

New Buckenham Parish Council: meeting minutes

Date: Tuesday 12th May 2009
Chair: Mrs K Hobleby (KH)
Councillors: Mr A. Lister (TL), Mr J. Newport (JN), Mr D Rush (DR), Mr R St. John Cooper (RC), and Mr M Stevens (MS).
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: Mrs F. Doe (FD),

2. Election of Chairman and vice chairman: JN proposed KH as Chairman, seconded by TL – agreed unanimously.
No vice chairman was elected.

3. Minutes of previous meeting (Tuesday 14th April 2009)

2.1 The minutes were agreed as a true record of the meeting and would be signed by the Chairman at the end of the meeting.

4. Matters arising

[Ref minutes 14th April 2009]:

- 4.1 [3.2] Notice boards: repair underway.
- 4.2 [3.4] Complaints about damage by contractor – no response from contractor – Clerk to write when sending payment requesting contact.
- 4.3 [[3.6] Tree felling: AJ to arrange opportunity for PC to raise concerns. Tree Warden to be invited to attend.
- 4.4 [3.7] Speeding in village: Safer Neighbourhood team have carried out speed checks – 37 warning letters issued.
- 4.5 [3.8] Damage to the green from cars: the Safer Neighbourhood team to investigate and report back to PC.
- 4.6 [3.13] Village notice board proposal: no update, FD not present.
- 4.7 [3.14] Exposed drain near Play Area: possibility that this could be addressed as part of Play Area refurbishment.
- 4.8 [3.16]: Referral of concern about dog fouling on the Green to BDC's Dog Warden and HBT : referred – no longer employed by BDC.
- 4.9 [3.17]: Replacement door at no. 1 Town Houses: tenant confirmed door was to be made to match almshouses – no charge to PC. Planning permission will be required.
- 4.10 [3.18]: Damage to pump in Chapel Street: KH to remind Mr Breeze.
- 4.11 [5.3]: Retrospective planning permission for lake at the Piggeries site - BDC had confirmed permission had been granted.
- 4.12 School bus: NCC Transport co-co-ordinator confirmed no action possible. Visited site without notifying PC. KH to pursue with County Councillor.
- 4.13 Play Area: construction underway. Launch Sunday 14th June 2009 'children's tea party' theme.
- 4.14 Barriers to prevent cars driving on play area and field: If installed keys would be required by cricket club, NBVHT, NCS.
- 4.15 Funding of Play Area: CG pointed out that PC had committed collectively to expenditure of £73,000.00 but £15,000.00 funds held and no evidence provided of ability to

fund rest of amount. Meeting was told New Buckeneers have own bank account – to transfer to PC. A contingency had been arranged for the VAT if required. KH and RC to ensure original paperwork passed to Clerk.

5. Declarations of interest: KH declared a personal interest in agenda item 10.

6. Public participation (meeting adjourned):

6.1 Moat Lane ownership: JN would include this issue in investigation of minutes and deeds in relation to ownership of Town Houses.

6.2 Market Cross area: reported to be untidy – concerns to be passed on to HBT.

6.3 Cemetery – poor work by contactor reported.

6.4 Recycling: BDC will give £820.00 for glass collected. The possibility of a third bottle bank was discussed – to be referred also to NBVHT and village through Parish News. Agenda item for June meeting. AJ will investigate charge for bottle bank.

6.5 Keith Mace was thanked for all his work in recycling which was so profitable for the village.

6.6 Heavy traffic in Marsh lane due to development site. KH/CG to write to developer to ask if they would meet PC to discuss.

6.7 AJ reported on the outsourcing of planning management to Capita – an advantage will be that applications will be viewable on-line. Capita provide VFM. FOI will still apply to Capita.

6.8 CCTV provision by BDC under review – mobile cameras to be introduced wef September 2009.

6.9 SERCO/BDC have set up a Scout's badge in 'the environment'.

6.10 Local Government reorganisation: final date for consultation 14 May 2009.

7. Planning applications: Confirmation of grant of planning permission 3PL/2009/0194/F Mr R Bailey, land adjacent to Willowdene, Marsh Lane.

8. Breckland District Council's planning document: councillors had made individual responses.

9. Underground cabling: Peter Roberts and Ian Jowett reported on the action they had taken on behalf of the PC. The Electricity Board have agreed to put cables underground from the Old Vicarage to Marsh Lane. There will be no charge to householders but access to properties will be required. BT have agreed to do the same so that the result should be the removal of all poles in Marsh Lane. Work will start 27th July 2009 for three weeks. It was agreed that the pole holding the street light outside Fourwinds, Marsh Lane would be adopted by the PC. Peter Roberts would write to advise EDF. BT may do similar work around the green but do not want to set a precedent by doing this free of charge. The PC resolved to support the initiative. Peter Roberts and Ian Jowett were thanked for all their work on behalf of the PC.

