

**New Buckenham Parish Council**

Village Hall  
Moat Lane  
New Buckenham  
Norfolk  
NR16 2AG

email:  
tel:

Clerk: Caroline Greenwood

**MINUTES OF THE MEETING OF New Buckenham Parish Council held on Tuesday 11<sup>th</sup> August 2009, 7.30 pm at the village hall.**

Present:	Karen Hobley	Chair
	Tony Lister	
	John Newport	
	Mark Stevens	
	William Nunn	County Councillor
	Caroline Greenwood	Clerk and responsible Financial Officer

(Numbering for 2009/10 begins)

- 1 To consider apologies for absence:
  - **Resolved to accept apologies from Robert St John Cooper and Fran Doe – no reasons recorded.**
2. Minutes of the meeting of New Buckenham Parish Council held on 14<sup>th</sup> July 2009: **resolved to approve the minutes – with two amendments recorded in the minutes – as a true and accurate record of the meeting.**
3. Matters arising:
  - 3.1 Notice board: work outstanding. Action: Darren Rush
  - 3.2 Cemetery hedge along Moat Lane: responsibility for cutting to be ascertained Action: Clerk
  - 3.3 Drains Chairman has had discussion. Meeting to be arranged. Action: Chairman
4. To receive declarations of interest in items on the agenda: no interests were declared.
5. Public Participation: **resolved to suspend the meeting to allow members of the public, the County Councillor and the District Councillor opportunity to inform the meeting.**
  - The newly-elected County Councillor introduced himself and expressed his interests in the flooding problems in the village.
  - A parishioner raised the issue of the overgrown hedge along the B113 towards the Dam Brigg. Responsibility to be checked. Action: Clerk
6. Planning determinations: there were no applications to be considered.

7. **Standing Orders: resolved to adopt the model Standing Orders for New Buckenham Parish council – with the agreed figures inserted to the final document.**  
Action: Clerk
8. **Village cinema scheme: resolved to refer the matter to the NewBarts group.**  
Action: Chairman
9. **Village emergency plan: resolved to resurrect the village emergency plan and publicise to gain support.**  
Action: Mark Stevens.
10. **Management of parish allotments: resolved to increase rent to £10.00 per plot with effect from 31<sup>st</sup> October 2009 and to review and issue the formal agreement to each allotment holder for signature.**  
Action Clerk
11. **Compensation from contractor: resolved to accept the contractor's offer of £20.00 towards the replacement of the damaged bench. Balance to be paid either by original installer or Parish Council.**  
Action : Chairman
12. **Maintenance of Play Area: resolved to set up rota for weekly inspection(undocumented) and three monthly documented inspections. Professional annual inspection to be arranged.**  
Action: Chairman
13. **Administrative matters: resolved to set up e-mail address for Parish Council and investigate data storage options.**  
Action: Mark Stevens
14. **Payments to be made: resolved to approve the payments as listed:**

Payee	Item	VAT	Gross amount payable £
TT Jones Electrical	Street lighting Inv 7157 31/7/09	8.19	62.82
C Greenwood	Clerk's duties 14/7/09- 7/8/09 schedule 0910/5	Net of tax/NI (£28.35)	113.40
C Greenwood	Postage/stationery claim 09/10 - 2		37.09
Total		8.19	213.31

15. **Financial contingency plan: resolved to apply for a temporary overdraft of £10,000 under Schedule One, paragraph 2, of the Local Government Act 2003 pending receipt of the VAT refund for the Play Are invoices.**  
Action: Chairman.
16. **Correspondence received: resolved to circulate to all members:**
1. National Playing Fields Association: annual report and accounts 2008/2009.\*
  2. Society of Local Council Clerks notification of regional conference 24 September 2009.
  3. CPRE – green buildings open days 2009. \*
  4. BDC Standards Committee agenda – for 4<sup>th</sup> August 2009.
  5. BDC Year Book 2009/10.\*\*\*
  6. Local money guides. \*(Poster on notice board).
  7. BDC – notification of Gambling Act 2005 – draft revised statement of principles. \* Comments by 15<sup>th</sup> September 2009.

Action: Clerk

17. Items for discussion at the next meeting: **resolved to include the draft budget at the September meeting.**

Action: Clerk

18. **Resolved that the next meeting of the Parish Council will be on Tuesday 8<sup>th</sup> September 2009 at 7.30pm at the village hall.**

The meeting closed at 9.30 pm

Signed.....

Date:.....