

**MINUTES of meeting of the Old Buckenham
Parish Council
held on 4th December 2025 at 19:30
in 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), Temp Clerk T Cook (TC). After item 25.12.02 - D Butler (DB)

Apologies: - Megan Elvin – Clerk (ME), D Taylor (DT)

Also present: 15 members of the Public

Meeting opened: 19.30h

Minute		Action
25.12. 01	Apologies for absence ME unable to attend due to sickness. D Taylor (DT)	
25.12. 02	Co-option of new Councillor – Darren Butler (DB) Proposed by NB, seconded PT – 6 in agreement. DB therefore formally co-opted and signed official form - witnessed by TC	
25.12. 03	To approve the minutes of the meeting held on 4th September 2025 SG requested under item 25.11.6 County Councillors Report – with reference to Fen Street in addition to data recorded wanted the following also included – Fen Street Up – 85 th Percentile Speed 28mph – Average Speed Overall 21.44 mph Fen Street Down – 85 th Percentile Speed 24.8 mph – Average Speed Overall 19.9 mph Proposed by LE and Seconded by DI to approve (6 in favour) APPROVED Chair signed as approved: Vice chair signed as approved:	ME Date: 04.12.25 Date: 04.12.25
25.12. 04	To record declarations of interests not already recorded in the current Members' Register of Interests None	

DOCUMENT ID. MEETING MINUTES DECEMBER 2025	REV. A	STATUS Draft	PAGE 1/11
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The Chair commented on the need to check the newly Co-opted members interests before the next meeting

ME & DB

25.12. 05 **Public Participation – open forum for questions not relating to the agenda (3 minutes each)**

Eleemosynary Trust – Two potential Trustees put forward by the Parish Council - DB and TC

Ottomer Pond – question was put “Have Highways been contacted with regard to the pipe under the highway from the Pond to the drainage ditch being cleared?” Chairs response was Yes – however, as yet no reply has been received. First follow up question was “has the landowner been approached”. Again, the response was Yes. Second follow up question was ‘What powers were there to enforce clearance’. Response, this was down to the landowner. It was stressed that potential purchasers of the Barn for sale on the site are made aware of the drainage issues.

ME

25.12. 06 **Financial Matters**

Barclays Community account	£28,138.72
Barclays Charity account	£2,990.18
Lloyds	£1152.71

Payments for Approval

Sos/DDR/s/BACs:	
L Evison Reimbursement – tyre disposal from the allotments	£28.80
M Elvin Expenses	£131.34
M Elvin Wages	£327.00
J Aitken Wages	£245.25
OBVH Room Hire	£20.00
R Curtis Comm Car	£76.05
J Frost Comm Car	£14.40
NDM Woodchipper purchase	£880.00
Wave Water	£29.53

P Garwood Access Chamber	£1,850.00
1: Total payments 03/12/2025	£3,602.37

Proposed By PT and Seconded by SG to approve (6 in favour
1 abstain) APPROVED

25.12. 07 **To receive Councillors and County/District Councillors reports and reports of matters arising from those minutes: for update and information only**

County Councillors and District Councillors reports – reported under item 25.12.21

Chair (NB) all items from her being reported within other Agenda Items

SG – drainage by Rose Cottage, this is currently being investigated, and it is recommended not to just fill potholes but also insert a drainage gully to drain the water away. Works will be close to the original quotation. SB proposed Cottagers be approached to contribute, but SG felt it was for the Parish Council to pay. DI suggested a contribution towards maintenance costs. To proceed with the works SG proposed NB seconded – 7 in favour.

Speedwatch Conference – SG attended – felt it was a positive event and was able to share data with the Police who are also undertaking speed checks. Overall, felt Speedwatch was making a positive difference.

Speed Signs – still issues with visibility of some signs – Highways need to address.

SG

PT – Reported the Village Hall Committee is transitioning to an Incorporated Body. As part of this process, they need further evidence i.e. who is the landowner of the site the Village Hall stands on? Suggestions were made as to where this information could be located. Overall, the Parish Council had no objections to Incorporation. NB proposed SG seconded – all were in favour

DI – there are now dual signatories on the Barclays Account. As soon as the new RFO has access to the Lloyds account they will be able to move the Barclays account across to the new Lloyds account. All accounts are now safe and secure.

25.12. 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/2025/1627/HOU

Proposal: Demolition of existing garage and erection of single-storey side extension

Site: Tree House, Fen Road, Old Buckenham

Link: <https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=198602&language=en>

Only issue raised was limitation of car parking space. After discussion Councillors were reassured.

Proposal to Approve – NB proposed LE seconded – all in agreement

II. **Reference:** PL/2025/1640/PAQ

DOCUMENT ID. MEETING MINUTES DECEMBER 2025	REV. A	STATUS Draft	PAGE 4/11
---	-----------	-----------------	--------------

Proposal: Application to determine if prior approval is required for a proposed: Change of Use of Buildings on Agricultural Units and former Agricultural Buildings to Dwellinghouses (Class C3), which may include extension of the building and/or 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 - Conversion of 4 barns into 7 dwellings

Site: Puddledock Corner Farm Attleborough Road, Old Buckenham

Link: <https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=198656&language=en>

Not a planning application – just a determination of requirements. Councillors noted as such.

