

**MINUTES of meeting of the Old Buckenham
Parish Council
held on 1st October 2026 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), L Evison (LE), S Burton (SB), S Gowers (SG), D Butler (DB)

Apologies: - D Taylor (DT), P Twissell (PT), S Askew (SA) District Councillor

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

Also present: 4 members of the Public

Meeting opened: 19h30

Chair signed as approved:

Date:

Vice chair signed as approved:

Date:

Minute

Action

- 26.10. 01 **Apologies for absence**
P Twissell & D Taylor unable to attend
- 26.10. 02 **To approve the minutes of the meeting held on 3rd September 2026**

Propose By LE and Seconded by DB to approve (3 in favour 2 abstained due to absence) APPROVED
- 26.10. 03 **To record declarations of interests not already recorded in the current Members' Register of Interests**

N/A
- 26.10. 04 **Public Participation – open forum for questions not relating to the agenda (3 minutes each)**
 - Thanks given to SB for arranging the cleaning of cleaning the War Memorial.
 -

26.10. 05 **Financial Matters**
Bank Reconciliation

**Bank Balance at
31/08/2026**

Barclays Community
Lloyds

£5,904.13
£11,588.92

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Total Bank Balance**£17,493.05****Receipts**

D Tranmer

£10.00

Repair to
Green in-
stalment
2nd half
precept
payment

Breckland Council

£15,889.95

£15,899.95**Payments made**Megan
Megan

Salary

£515.40

Expenses

£5.00

Old Buckenham Village Hall

£20.00

L Gedge

£21.50

HMRC Employer Contributions

£14.72

EG Grounds Care

£2,280.00

P Twissell

£28

Norfolk ALC

£107.23

R Curtis

£53.90

A Hannah

£26.40

S Barker

£250.00

Bank Charges

£4.25

Lifebuoys Direct

£310.79

PKF Little John

£252.00

Buoyancy
Rings
AGAR**£3,889.19**Total Balance after Receipts
and Payments**£29,503.81****Bank Bal-
ance as of
28/09/2026**

Barclays

£5,904.13

Lloyds

£23,599.68

£29,503.81

Less reserves

General Reserve £18,744.00
 Playground Fundraising Donations £20.00

added half
 of this pre-
 cept receipt
 to reserves

£18,764.00

Available balance £10,739.81

Budget Monitoring

BUDGET MONITORING - 2026-27			
Payments	Budget	Actuals	Balance
Green Working Committee	9,200.00	3,800.00	5,400.00
Recreation/Play Area	1,000.00	0.00	1,000.00
Grants	4,089.91	4,089.91	0.00
Community Car	2,345.00	940.15	1,404.85
Misc	500.00	334.17	165.83
Newsletter	750.00	84.00	666.00
Village Maintenance	5,240.00	2,388.99	2,851.01
War Memorial	3,900.00	3,100.00	800.00
Xmas Tree	500.00	0.00	500.00
Salaries Etc	6,500.00	4,697.03	1,802.97
Expenses	800.00	634.65	165.35
Post/Stationary/Website	500.00	43.95	456.05
Audit	1,050.00	788.00	262.00
Hall Hire	600.00	222.00	378.00
Subs	520.00	414.35	105.65
Training	500.00	241.00	259.00
Insurance	930.00	889.31	40.69
Bank Charges		17.00	-17.00
Other		3,650.00	
Total payments	38,924.91	26,250.51	16,324.40
Receipts	Budget	Actuals	Balance
Precept	31,779.91	31,779.91	0.00

DI – Solar Farm: Final Agreement has been agreed which was issued out this evening. DB queried clause 2.3 as the 2nd part allows them to potentially control what the council is able to do in view of future expansion. We would not be able to make any further comments against this expansion – DI will look into this further and clarify. Will be on November's Agenda.

ME - AGAR has been completed and returned. The notice of completion is on our website with comments from the auditors.

Bin by the shop – this is still overflowing – I have been onto the environmental team at Breckland. They have said that they are unable to take on any more bin disposals that are not on Breckland owned land. Suggested getting a bigger bin. Advised that we have already purchased a bigger bin, but it is still overflowing. They said they would come back to me with alternative options.

Response received today – they can provide a business waste bin at a charge (Size and Frequency to be determined) We would need a easily accessible location for this bin which will allow the business waste team access to collect. We would need to transfer the rubbish from the smaller bin to the business waste bin.

DI to speak to shop owner if willing to have the 2nd bin outside the shop and to empty into the business waste when full. PC will provide bin bags for the bin.

