

**MINUTES of meeting of the Old Buckenham
Parish Council
held on 3rd September 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 D Irons – Vice Chair (DI), L Evison (LE), P Twissell (PT), D Taylor (DT), D Butler (DB)

Apologies: - S Gowers (SG), S Burton (SB), N Bailey - Chair (NB),

In Attendance: - Megan Elvin – Clerk (ME), S Askew (SA) District Councillor

Also present: 5 members of the Public

Meeting opened: 19h30

Chair signed as approved:

Date:

Vice chair signed as approved:

Date:

Minute

Action

26.09. 01 Apologies for absence

S Gowers, S Burton and N Bailey unable to attend.

D Irons (Vice Chair) to step in and hold the meeting.

26.09. 02 To approve the minutes of the meeting held on 6th August 2026

Propose By DB and Seconded by DI to approve (3 in favour 2 abstained due to absence) APPROVED

26.09. 03 To record declarations of interests not already recorded in the current Members' Register of Interests

N/A

26.09. 04 Public Participation – open forum for questions not relating to the agenda (3 minutes each)

- N/A

26.09. 05 Financial Matters

Bank Reconciliation

Bank Balance at 31/07/2026

Barclays Community
Lloyds

£5,904.13
£12,924.37

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	Total Bank Balance	£18,828.50
	Receipts	
D Tranmer	Repair to Green instalment	£10.00
Playground Fundraising Donation	Cash	£20.00
A Large & D Oakley	Use of Green	£250.00
	£280.00	
	Payments made	
Megan	Salary	£515.40
Megan	Expenses	£5.00
	Old Buckenham Village Hall	£20.00
	L Gedge	£157.60
	D Hannah	£17.60
	A Hannah	£17.60
	HMRC Employer Contributions	£14.80
	Norfolk ALC	£160.00
	Norfolk ALC	£97.20
	Broadland Tree Services	£336.00
	S Barker	£250.00
	Bank Charges	£4.25
	£1,595.45	
	Total Balance after Receipts and Payments	£17,513.05
Bank Balance as of 31/08/2026		
	Barclays	£5,904.13
	Lloyds	£11,588.92
	£17,493.05	
	Less reserves	
	General Reserve	£10,800.00
	Playground Fundraising Donations	£20.00
	£10,820.00	
	Available balance	£6,673.05

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

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Community Car	2,345.00	729.50	1,615.50
Misc	500.00	334.17	165.83
Newsletter	750.00	0.00	750.00
Village Maintenance	5,240.00	1,880.00	3,360.00
War Memorial	3,900.00	1,860.00	2,040.00
Xmas Tree	500.00	0.00	500.00
Salaries Etc	6,500.00	4,064.27	2,435.73
Expenses	800.00	629.65	170.35
Post/Stationary/Website	500.00	43.95	456.05
Audit	1,050.00	578.00	472.00
Hall Hire	600.00	179.50	420.50
Subs	520.00	414.35	105.65
Training	500.00	241.00	259.00
Insurance	930.00	889.31	40.69
Bank Charges		12.75	-12.75
Other		3,650.00	
Total payments	38,924.91	23,146.36	19,428.55
Receipts	Budget	Actuals	Balance
Precept	31,779.91	15,889.96	15,889.95
Community Car Scheme	845.00	946.40	-101.40
Use of Green	500.00	500.00	0.00
Vat Return	2,930.00	2,930.00	0.00
War Memorial Cleaning Gift	3,100.00	3,100.00	0.00
	0.00	0.00	0.00

Payments for Approval

Payments for Approval

Megan	Salary	£515.40	Standing Order paid 01/09/26
Megan	Expenses	£5.00	
	Old Buckenham Village Hall	£20.00	August Hall Hire
	L Gedge	£21.50	DBS Reim- bursement
	HMRC Employer Contri- butions	£14.72	
	EG Grounds Care	£2,280.00	2nd Cut of Green

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P Twissell	£28.00	paint reimbursement
Norfolk ALC	£107.23	Gov.uk Domain Registration
R Curtis	£53.90	
A Hannah	£26.40	August Comm Car
S Barker	£250.00	

£3,222.15

Available Balance if all above
agreed and paid

£3,350.90

ME to find out what the minimum balance that can be left in Barclays.

DT to look into a savings account for Lloyds to transfer reserves into

LG Pay Scale Increase

LG pay scale has increased.

Clerk's current banding is 21 - £17.18 and has been increased to £17.75. This has been backdated to April 2026.

This will be a backdated pay of £85.50 for April, May, June, July and August. And then going forward from September's pay clerk's normal salary will be £532.50.

Propose By DT and Seconded by DI to approve (**5** in favour)
APPROVED

26.09. 06

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

PT – Painted over the area in the bus shelter that had graffiti with the red paint.

The VH is financial doing better than expected and is exceeding income and expenditure.

Less regular bookings but more ad-hoc bookings.

DB – Councillor Training: Encoring councils to have a plan of the boundary of the parish and it's assets. – to be added to next months agenda.

Remembrance Parade – to be added to next agenda. Parish Council should now be organising.

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LE – Village complaints over the last week reference dog poo on The Green. ME to look into costs of signs and stickers and a social media post.

ME – Already been posted on social media – there have been people digging holes on The Green and then filling them back in. Please can there be no digging on The Green without prior permission. This can be a trip hazard.

On behalf of SG – a volunteer for the Community Speed Watch has come forward.

SA – Food waste bins: Should now all be distributed. Will start to be collected from W/C 21st September. You can use plastic liners or bio-degradable liners. Breckland will not be providing. Do not use black liners.

The bins will be collected weekly.

