

New Buckenham Parish Council: meeting minutes

Date: Tuesday 14th July 2009
Chair: Mrs K Hobley (KH)
Councillors: Mrs F. Doe (FD), Mr A. Lister (TL), Mr J. Newport (JN), Mr M Stevens (MS), and Mr R St. John Cooper (RC).
In attendance: Mr A. Joel, Breckland District Council (AJ)
Clerk: Mrs C Greenwood (CG)
Abbreviations: PC: Parish Council; BDC: Breckland District Council; OB - Old Buckenham NCC: Norfolk County Council; NWT: Norfolk Wildlife Trust; NALC – National Association of Local Councils, SLCC – Society of Local Council Clerks
EERA: East of England Regional Assembly HBT: High Bailiff's Trust
AAP: Attleborough Area Partnership FOI: Freedom of Information
NCAPTC: Norfolk County Association of Parish & Town Councils
NBVHT: New Buckenham Village Hall Trust.

8 members of the community were in attendance

1. Apologies for absence: apologies were accepted by the Chairman from: Mr D Rush (DR). It was recommended by AJ that the Clerk write to Mr William Nunn, the new County Council representative to inform him of the meeting dates rather than just emailing the papers.

2. Minutes of previous meeting (Tuesday 9th June 2009)

2.1 The following amendments to the minutes were requested: 7.1 last line second word 'as'. Item 9 delete 'JN proposed that the rent be increased to £50.00 per week...' and replace with 'there was a discussion about an immediate increase to £50.00 per week (the rent for the adjoining property no 2). In view of the current ongoing works to the property and as a compromise JN proposed a deferred increase to £50.00 per week,' Penultimate line - should say effect 'from'.

2.2 Subject to these amendments the minutes were approved and would be signed by the Chairman at the end of the meeting.

3. Matters arising

[Ref minutes 9th June 2009]:

3.1 [3.1] Notice boards: to be painted and sign writing arranged.

3.2 [3.2] Complaints about damage by contractor – the contractor had offered a payment of £20.00 towards the bench. This offer would be considered by the PC.

3.3 [3.3] Tree felling: KH would respond to AJ to arrange opportunity for PC to raise concerns with BDC.

3.4 [3.5] Village notice board proposal: MS would look for details of potential suppliers in correspondence circulated.

3.5 [3.8]: Replacement door at no. 1 Town houses: JN will advise the PC when there is any development regarding this project.

3.6 [3.11]: Moat Lane ownership: No definitive conclusion could be drawn from the examination of relevant property deeds. The PC agreed to support the resident if needed in the future.

3.7 [3.13]: goalposts: the goalposts were to be ordered in the name of the PC.

3.8 [5.1 and 5.6]: Village hall grounds: KH would raise these issues at the meeting of the NBVHT week beginning 20th July 2009.

3.9 [11.1]: Accounts for 2008-2009: the internal audit had been completed satisfactorily.

3.10 [11.2]: Annual Return for 2008-2009 – the Return had been submitted to the External Auditors within the statutory timescale.

4. Declarations of interest: there were no declarations of interest.

5. Public participation (meeting adjourned):

5.1 A resident from the Dam Brigg (Banham parish) requested support from the PC for a proposal to NCC Highways that a footpath be provided so that it was possible to walk safely from Haugh Road into the village and in particular to the new Play Area. There are eighteen children

under sixteen years of age who would benefit immediately. Banham PC had already agreed to put in a request. The Clerk would write to Adrian Sewell, Highways, in support of this request once the proposer had confirmed that Banham PC had made their submission. The PC supported this proposal and it was suggested that the proposer should also approach Old Buckenham PC as part of the land involved came within their parish boundary.

5.2 Drains at the junction of Moat and Cuffer Lanes and outside the almshouses need to be reported as they are blocked.

5.3 The hedge along the cemetery boundary with Moat Lane needed to be trimmed. There are also brambles extending from the hedge running alongside Cuffer Lane. The Clerk would check who is contracted to cut this hedge.

