 weeks before the meeting; the item can be added if deemed a relevant discussion point.
- Can the Public Participation be earlier in the meeting to allow members to leave sooner if they wish. This is being discussed.

25.08. 25 To consider items for next agenda

- Old Buckenham Heritage Group
- Old Buckenham Airshow traffic management
- Benches on The Green – policy for these.
- Allotments
- Parking ongoing
- Ottomer pond ongoing
- Christmas tree event
- Solar Farm
- Defib update
- Drainage Hargham road
- Footpath along green update (if we have one)

25.08. 26 To Confirm date of next Parish Council meeting on **4th September 2025** at Old Buckenham Village Hall at 19:30.

Confirmed

25.08. 27 **To Confirm Meeting Closed at 22h50**

Confirmed