Propose By NB and Seconded by DI for providing bin bags (5 in favour) APPROVED

It has been circulated on our social media and website – however please be careful of a spam letter from Norfolk County Council which has been going around. The letter states that there have been changes to the Council Tax and ask you to follow a link to make a payment. Please do not do what this letter says. It is fraudulent.

In November's meeting the Councillors will be discussing Speed Awareness Signs again as an open forum. Please email in any comments towards the signs for or against their removal to the Clerk before 30th October 2026.

Please note that the Clerk will be on annual leave from Friday 16th October to Monday 26th October. Any urgent queries please contact Chair Cllr Naomi Bailey and Vice Chair Cllr Doug Irons.

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26.10. 07

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/2026/1244/HRN

Proposal: To remove 12m of hedgerow across 2 locations. What3Words: hasten.digesting.downs & juggle.clap.recording.

**Site: Land North of Old Buckenham Airfield
Bunns Bank, Old Buckenham, Norfolk, NR17 1QD.**

Link: <https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=200046&language=en>

Propose By DB and Seconded by DI to Support (**5** in favour)
SUPPORTED

26.10. 08 Green Working Committee Update

NB received email from Sally regarding Rod Alley Pond

Digger - hire for 1 day is £230 + Vat

Waste removal £600 + Vat

Volunteer with a digger licence who will drive the digger free of charge.

So, we are looking at circa £1000 + vat which will come out of GWC budget.

Traffic management company would be required.

Agree in principle that this can go ahead with a budget of £1000 for the traffic management.

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

Working party Thursday at Rod Alley Pond – tidied up around the phone box and cleared the willows and bushes to improve visibility out of Gamekeeper Car Park.

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Next volunteer day will be Saturday 17th October to clear fallen branches.

SB ordered 100 English bluebell bulbs to plant. These will be planted in March / April.

Member of public would like to clear the area of The Green by his property near Mill Road.

He will get some quotes for clearing the area and will see how much we can help towards it.

Approach S Askew or S Barker to see if they can remove the brambles.

26.10. 09 **Green Working Committee Terms of Reference**

Propose By NB and Seconded by DI to approve (**3** in favour **3** abstained due to being on the committee) APPROVED

26.10. 10 **Ottomer Pond (Ongoing)**

No update available

26.10. 11 **To approve annual policy renewal**

- **Grant Policy**

We will be capping the budget for this grant at £3500 this year to attempt to reduce the rise in Council Tax from the Parish Precept.

Propose By NB and Seconded by DI to approve (**6** in favour) APPROVED

- **Grant Application Form**
- **Quotation Approval**
- **Terms of Reference**
- **Asset Register Policy**

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

26.10. 12 **Remembrance Day**

SB to run point on organising.

DB offering to take on the running of the service.

NB to read the names of the fallen.

Remembrance Day is an act of remembrance not a religious service. It is run on Royal British Legion guidelines.

SB has the PC wreath and the W.I. wreath. Will contact the other groups.

Meet at the War Memorial at 10:45.

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We are entitled to shut the road for 15 minutes. We shut from Manor Corner and from the Traffic Lights. We shut Crown Road behind the War Memorial.

ME to circulate on social media and Website – also display posters in the pubs.

SB will print off programmes. Councillors closing the roads will meet at the VH at 10:30.

26.10. 13 **Plan of Parish Boundary**

Parish Boundary map which we can have showing problematic footpath areas and areas where the GWC are planning to attend.

DB

DB to organise.

26.10. 14 **Flood and Fire Risk Planning**

There may be a lot of flooding in the next few months. Our water courses are part of the East Harling Water Drainage course. DB is looking into this.

DB

Wooded areas are now covered by Forestry England DB in talk with them regarding plans for preventing woodland fires.

26.10. 15 **Buoyancy aids for the ponds**

ME has placed the order and paid – waiting for these to be delivered.

26.10. 16 **Playground Refurbishment**

Calculated cost of just laying additional bark on top of the current surface.

The company would come in an 8-wheeler and would dump the bark onto the road.

Quote 1: £969.75 Excl VAT

Quote 2 and 3 provided in meeting but not available to clerk to minute.

Propose By NB and Seconded by SB for Quote 1 (**6** in favour)

APPROVED

DB to order.

26.10. 17 **Community Car**

Has been in the process of getting every driver to get DBS checks

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Forms for passengers to read and sign which includes price list – this has been spoken about with the drivers. The forms just need updating and will then be distributed.