5.4 Costs for the production of the updated 'Villager' had not yet been confirmed. KH confirmed that the PC would consider financial support once the PC's finances had been assessed and the estimated contribution required was known.

5.5 A significant pothole opposite Blair House was discussed. KH would check that this had been reported to Highways.

5.6 The Tree Warden advised the meeting of a hedge initiative from BDC. KH asked that the Tree Warden include an article on this initiative in Parish News.

5.7 A tribute was paid to Ted Smith who had been Clerk to the PC for eight years. He had done much for the village. KH had sent a tribute to Ted's widow on behalf of the PC at the time of his death.

5.8 The District Councillor reported that: the newly-introduced Flexi-bus facility was in use; Old Buckenham were to hold an environmental day on 18th July 2009; BDC were hopeful that they would receive £10 million from their Icelandic investments in July 2009; planning application management had been transferred to Capita Symonds – wef September 2009 all applications will be able to be viewed on-line (paper copies will still be available on request); wef 1st June 2009 under Section 106 agreements a developer will have to pay a lump sum to BDC for outside sports/play area facilities- AJ had proposed that cash raised remained for use within the ward in which it was collected; a housing advice centre was being set up to be open in Attleborough each Wednesday – the first in BDC's area; the Boundary Committee's decision on the Norwich and Norfolk unitary authority proposal would be announced on 15th July 2009.

6. *Planning applications:* there were no applications to consider.

7. *Flooding of properties in the village:*

7.1 The flooding had been reported to BDC the day after it occurred. BDC had proposed a meeting for BDC Environmental Health, NCC Highways and the PC. AJ offered to attend in support. KH will email the PC when the meeting has been arranged – up to 2 councillors to attend.

7.2 It was confirmed that sandbags can be obtained through SERCO (01362 695333). These details would be included in 'the Villager'.

7.3 It had been suggested by residents that an able person in each street be assigned to check on more vulnerable residents and properties where the occupants were away should such an incident arise in the future. It was agreed that the revival of the previous 'village emergency plan' would be included in the next meeting's agenda for the PC.

8. *Revised cemetery plan:*

8.1 The updated and redrawn plan was accepted for use with effect from 1st August 2009. The old documents would be sent to the Records Office for archiving. All funeral directors were to be advised that every plot must be marked with the name of the deceased and date of death following internment.

8.2 KH thanked TL for the considerable work he had completed to produced detailed revised plans and to verify the records.

9. *Accounting approach and governance of the Town Houses:*

9.1 On behalf of the PC JN had carried out research into the ownership of the Town Houses. JN reported to the PC that he had finished researching the history of these properties with a view to establishing how they sit with the Parish Council's activities. The on=objective was to enable the PC to take a view on whether they should be treated as Council assets (and hence included in

its accounts) or whether they were held by the Council under some separate arrangement, e.g. a Trust (under which they would probably need to be accounted for separately from the Council).

The earliest document located was a copy memorandum, written in about 1862, which Paul and Elizabeth Rutledge (local professional historians) identified in the Norfolk Record Office. It was written at a time when Parish business, both church and secular, was dealt with by the ecclesiastical parish. The memorandum records the replacement of a dilapidated cottage on the site with "a brick and slated building, containing two dwellings of two rooms each with offices". It states that "beyond memory to this time it has been let by the churchwardens and overseers of New Buckenham and the rent carried to their account, with the poor rates, and applied therewith to the same purposes". In 1894 civil parishes were created and the Town Houses started to be managed by New Buckenham Parish Council. An examination of Parish Council minutes from 1894 has identified nothing in them to indicate that the properties have ever been treated as other than Parish assets. Up to 1926 there is a pattern of annual resolutions for the rents to be paid to the "Overseers" (the managing body under the Poor Laws) in relief of the poor rate. With the ending of the Poor Laws, and to date, the properties, their management, expenses and rents, have been treated as part of general Parish business.

9.2 The PC recorded its appreciation of the help given to JN in his research by Elizabeth and Paul Rutledge. The Clerk would write to thank them. Fellow Councillors expressed their thanks to JN for all his work on this issue.