Tree Works Applications (for information)

III. Reference: PL/2025/1752/TCA

Proposal: T1 Lime - Pollard @10m

T2 Oak - Cut back overhanging branches by 2m, remove deadwood and raise crown over car parking area. Reduce over extended limbs over car park area. Current radius 7m finished radius 5m. No height reduction.

T3 Ash - Removal.

T4 & T5 Lime - reduction of upper crown to 15m height to sound growth points from current height 20m.

T6 Ash - Removal.

T7 Ash - Removal.

T8 Oak - Raise crown to 4m and reduce crown radius by 2.5-3m. Current radius 6-7m finished radius 4.5-5m.#T9 Ash - Raise crown to 4m and reduce overweighted ash dieback infected limbs by 2m. Current radius 6m finished radius 4m.#G1 Elms - Removal.

Site: Church Lane Old Buckenham. NR17 1RP

Link: <https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=198665>

Application for Information – Councillors noted this.

DOCUMENT ID.	REV.	STATUS	PAGE
MEETING MINUTES DECEMBER 2025	A	Draft	5/11

Amended Applications for reconsideration

IV. **Reference:** PL/2025/1453/FMIN

Proposal: Construction of five dwellings

Site: Land to the East of Crown Road, Crown Road, Old Buckenham

Link: <https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=198452>

It was noted there was only one minor change from the previous application that was rejected by the Parish Council. Considerable discussion took place re the pros and cons of the application. It was pointed out that there was a need to concentrate on the detail and criteria in the application. If a Parishioner had strong views one way or the other, they could express their views on the Breckland Planning Public Portal. A proposal was made to not support the application – 3 supported the proposal; 1 opposed and 2 abstained.

25.12. 09 **Approve Tender for The Green**

Tender for cutting and Maintenance 2026-2029:

Tender 1 - £6,665

Tender 2 - £6,700

Tender 3 - £7,600

Tender 4 - £7,000

All figures excluding VAT

The Greens Committee in discussion with Norfolk Wildlife have been considering leaving on a rotational basis some areas uncut. This would mean the final price paid will be lower than the tenders. In 2025 the Green Committee has worked well with the current provider, and the Green is looking good. Therefore, it was proposed to approve Tender 2. NB proposed PT seconded – all in favour.

Tender for Tree Management:

Tender 1: £2,980 (wood left) £1,780 (wood taken)

Tender 2: £3,050 (wood left) £2,700 (wood taken)

Tender 3: £8,200 (wood left) N/A (wood taken)

Tender 4: £4,795 (wood left) N/A (wood taken)

All figures excluding VAT

Tender 1 £1780 (wood taken) was proposed. NB proposed PT seconded – all in favour.

DOCUMENT ID.	REV.	STATUS	PAGE
MEETING MINUTES DECEMBER 2025	A	Draft	6/11

25.12. 10 **Precept Grant Application Approval**

Village Hall - Councillors wanted further details and provision of three quotations. Parish Council Representative from the Council to liaise with the Village Hall Committee and provide required information. PT

Cricket Club – proposed to accept Grant Application £440 – NB proposed SG seconded – all voted in favour

Almshouses – Councillors concluded further information was required and this needed to be presented at the next Council meeting in January ME

Fawns - proposed to accept Grant Application £234 – NB proposed SG seconded – all voted in favour

Old Buckenham Players - Councillors concluded further information was required and this needed to be presented at the next Council meeting in January ME

New Buckenham Football Club - proposed to accept Grant Application £115.91 – DI proposed NB seconded – all voted in favour

Old Buckenham Primary School Families Association – proposed to accept Grant Application £800 – SB proposed PT seconded – all voted in favour

Old Buckenham WI - proposed to accept Grant Application £500 – LE proposed DI seconded – all voted in favour

25.12. 11 **Benches on The Green**

There is a need to check who owns the benches currently located outside of the Ox and Plough. DI to check with previous Landlord. DI & ME

Discussion needs to be had with the new Landlord, when they have settled in, possible usage of any benches outside the Pub on the Green.

25.12. 12 **Allotment Update**

Update provided by LE:

- Skip will be removed next Monday
- Final clear up this weekend LE & SB
- Before handing back the land to the landowner a contractor will level the land (LE and SB to coordinate)
- LE was grateful for the support and help from Councillors and Parishioners to clear and tidy the Allotments. She wanted to give special mention and thanks to Mr Ronald Plumpton of St Andrews Close

- 31st December Council will surrender rights back to the Landowner. A need for the Council to inform Wave Water to stop water contract ME
- A handover meeting will be held with the Landowner, and the Council will need confirmation they are happy with the handover condition of the land
- Councillors thanked LE for all her hard work in coordinating the cleanup and transfer to the Landowner

25.12. 13 **Footpaths (Attleborough Road & Hargham Road)**

We have had a report that the footpath that runs from Hargham Road to the Shop is in disrepair and is dangerous. This will need resurfacing. The footpath along Hargham Road is NCC maintained. Once it hits the road that leads up to the shop, this is PC responsibility.