26.10. 18 **Christmas Tree**

Christmas Tree has been ordered, will be delivered week / week-end before the 29th November.

Set time not yet determined.

NB will get a further update for the next meeting.

26.10. 19 **Dog Poo on The Green**

Quotes found for No Fouling Self – Adhesive Vinyl Stickers to put on the bins

Quote 1: 10 stickers & Delivery: £33.90 (Able to pay via invoice)

Quote 2: 10 stickers & Delivery: £46.35 (Able to pay via invoice)

Quote 3: 10 stickers & Delivery: £33.06 (Not able to pay via invoice)

Propose By LE and Seconded by DI for quote 1 (6 in favour)

APPROVED

26.10. 20 **Bikes on The Green**

Complaints received regarding bikers doing stunts on The Green and using the footpath down from the Ox to Abbey Road as an exit. As well as large amount of litter being left on the Green.

Email sent to Ox and Plough – currently no response. However, reports received that the litter after the last meet was extremely minimal and bikes have not been doing stunts or using the footpath as an exit in recent meets.

26.10. 21 **School Parking**

Complaints about school parking – driveways are being blocked and preventing residents from getting out.

Social media post has been circulated regarding this. Reminder not to block driveways and that the Gamekeeper is available to use their car park for school drop off and pick up only.

NB will contact schools again.

26.10. 22 **Alms-houses Driveway**

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The driveway in front of the alms houses has been resurfaced.
This is part of the Green – unsure who gave them the permission to do this.

They used to pay a peppercorn rent of £10 a year, not sure why this stopped. It was paid to the Green Rights Holders.

ME to compose a letter to chairman of the Alms-houses to ask who gave permission.

26.10. 23 **Public Participation on agenda items only (3 minutes each)**

- Ditch that runs along St Andrews opposite Manor Pond is very overgrown. – Ditch would be Highways responsibility; the hedgerow would be PC responsibility.
ME to email highways regarding the ditch. PC will check if S Barker Handyman can do it – if not then a contractor.

26.10. 24 To consider items for next agenda

- Ditch along St Andrew's Close & Opposite Manor Pond
- Clearing Footpaths around village.
- Solar Farm
- Village Hall update / report
- Ottomer pond
- Community Car Scheme
- Christmas Tree
- School Parking (Update only)
- Almshouses Driveway (Update)
- Plans of Parish Boundry
- Flood and Fire Risk Planning
- Green Working Committee Update

26.10. 25 To Confirm date of next Parish Council meeting on **Thursday 5th November 2026** at Old Buckenham Village Hall at 19:30.

Confirmed

26.10. 26 **To Confirm Meeting Closed at 22h00**

Confirmed

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Appendix 1:

1) The National Scheme of Delegation

It is my view that this is just further watering down of local decision making. You will see below that while much of what is proposed, is currently done, local councillors, Parish Councils and public representation has been reduced, leaving little scope for local knowledge and input. It begs the question, "What's the point of having a local councillor if he/she is unable to represent the local community?"

Updated guidance on the National Scheme of Delegation

The Government published updated guidance on the National Scheme of Delegation on the 1st June 2026. This marks a major shift towards a more officer-led planning system, with restrictions on what type of application can be referred to planning committee. Routine and policy-compliant applications are expected to stay out of committee, councillor call-ins are curtailed, and committees are intended to focus only on genuinely significant or contentious planning applications.

A succinct summary below.

The intention is that committees focus on major or genuinely significant planning matters, while officers determine routine and technical cases. **The changes proposed will be coming into effect on 31st October 2026** and are intended to bring greater consistency across England in respects to decision making and reducing the overall number of planning application going to planning committee.

- The system creates two broad categories:
- Schedule 1 – applications that **must** be decided by planning officers in all cases
- Schedule 2 – applications that are presumed to be officer-decided, unless specific 'referral tests' are met **and** senior decision-makers agree they should go to committee

Schedule 1: Mandatory officer decisions

- These applications must be decided under delegated powers to officers and cannot go to committee (except some council "own-interest" cases). Examples of Schedule 1 applications include:
- Householder applications (extensions, lofts, etc.)
- Minor commercial development
- Minor residential development (up to 9 homes on sites under 0.5 hectares)
- Where it is not related to a phase of development in an outline planning permission, reserved matters approvals
- Discharge of conditions
- Prior approval for permitted development rights
- Permission in principle
- Requests to agree or modify a planning obligation that relates to a schedule 1 development
- Non-Material Amendment applications to a planning permission or permission in principle
- Certificates of lawfulness
- Biodiversity net gain plan