9.3 JN proposed that, on the basis of the results of the research recorded at 9.1, the PC should continue to treat the Town Houses as an asset to be managed together with its other assets rather than as a separate Trust. TL seconded the proposal which was agreed.

9.4 As part of his research JN had verified the existence of PC minutes from 1945 – 2002. Confirmation of minutes from 2002-2007 remains to be obtained – an issue which is included in the Clerk's 'to do' list and which was the subject of correspondence between KH and the previous Clerk.

10. Adoption of Standing Orders for New Buckenham Parish Council:

10.1 In view of the significant contents of this document it was agreed that its review and adoption be deferred to the August meeting of the PC.

11. Financial summary and approval of payments:

11.1 The Clerk drew the PC's attention to the reduction in funds held by the PC.

11.2 Payments presented for approval:

Payee	Item	VAT	Gross amount payable £
Broadland Horticultural	Inv 2001 29/5/09 & inv 2027 30/6/09	71.42	547.62
EON	3/6/09 & 3/7/09 – electricity for street lights	4.36	91.62
New Buckenham Village Hall Trust	Inv 674 8/7/09 – LMR hire Apr-Jun 09		28.36
EAC Document Solutions	Inv 59771 30/6/09 – copier service	2.55	19.55
Society of Local Council Clerks	Subscription 2009		61.00
C Greenwood	Clerk's duties 8/6/09- 13/7/09 schedule 0910/4	Gross of tax/NI	321.75
C Greenwood	Postage/stationery claim 09/10 - 1		13.84
Boulton and Brown	Professional valuation of Town Houses for asset register and insurance	22.50	172.50
Total		100.83	1256.24
Various for Play Area invoices	To be defined by Chairman and Clerk after investigation 20 July 09.		
For information: (payment deducted from net credit to Parish Council account)			
Donna Kissinger.	Management commission. 13/5/09 – 16/6/09 2 Town Houses. Inv 3324 16/6/09	3.26	24.96

Payment was proposed by KH, seconded by FD and agreed unanimously.

12. **Financial contingency:**

12.1 The need to arrange a temporary overdraft pending reclaim of VAT due on payments in respect of the Play Area refurbishment was discussed. The Clerk referred to the cash flow analysis for the next three months recently circulated. RC said that Playdale may agree to a payment nett of VAT – RC and MS would investigate with Playdale before the planned meeting of the Chairman and Clerk to consider the Play Area issues on 20th July 2009.

12.2 The amount of the temporary overdraft would be agreed when the situation regarding payments in respect of the Play Area had been confirmed.

12.3 The contingency fund would be arranged on the basis that it was a temporary overdraft acceptable because there was a sensible expectation that the funds would be forthcoming – from the VAT refund to be claimed from HMRC for the Play Area refurbishment (approx £9,000.00). The arrangement would be made under Schedule One, paragraph 2, of the Local Government Act 2003 in accordance with professional advice received by the PC.

13 **Contribution to 'the Villager':** see item 5.4.

14 Contribution by New Buckenham Cricket Club:

14.1 It was agreed that the 2009-2010 payment of £100.00 should be collected. KH proposed, seconded by TL that the charge should be raised to £120.00 per annum for 2010-2011. this proposal was agreed unanimously.

15 Items for information:

15.1 In response to a request from the Clerk to NBVHT JN nominated Karen Hobley as the PC's representative on the Trust. This proposal was seconded by TL and agreed unanimously. The Clerk would write to NBVHT to confirm the nomination before the Trust's Annual General Meeting.

15.2 The PC were advised of further items for information.

16 Items for the next agenda:

- Standing Orders
- Village cinema
- Emergency plan
- Management of the allotments and charges
- Offer of compensation for damaged bench from the grass cutting contractor

17. Date of next meeting: Tuesday 11th August 2009, 7.30 pm New Buckenham Village Hall, large meeting room.

Meeting closed 9.20 pm

C. Greenwood, Clerk to New Buckenham Parish Council.

Signed (Chair): _____

Date: _____