Councillors are aware of the necessity to move forward promptly on the quality of footpaths around the Green. A meeting has been organised with our County/District Councillor next week

25.12. 14 **Puddledock Corner Traffic Management**

There is a need to pay for traffic management controls to be hired before the project works can continue. Councillors proposed this is actioned and moved forward as soon as possible. NB proposed DI seconded – all in favour

25.12. 15 **Solar Farm**

DI has written to the Solar Farm and they have confirmed receipt. This issue will be progressed in the New Year

25.12. 16 **Community Car Scheme**

DI has contacted the Community Car Scheme representatives, and they have confirmed Alison Hannah has taken on the management of the scheme. The representatives are setting up new systems to manage the scheme that will not be bureaucratic i.e. re DBS checks and payment systems via the Clerk. DI proposed the Council initially set aside £125 to enable DBS checks to be undertaken. LE seconded and all were in favour

25.12. 17 **Volunteer Recruitment & Meet and Greet Morning**

It was recommended that representatives from all the volunteer and community groups in the Village meet to discuss matters of common interest i.e. recruitment. The meeting will be in the Village Hall and refreshments will be provided. A proposal was made for the Parish Council to fund such an event. NB proposed PT seconded and all were in favour.

25.12. 18 **School Crossing (Ongoing)**

Nothing further to report at this point in time

25.12. 19 **Repairs to The Green**

Repairs need to be made to the Green for wear and tear associated with Two Wheel Tuesday. In the lease agreement a condition was the Green needs to be put back to its original condition. Email correspondence has taken place with the organisers who have confirmed they will undertake the repairs. If this does not happen the Council will obtain three quotes and will have the repairs done by the preferred contractor and an invoice sent to the Two Wheel Tuesday organiser.

25.12. 20 **OB Heritage Group**

Parish Council Chair had contacted the High School to gauge their interest in the project. The Headteacher had expressed interest in the Group and has referred this on to the History Teacher at the school.
Parish Council are now waiting to hear back from the school.

25.12. 21 **Fen Street 30mph Zone**

County/District Councillor (S Askew) report: There is no longer a budget for Traffic Regulation Orders, so the normal route is for a study to be commissioned to ensure the speed limit request is viable and they have a data led approach. This is funded through either a members Local Member Fund (LMF) or the Parish Council or the combination of both. This would not be covered by the Parish Partnership Scheme.

The study quoted a sum of £8,500 to deliver the legal order and sign changes and given that the typical time frame for these schemes (9-12 months), it could be funded over two years.

S Askew is happy to allocate £2,250 from his 2025/26 LMF and a further £2,250 from 2026/27 LMF. This would cover 50% of the overall cost and the PC would need to fund the other 50%.

In response the Parish Council are in favour but are seeking a firm quotation for the total process and clarification of the range of the study ME

25.12. 22 **Parking at the Shop**

Chair had a meeting with Shopkeeper to discuss the parking situation. There are still a number of cars that are parked long term around the shop area. Parking in the drive to the shop and in the lay by on the road is for customers and deliveries only. To help the situation two signs have been provided at the shop (and paid for by the Shopkeeper) indicating parking advice. The Clerk will liaise further with the Shopkeeper to produce a letter to be sent to people in the area explaining the parking regulations and a copy included in the Village Newsletter and will be accompanied by a map indicating parking areas and regulations. ME

25.12. 23 **Public Participation on agenda items only (3 minutes each)**

- Crown Road Planning Application – a parishioner asked for clarification relating to the different voting numbers at this meeting compared with last meeting when there was only a minor change to the planning application. The Chair explained it was due to Councillor attendance, and some Councillors were not at both meetings
- Parish Council Budget – a Parishioner asked for clarification of role of Parish Council in Council Tax budget setting and the role of the Precept. Both were explained by the Chair
- Parishioner sought clarification relating to emails sent to the Clerk. Were these for reading out at the Parish Council Meeting under correspondence? Chair explained, due to nature of the emails they were not generally read out unless specifically requested by the sender.

25.12. 24 To consider items for next agenda

- Precept deferments
- Tracking of Agenda Items, completion, success
- School Crossing
- Heritage Group
- Benches on The Green

DOCUMENT ID.	REV.	STATUS	PAGE
MEETING MINUTES DECEMBER 2025	A	Draft	10/11

- Repairs to the Green
- Two Wheel Tuesday
- Community Car Scheme
- Fen Street Traffic / Speed
- Solar Farm
- Ottomer Pond
- Speed Signs
- Volunteer Recruitment and Meet and Greet Morning
- Footpaths
- Puddledock Corner Update

25.12. 25 To Confirm date of next Parish Council meeting on **8th January 2026 at Old Buckenham Methodist Church** at 19:30.
Confirmed

25.12. 26 **Meeting Closed at 21:35 hr**