

New Buckenham Parish Council: meeting minutes

Date: Tuesday 9th June 2009
Chair: Mrs K Hobley (KH)
Councillors: Mrs F. Doe (FD), Mr A. Lister (TL), Mr J. Newport (JN), Mr D Rush (DR), and Mr M Stevens (MS).
In attendance:
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 R St. John Cooper (RC). Mr A. Joel, Breckland District Council (AJ) sent his apologies.

2. Minutes of previous meeting (Tuesday 12th May 2009)

2.1 The following amendments to the minutes were requested: 2. - \JN was not elected as vice chairman. 4.4 – should read 'checks' not 'cheques', 4.13 Sunday not Saturday 14th June 2009 for Play Area opening. With these amendments the minutes were agreed as a true record of the meeting and would be signed by the Chairman at the end of the meeting.

3. Matters arising

[Ref minutes 12th May 2009]:

- 3.1 [4.1] Notice boards: to be painted.
- 3.2 [3.4] Complaints about damage by contractor – no response from contractor to written request for contact.
- 3.3 [4.3] Tree felling: KH would respond to AJ to arrange opportunity for PC to raise concerns with BDC.
- 3.4 [4.5] Damage to the green from cars: no response from the Safer Neighbourhood team.
- 3.5 [4.6] Village notice board proposal: FD reported that the HBT were not keen on a board on the Green because of mowing required. FD would propose some designs and discuss payment proposals with the HBT.
- 3.6 [4.7] Exposed drain near Play Area: repaired.
- 3.7 [4.8]: Dog fouling on the Green: article in last parish News. One complaint referred to the dog warden.
- 3.8 [4.9]: Replacement door at no. 1 Town houses: BDC had confirmed that planning permission will be required. Womacks (making door) to give details to JN for referral to BDC. It was agreed that the PC should consider replacing the door of no 2 Town Houses to match no 1.
- 3.9 4.14]: Barriers to prevent cars driving on play area and field: barriers completed. KH thanked everyone who had carried out voluntary work at the Play Area site.
- 3.10 [4.15]: Funding of Play Area: it was reported that the New Buckeneers were in a position to apply for the outstanding grants. The Clerk advised the meeting that the OC was not allowed to take out a loan to cover the VAT to be paid prior to it being reclaimed.
- 3.11 [6.1]: Moat Lane ownership: JN would advise on guidance in the deeds of the home owners in Moat Lane. KH would look for the plans with regard to Moat Lane.
- 3.12 [6.2]: Market Cross area weeds: the HBT had arranged for the area to be sprayed.
- 3.13 [10]: goalposts: the goalpost were to be ordered in the name of the PC.

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

5. Public participation (meeting adjourned):

- 5.1 Village hall grounds: KH agreed to draw the attention of the NBVHT to the need to weed the new garden area outside the hall and ensure that children did not run through it.
- 5.2 'The Villager': the PC were advised that another publication was being developed. Door knocking was to be organised in an attempt to increase inclusion of house occupant details this time. The possibility of financial support for the project from the Pc would be considered at the July meeting.
- 5.3 KH agreed to refer the clearance of the drain at the junction of Moat Lane and Cuffer Lane to the drains team.
- 5.4 In response to a request on behalf of the developer for the PC's view on the proposed development at the Piggeries KH reminded those present that the PC had already formally informed the developer that no proposal would be considered or opinions given without the proper application process being followed. Discussion about any such large development would be advertised so that all concerned could attend. KH reminded the meeting that the PC had supported the definitions in the Local Development Framework which had identified the site in questions as 'unsuitable'.
- 5.5 The Tree Warden spoke about the need for permission for work to trees in the village. The Clerk would put a copy of the legal requirement on the PC's notice Board.
- 5.6 KH agreed to inform the NBVHT that a small tree was growing in the drain near the recycling centre.

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

7. *Additional recycling provision in the village:*

7.1 It was reported that the village may have a further bottle bank. KH urged Keith Mace to give a full account of all he had achieved through the recycling project over the years in Parish News as some may not realise all that had been done on behalf of the village.

7.2 In response to an enquiry about the possibility of group composting KH informed the meeting that this had been discussed by the Gardening Group but it was not deemed to be cost-effective.

8. *Actions required to be completed on behalf of the Council and allocation of responsibility*

8.1 Items were allocated to Councillors for action.

9. *Revised rent for no 1 Town Houses:* There was a discussion about an immediate increase to £50.00 pre 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. KH seconded and it was agreed that the rent would be increased with effect from 1 October 2009 and would be reviewed annually on this date in future.

10. *Financial summary and payments:*

10.1 Available funds were reported at £11, 568.02 as shown in the financial summary provided to Councillors by the Clerk.

10.2 The following were for payment:

Payee	Item	VAT	Gross amount payable £
Retrospective approval – cheques already issued			
<i>* n.b. invoices for the first three payments not held by RFO - details taken from cheques stubs – invoices essential for VAT reclaim</i>			
Fire Protection on line 31/5/09	Inv 33488 – Play Area	* ??	50.50
Norwich Camping and Leisure 31/5/09	Inv 8193 – Play Area	* ??	349.00
Kirkhouse Productions 31/5/09	Inv kh5072	*??	252.95
The Balloon Lady 2/6/09	Inv1000003080 – Play Area		57.30
Ripblast	Del no 2122 - NOT AN INVOICE – vat will not be reclaimable	60.00	460.00
			Already accounted for in financial summary
For cheque issue:			
McKeating Associates	Inv 1381 4/6/09- play area		67.86
South Norfolk Youth Symphonic Band	Inv d/d 2/6/09 – Play area		180.00
Timo and Maria	No invoice number or date provided – Play Area		105.00
Broadland Tree Services	Inv BTS00817 26/5/09 – Play Area	240.00	1840.00
The Primrose Press	Inv 12268 21/5/09 –Play Area	12.30	94.30
OTW Imaging	Inv 245204 28/5/09 – Play Area	13.80	105.80
Alan R Cross	Inv L11858/MW 18/5/09 – I Town Houses	275.25	2110.25
Norfolk RCC	Subscription renewal 09-10	-	15.00
C Greenwood	Clerk's duties 9/5/09- 8/6/09- schedule 0910/3	n/a	236.25
Total		601.35 + ??	4754.46
Invoices presented to the RFO at the meeting for payment			
Pete Wilds	Advertising – Play Area		34.00
NORSE	Grounds maintenance		405.94
Anglian Water	Water for allotments		32.13
Playdale	Play Area		15,076.50
For information: (payment deducted from net credit to Parish Council account)			
Donna Kissinger.	Management commission. 15/4/09 – 12/5/09 – 2 Town Houses. Inv 3174 12/5/09	3.26	24.96

Approval was proposed by KH seconded by FD and approved unanimously – on the basis that these payments would not be released until the RFO had confirmed that there were sufficient funds to cover the payments. Councillors confirmed that they knew of no other financial commitment made on behalf of the PC.

11. Draft accounts and annual return:

11.1 The accounts for 2008-2009 were considered. TL proposed that they be approved, seconded by DR. All present agreed.

11.2 Approval of the Annual Return for 2008-2009 was agreed. The Return would be signed by the Chairman before submission by the required date of 30th June 2009.

12. Items for information: listed on the correspondence list for this meeting

13 Items for the next agenda:

- Possible financial support for the publication of 'the Villager'
- Standing orders
- Cemetery plan
- Charge to cricket club
- Governance and accounting for the Town Houses.

14. Date of next meeting: Tuesday 14th July 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: _____