10. Replacement goal posts: KH explained the proposal but did not vote. Replacement cost would be £1100.00. Funds already held = £800.00. Recycling would pledge £100.00. DR proposed that the PC donate £200.00, agreed by the voting councillors.

11. Review of cemetery charges: KH proposed that there be no charge for a stillborn child- all other fees to be doubled. No extra charge for double plot. TL seconded. Agreed unanimously. To take effect from 1 June 2009.

12. Financial summary and payments:

12.1 Available funds were reported at £10,633.53 as shown in the financial summary provided by the Clerk.

12 The following were for payment:

Playdale Playgrounds Ltd [already paid]	Deposit- quotation AAAQ27422 2/4/09- 2 nd instalment		5,000.00
New Buckenham Village Hall Trust	Inv, 655 21/4/09 hire of meeting room 13/1, 10/2, 10/3 09		28.36
Broadland Horticultural Services	Inv 1912 31/3/09 grass cutting 12/3 & 26/3 09	42.18	323.40
“”	Inv 1945 30/4/09 grass cutting ? date and 23/4/09	42.18	323.40
EAC Document Solutions Ltd	Photocopier service charge Inv 59356 30.4.09	2.91	22.34
TT Jones Electrical Ltd	Inv 7081 30/4/09 street light repairs	12.30	94.35
EON	Inv 3/5/09 elec for ¼- 30/4 09	2.18	45.81
C Greenwood	Clerk’s duties 8/4/09- 8/5/09- schedule 0910/2	n/a	139.50
Total		101.75	5977.16
For information: (payment deducted from net credit to Parish Council account)			
Donna Kissinger.	Management commission. 12/3/09 – 14/4/09 – 2 Town Houses. Inv 3028	3.26	24.96

Approval was proposed by RC seconded by DR and approved unanimously.

It was agreed that donations would be restricted to local charities and causes.

12 KH proposed, JN seconded that a direct debit be set up to pay EON the monthly amount required for street lighting. Two cheques signatures would sign the mandate.

13. Draft accounts and annual return: the accounts table, annual return declarations and external auditors comments of 2007/2008 were circulated so that Councillors could view the accounts at the June meeting of the PC in the light of comments made.

14 Items for information: listed on the correspondence list for this meeting

15 Items for the next agenda:

AJ and RC gave advance apologies.

- Clerk’s ‘to do’ list
- Recycling
- Draft accounts and Annual Return

11. Date of next meeting: Tuesday 14th July 2009, 7.30 pm New Buckenham Village Hall, large meeting room.

Town Houses - contract for shower room refurbishment

In view of the urgency involved it was resolved to take this as an additional matter under Agenda item 12 Payments and to exclude the public from this part of the proceedings so that the Council could consider advice from Donna Kissinger, the managing agents, on the proposed work.

Donna Kissinger advised that there was a certain amount of urgency to have the work done. The main reasons were as follows:-

1. Damp and condensation due to inadequate insulation and ventilation - health hazard
2. Outdated and unsanitary sanitary ware and systems - health hazard
3. Polystyrene tiling to the ceiling - fire hazard
4. Tiling to the floor, half finished - tripping hazard

The agents had contacted approximately six companies to give quotations, but none could commit to doing the work in less than six months' time. They had then contacted Cross Electrical, whom they often used for electrical work (which would be needed as part of the refurbishment). Cross Electrical had recommended Les Cooper Builders Limited, who had subsequently provided a quotation and confirmed that they could do the work within a maximum of three months. They would work with a plumber (known and recommended by Cross Electrical) and with the electricians to complete the job in one operation.

Donna Kissinger had checked the quoted price with their retained builder, who had referred it to the bathroom fitter who, up to his retirement fifteen months ago, had been doing this kind of work with the builder. He felt that the price was "about right or thereabouts".

On the above basis the agents felt that the right way forward was to accept the quotation of Les Cooper Builders Limited.

The Meeting felt that, given the health and safety issues, the work should be done as soon as a suitable contractor was available. Further quotations would take some time to obtain and even then the firms might not be able to commit to an acceptable time frame. During this process Les Cooper Builders Limited's presently projected start date might well no longer stand.

CG reminded the Meeting that the Council's Financial Regulations normally required three quotations to be obtained. However, on the basis of Donna Kissinger's recommendation to accept the quotation of Les Cooper Builders Limited, members might feel that this was an appropriate case for a waiver of the Regulations relating to contracts, pursuant to Financial Regulation 11.1.(c). After some discussion it was agreed that, in view of all the considerations detailed above, Financial Regulation 11.1(h) should in this instance be waived and the quotation of Les Cooper Builders Limited be accepted

Meeting closed 10.05 pm

C. Greenwood, Clerk to New Buckenham Parish Council.

Signed (Chair): _____

Date: _____