LGR – Next May 27 elections for shadow authority, will then come into place in 2028 and then mayor elections in 2028.

To prepare for massive change - £2.7m was awarded to Norfolk to support this change – they chose a consultant to do this – this has now been terminated without any prior discussion. When LGR goes ahead – Norfolk no longer has assistance with this change, it will all be internal.

DT had to leave the meeting at this point.

26.09. 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/2026/1095/OMIN
 Proposal: Outline application for the construction of seven dwellings with all matters reserved except for access.
 Site: Land to The South of Hargham Road, Old Buckenham

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Link: <https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=199936&language=en>

Vote to not support on the factor of safety of the highway and pedestrians walking along this road. The road is already too narrow with the current housing situation, and no additional footpath is being created.

Propose By PT and Seconded by DI to Support (**4** in favour)
Not Supported

- I. Reference: PL/2026/1003/HOU
Proposal: Erection of Double Garage
Site: 34 Fen Street, Old Buckenham, Attleborough, NR17 1SR
Link: <https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=199940&language=en>

No Issues

Propose By PT and Seconded by DI to Support (**4** in favour)
SUPPORTED

26.09. 08 **Green Working Committee Update**

Meeting on Monday 7th September.
Rod Alley Pond had a clearing out volunteer day on the 29th August. A lot was achieved.

The pond is a lot deeper than originally thought to believe.

Schedule will be made for next year with clearing the Ragwort.

26.09. 09 **To approve the following policies:**

- Standing Orders
- Financial Risk Assessment
- Financial Regulations Policy
- Social Media Policy
- Code of Conduct
- Data Protection
- Internal Control Policy

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— Internal Control form

Propose By DI and Seconded by PT to Support (4 in favour)
APPROVED

26.09. 10 **Ottomer Pond (Ongoing)**

No current update as NB not available to attend meeting.

26.09. 11 **Village Magazine**

Village magazine is no longer running as R Brewer has had to step down.

The church has proposed that they could provide a A5 leaflet which will be distributed quarterly with information on the churches for the next 3 months as well as information regarding the PC.

Would like help towards the cost of printing and the cost of the paper.

DT proposed funding the cost of paper and printing of the Church Village magazine, LE seconded. 4 in favour. APPROVED

26.09. 12 **Buoyancy aids and pond risk assessment**

4 Buoyancy rings are required – 1 for each pond.

Quote 1: icbrindle.com

Lifebuoy, Throwing Line & Stainless Steel Hook Set: Life Ring and Hook with Encapsulated Buoyant Line

24" ring

Incl Delivery: Ex VAT: £259.84 - Inc VAT: £311.82

Quote 2: Lifebuoysdirect.co.uk

24" Lifebuoy – With Mounting Hook & Enclosed Throw Line

Incl Delivery: Ex VAT: £258.99 – Inc VAT: £310.79

This is the only site that will provide an invoice to then be paid directly from the bank as opposed to a debit or credit card being used.

Quote 3: uk.glasdon.com

24" (SOLAS Compliant) Life Rings with Rope

Incl Delivery: Ex VAT: £229.54 – Inc VAT: £275.45

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This bundle does not come with a mounting hook to hang the ring up on a post. We would need to buy these separately and this store does not sell them.

Proposed by DI for quote 2, LE seconded to support – 4 in favour.
APPROVED

ME to order. PT has tall posts for these to be mounted onto.

26.09. 13 **Community Car**

DT contacted L Varney – there is an organisation that will do the DBS checks for free – they will, we just have to check the driver's identity documents.

DT & DI reviewing the documents – will be putting an extra document for the customers to agree to as well. It will tell the customer what to expect to pay for a normal trip.

Raised a question with L Varney regarding taking down the customer's name and contact details.

Aim to have this completed by the next meeting.

26.09. 14 **Playground refurbishment**

Been looking into funding – This project is going to take a long time to resolve.

National Lottery fund is a good place to look for funding – can fund up to £20,000.

Will need to get local community support and show that there is a need for the refurbishment.

£41K - £42k incl VAT to completely redo the surfaces.

Propose to create a small committee group to be the organisers of this.

Could consider a temporary measure of wood bark under the current climbing frame that is fenced off to allow this to be re-opened sooner.

Costs will be found for this by next meeting.

26.09. 15 **Solar Farm update**

DI has gone through the Deed agreement in respect to receiving the money from the solar farm. There were a few issues.

The funds will go to OBPC as a body and not fall under the Councillors

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Legal review revision – we can obtain independent legal advice at our cost – we were unable to do this before.

Payment has now been written down that it will be a fund of £36,000, however not able to pay this in one go.
£8,000 on the first payment and then the remaining balance of £28,000 12 months later.

Need confirmation is there is a no successor clause.

Final draft is now being drawn up.

26.09. 16 **Christmas Tree event**

Sunday 29th November will be the day of light up.

Agreed to proceed with using the past years tree suppliers.

26.09. 17 **Public Participation on agenda items only (3 minutes each)**

- Update on the bike ramps at the back of the Village Hall – currently no update.

26.09. 18 To consider items for next agenda

- Plan of Parish Boundary
- Flood and Fire Risk Planning.
- Remembrance Parade
- Ottomer Pond
- Policy reviews
- Buoyancy aids for the ponds
- Playground Refurbishment
- Community Car
- Christmas Tree
- Asset Register and Policy
- Dog poo on The Green

26.09. 19 To Confirm date of next Parish Council meeting on **Thursday 1st October 2026** at Old Buckenham Village Hall at 19:30.
Confirmed

26.09. 20 **To Confirm Meeting Closed at 21h10**
Confirmed

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