

**MINUTES of meeting of the Old Buckenham
Parish Council
held on 2nd October 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), S Gowers (SG).

Apologies: - Megan Elvin – Clerk (ME), D Taylor (DT), P Twissell (PT).

In Attendance: -

Also present: _ members of the Public

Meeting opened: 19h30

Chair signed as approved:

Date:

Vice chair signed as approved:

Date:

Minute

Action

- 25.07. 01 **Apologies for absence**
M Elvin unable to attend due to sickness.
P Twissell unable to attend due to sickness
D Taylor unable to attend due to other commitments.
- 25.07. 02 **To approve the minutes of the meeting held on 4th September 2025**
Propose By LE and Seconded by SG to approve (5 in favour)
APPROVED
- 25.07. 03 **To approve minutes of the extra ordinary meeting held 19th September 2025**
Propose By DI and Seconded by LE to approve (5 in favour)
APPROVED
- 25.07. 04 **To record declarations of interests not already recorded in the current Members' Register of Interests**
None
- 25.07. 05 **Public Participation – open forum for questions not relating to the agenda (3 minutes each)**
None
- 25.07. 06 **Financial Matters**

Barclays Community account balance

£38,451.48

DOCUMENT ID. MEETING MINUTES OCTOBER 2025	REV. A	STATUS Draft	PAGE 1/7
--	-----------	-----------------	-------------

Barclays Charity account balance	£2,990.18
Lloyds account balance	£2,583.83

Payments for Approval

Payee & Description	Reference	
D Irons – Village Magazine paper	E62	£691.75
M Elvin – Wages	E63	£327.00
R Curtis – Community Car	E64	£18.00
J Frost – Community Car	E65	£33.75
OB Methodist Church – Room Hire	E66	£15.00
OB Village Hall – Room Hire	E67	£36.00
A Hannah – Community Car	E68	£16.20
D Hannah – Community Car	E69	£8.10
S Barker – Handyman	E70	£250.00
L Gedge	E71	£48.15
TOTAL		£1,443.95

Propose By SB and Seconded by LE to approve (**4** in favour)
APPROVED DI Abstained

Will be adding DI and ME to the Barclays Bank account. This will be done online completing the mandate forms.

25.07. 07 **To receive Councillors and District Councillors reports and reports of matters arising from those minutes: for update and information only**

LE: Signs on March Field Way missing, warning of shallow water and fencing post broken. Important for OBPC to contact Places for people to get rectified as could be dangerous for children.

DI: post office parking not done will be done by next meeting.

NB: West View Site meeting in progress.

DOCUMENT ID. MEETING MINUTES OCTOBER 2025	REV. A	STATUS Draft	PAGE 2/7
--	-----------	-----------------	-------------

Has emailed highways to ask regarding making Hargham Road a weight limit, so stopping HGVs from using useless delivery. Awaiting response.

Cones/ Barriers sorted for remembrance.

Would like to Thank Donna Oakley who is standing down as RFO, for coming to our rescue during difficult times. Your help and knowledge was invaluable to the PC. We will be forever Grateful.

Have been contacted by Janet from New Buck Pc regarding the RNR (road side nature reserve) on Cuffer Lane. Regarding RNR being extended. Have also received email from NCC re this too.

Community Car, Alison Hannah has taken over as Co-Ordinator temporarily From Adrian Joel. Has drafted a list of useful information, basic regulations for all drivers, this will be reviewed by councillors.

Currently not all driver information is up to date, AH will sort.

RFO applies quarterly for grant from BD

AH contacted Breckland council to update contact details.

Brought to OBPC attention trees have been planted on the green without permission. OBPC will work with GWC to see if these are self-seeding saplings and decide the best course of action.

25.07. 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)

New planning applications

I. Reference: PL/2025/1416/HOU

Proposal: Proposed detached garage

Site: Burroughs Farm Cottage, Hargham Road, Old Buckenham, Attleborough, NR17 1NU

Link: <https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=198356&language=en>

Propose By NB and Seconded by SG to approve
(5 in favour) APPROVED

DOCUMENT ID.	REV.	STATUS	PAGE
MEETING MINUTES OCTOBER 2025	A	Draft	3/7

25.07. 09

Green Working Committee Update

Chair of GWC present.

Extensive amount of tree work to be completed. 7 dead trees. 5 tenders sent out, 4 responded.

**Broadland Tree Services: To leave timber: £3,576 (Inc VAT)
– To take timber: £2,136 (Inc VAT) + Stump grinding: £360
TG Bird: To leave timber: £3,660 (Inc VAT) – To take timber:
£3,240 (Inc VAT)
Emerald: £9,840 (Inc VAT) – does not offer to leave timber
EG Groundcare: £5,754 (Inc VAT) – does not offer to leave
timber.**

GWC favoured Broadland Tree Services. The second figure favoured of taking the timber away.

To be voted on next PC meeting

Green cutting 3 year plan 2026-2029
7 tenders sent out. 3 received back.