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- Certificates of appropriate alternative development
- Any of the above applications will fall into Schedule 2 if any of the following occur:
- The Local Planning Authority considers that the Schedule 1 application is for planning permission that is connected to a Schedule 2 application for Listed Building Consent or for the variation or discharge of condition to a Listed Building Consent
- An application that would be Schedule 1 but is made under s73A of the Town and Country Planning Act (retrospective planning permission)
- Any application that is made by or on behalf of a Local Authority, a member of that Local Authority or an entity owned or controlled by the Local Authority
- The changes will result in a greater share of day-to-day planning applications to be handled by planning officers as opposed to being referred to planning committee.

Referral tests and what counts as significant?

Committee referral should be exceptional, not routine. At least one of these tests must apply for a referral to planning committee:

- A significant planning matter in relation to the development plan or material considerations; or
- A significant economic, social, or environmental issue for the local area

The guidance says cases are unlikely to justify committee referral if they broadly comply with an adopted local plan and technical concerns (e.g., highways or flooding) have been resolved.

A major change is that ward councillors will no longer be able to ‘call in’ applications. Applications will also now not be referred to Committee following a set number of public objections.

Council’s must amend their constitutions to align with the new National Scheme of Delegation.

Each authority must designate gatekeepers to decide jointly whether eligible cases should be referred to committee. This includes a senior planning officer (typically the chief planning officer), and a nominated committee member (typically the committee chair).

Planning committees/sub-committees must have no more than 13 councillors, and authorities are encouraged to consider smaller committees for more effective decision-making.

2) Please see below 2 links for the Community Small Grant Fund and the Inspiring Communities Fund. Please promote within the community where possible.

The Small Grant Fund application dates are 17th October -1st November

The Inspiring Communities Fund application deadline dates are 15th October for a December decision, 10th December for a February decision and 11th March for a May decision.

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Breckland Council Inspiring Communities is a funding scheme providing **grants of up to £5,000** for groups working in Breckland District. **Please note:** match funding is no longer required for this programme; groups can apply for their total project cost, or part of their project cost, up to a maximum of £5,000.

The funding is for community projects that can demonstrate their alignment to the priorities of the Inspiring Communities programme and the Breckland Health and Wellbeing Partnership (see below):

Inspiring Communities Priorities:

To address vulnerability and work with the most disadvantaged members of our communities to improve their life chances, with a focus on:

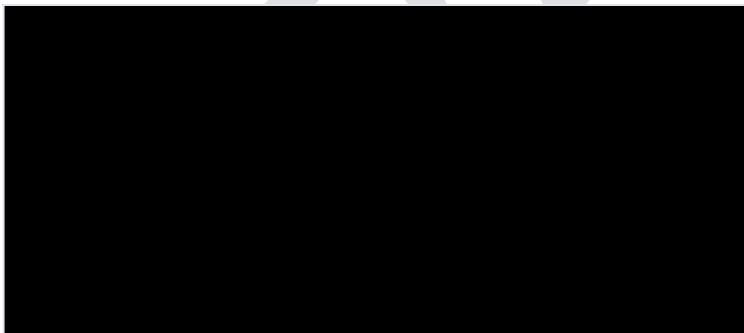
- Domestic abuse
- Mental health
- Social isolation and loneliness
- Early intervention projects which prevent escalation into crisis

Breckland Health and Wellbeing Priorities:

To enhance the health and wellbeing of Breckland's residents by reducing health inequalities:

- Preventing cardiovascular disease
- Improving mental health
- Tackling issues arising from alcohol dependency and other alcohol related concerns
- Lifecycle approach – StartWell; LiveWell; AgeWell – promoting positive health outcomes at any age