**Clearscape: £6,655 (Ex VAT) £7,986 (Inc VAT)
Broadland Tree Services: £6,360 (Ex VAT) £7,632 (Inc VAT)
EG GroundCare: £7,600 (Ex VAT) £9,120 (Inc VAT)
+£1000 contingency if needed for emergencies.**

GWC Favours Broadland Tree Services.

Rod Alley Pond

Needs lots of work, extensive reed removal, and cutting round edge. Overpopulated with fish.
Will look at early next year.

LE added, thanking new volunteer secretary Ian Coyle
Volunteer mornings coming up and in November.

SB looked in Prince Harrys Wood. lots of saplings need clearing, rubbish been dumped by residents of St Andrews close and March Field Way. Needs removal. Won't be a quick fix.
Ramps have been built also need removal on pathway. PC not insured for them, no permission given will need a large group of volunteers for a big tidy up. Would it be possible to purchase a chipper? SB to submit a quotation form for next meeting. PPE would also need to be purchased.
Also mentioned ramps must not be mixed up with newt habitats.

DOCUMENT ID.	REV.	STATUS	PAGE
MEETING MINUTES OCTOBER 2025	A	Draft	4/7

- 25.07. 10 **Ottomer Pond (Ongoing)**
SB and Monty laid slab foundation
SB to construct sluice next week. Thank you to Monty for supply of materials.
- 25.07. 11 **Approve the following policies/documents:**
- Grants Policy
 - Grant Application Form
 - Quotation Approval Form
 - Terms of Reference Template
- Propose By NB and Seconded by SG to approve (**5** in favour) APPROVED
- 25.07. 12 **Parking (Ongoing)**
Considerable improved. Still some cars parked on Abbey Road all day though.
- Since quotes obtained for parking signs for park, prices have increased by £25 + VAT
- Propose By DI and Seconded by NB to approve (**5** in favour) APPROVED
- 25.07. 13 **Old Buckenham Heritage Group**
Still only 1 person interested Nb to share on social media. DI to advertise on website. Ron to advertise in newsletter again.
- 25.07. 14 **Allotment Update**
LE met A Hannah
3 quotes obtained for the skip
2 for 8-yard skip
1 for 10-yard skip
Looking at between £235 to £319.70 will depend on length of time we can have for.
Lots of clearing to be done, will need many volunteers to help Nb B to post on social media re volunteers.
Stuart Barker to dig hole for burning wood. As per permission of landowner.
- 25.07. 15 **Drainage on Hargham Road**
Work to commence end of October.
- 25.07. 16 **Hargham Road 7.5t Lorries restriction.**
Comments received
SG to look at arranging traffic survey
NB to send email to highways
- 25.07. 17 **Footpath along the Green**
markings from highways appeared.

- pc feels we have obligation to push for proper resurface to be done properly.
lost 100-150mm to grass growth
- 25.07. 18 **Remembrance Parade**
Further barriers sourced.
LE to read Names and lay wreath
Pc councillors to meet at 10.15 to sort closures and divide up
High viz must be worn
ME to print 50 copies of order of service
SB contacted Vicar, not attending. Waiting to hear from a volunteer. Service will follow the Royal British Legion order of service.
- 25.07. 19 **Prince Harry's Woods**
Discussed in Green Working Committee Report.
- 25.07. 20 **Christmas Tree Order**
ME to order ASAP. See previous emails to be the same size as last year.
Purchase some new bulbs as some have blown
NEED BY 7th DEC 2025
- 25.07. 21 **Solar Farm**
DI drafted letter will send to councillors for approval of proposed changes to original charter from pace. Once approved DI will set up a meeting with PACE.
- 25.07. 22 **OB Air Show Traffic Management**
Nb spoken with Matt at the Airfield.
Concerned to hear of unsafe parking.
Traffic Management plans have been submitted for 2026.
Agrees public shouldn't be parking all over green, has suggested to help by sending two SIA qualified security guards to help police parking at his own cost.
Suggested that OPBC and GWC utilise green and offer parking to help raise funds for green, NB recommended to be discussed at next meeting.
- 25.07. 23 **School Crossing**
NB approached by concerned parents regarding Abbey Road crossing near High school and how unsafe it is. NB in correspondence with Paul Beale and Helen Mitchell at both schools some solutions.
- 25.07. 24 **RFO Recruitment**
2 applicants applied
Interviews to take place asap
- 25.07. 25 **Public Participation on agenda items only (3 minutes each)**
- Asked about Ottomer Pond and why it is taking so long.
– Chamber works scheduled for completion end of October 25

- Hargham Road development 30mph speed limit extended.
- Alison Frank has offered to lay wreath for WI.

- 25.07. 26 To consider items for next agenda
- Ottomer Pond (Ongoing)
 - School Crossing
 - Remembrance Parade
 - Allotment Update
 - Footpath on Green
 - OB Heritage Group
 - Woodchipper purchase
 - Community Car Scheme document approval.
- 25.07. 27 To Confirm date of next Parish Council meeting on **6th November 2025** at Old Buckenham Village Hall at 19:30.
Confirmed
- 25.07. 28 **To Confirm Meeting Closed at 21h30**
Confirmed