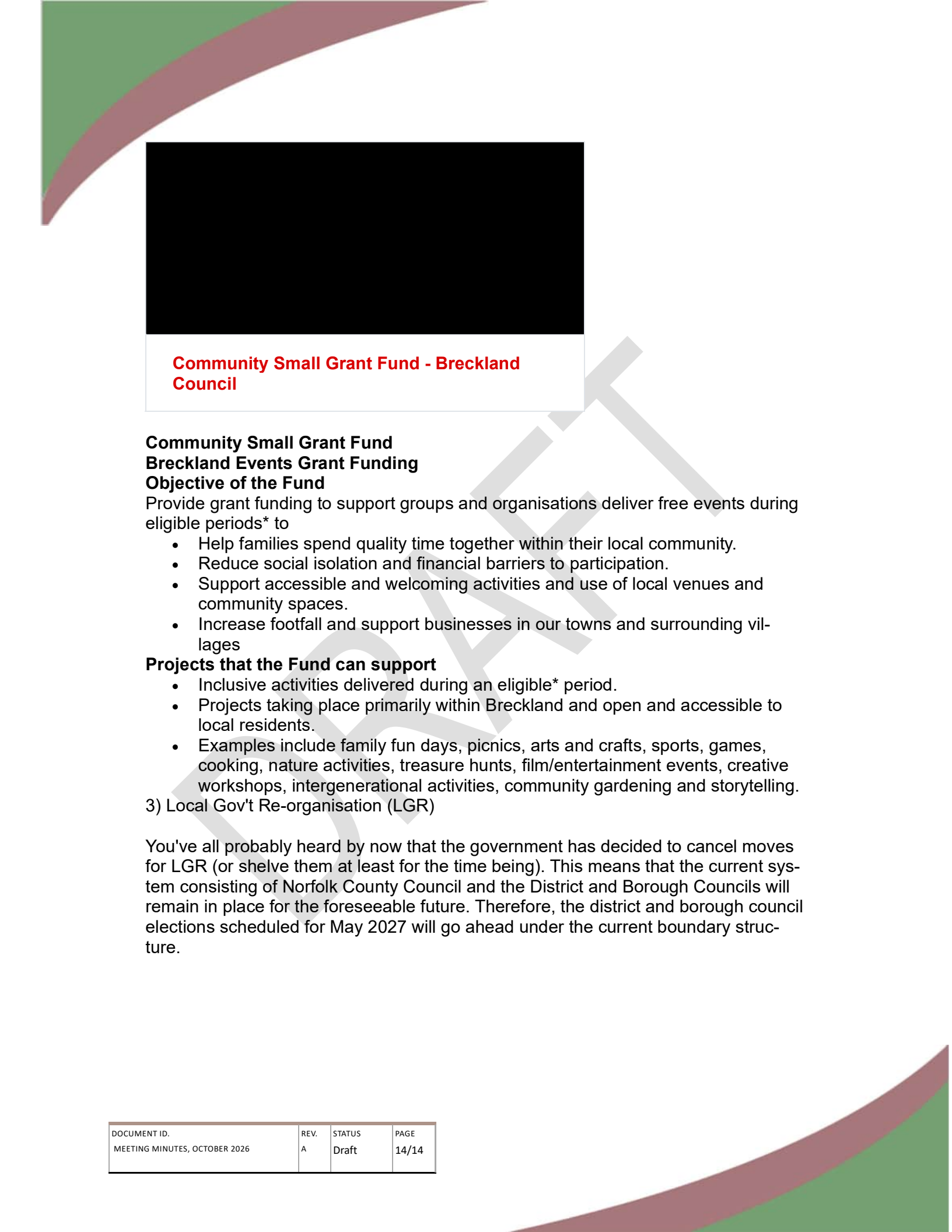
Breckland Council Inspiring Communities | Norfolk Community Foundation



**Breckland Council Inspiring Communities |
Norfolk Community Foundation**
Funding for groups working within the Breckland
District Council area.

Community Small Grant Fund - Breckland Council

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Community Small Grant Fund - Breckland Council

Community Small Grant Fund Breckland Events Grant Funding Objective of the Fund

Provide grant funding to support groups and organisations deliver free events during eligible periods* to

- Help families spend quality time together within their local community.
- Reduce social isolation and financial barriers to participation.
- Support accessible and welcoming activities and use of local venues and community spaces.
- Increase footfall and support businesses in our towns and surrounding villages

Projects that the Fund can support

- Inclusive activities delivered during an eligible* period.
- Projects taking place primarily within Breckland and open and accessible to local residents.
- Examples include family fun days, picnics, arts and crafts, sports, games, cooking, nature activities, treasure hunts, film/entertainment events, creative workshops, intergenerational activities, community gardening and storytelling.

3) Local Gov't Re-organisation (LGR)

You've all probably heard by now that the government has decided to cancel moves for LGR (or shelve them at least for the time being). This means that the current system consisting of Norfolk County Council and the District and Borough Councils will remain in place for the foreseeable future. Therefore, the district and borough council elections scheduled for May 2027 will go ahead under the current boundary structure.