

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 8th September 2009, 7.30 pm at the village hall.

Present: Karen Hobley Chair
Fran Doe
Tony Lister
John Newport
Darren Rush
Mark Stevens

Adrian Joel District Councillor
Caroline Greenwood Clerk and Responsible Financial Officer

19. To consider apologies for absence:

There were no apologies for absence to be considered. The Chairman reported that Robert St John Cooper had resigned from the Council. The Chairman would write to thank Robert for his contribution, especially with regard to the play area refurbishment. The election process for a replacement Councillor would be instigated.
Action: Chairman/Clerk

20. Minutes of the meeting of New Buckenham Parish Council held on 11th August 2009:
resolved to approve the minutes – with one addition and two spelling corrections recorded in the minutes – as a true and accurate record of the meeting.

21. Matters arising:

1. 3.1 Notice board: work outstanding; to include lettering. Action: Darren Rush
2. 3.2 Cemetery hedge along Moat Lane: not included in contract terms. The contractor would be asked to do this work as an additional item. Action: Chairman
3. 5. Hedge along Dam Brigg Old Buckenham Parish Council had made arrangements for this work to be carried out.

22. To receive declarations of interest in items on the agenda: no interests were declared.

23. 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 District Councillor reminded the meeting that all applications for work to trees in the village, as a conservation area, were shown on the Breckland District Council website. The Tree Warden agreed to monitor this information on behalf of the Council. The District Councillor gave an update on the activities of Breckland District Council.

- A suggestion was made that a village notice board be incorporated into a bus shelter. Possible sources would be investigated. Action: Tony Lister

- The Chairman reported that the wall outside the Town Houses had been damaged by the refuse collector contractor. The wall is listed. The Chairman was liaising with Breckland District Council about the repair.
Action: Chairman

24. Planning determinations: there were no applications to be considered.

25. Financial summary and payments: **resolved to accept the financial summary at 8th September 2009 and approve the payments listed.**

Payee	Item	VAT	Gross amount payable £
Broadland Horticultural	Cemetery and play area cutting 2/7, 16/7 & 30/7 2009. Inv 2077 31/7/09	63.27	485.10
EAC Document Solutions Ltd	Copier service charge Inv 60169 28/8/09	2.72	20.88
Alan R. Cross & Son	Electrical work – no 1 Town Houses Inv L12361/MW 28/8/09	44.40	340.40
A. Seville	Shower room – no 1 Town Houses Inv 5218 26/8/09	167.25	1282.25
Les Cooper Builders Ltd	Inv 338 1/9/09. Work to shower room no 1 Town Houses	478.68	3191.19
Mark Harrod Ltd	Goalposts Inv. 7476 11/8/09	142.59	1185.19
C Greenwood	Clerk's duties 7/8/09- 5/9/08 schedule 0910/6	Net of tax/NI	163.80
Total		(£40.95) 898.91	6668.81
For information: (payment deducted from net credit to Parish Council account)			
Donna Kissinger.	Management commission. 15/7/09 – 13/8/09 2 Town Houses. Inv 3598 13/8/09	3.26	24.96
EON	INV 7 Aug 2009 – deducted from credit balance	2.18	45.81

Action: Clerk

26. Asset register for the Parish Council: **resolved to adopt the Asset Register – following the removal of non-insurable items such as concrete hardstanding from the draft register.**

Action: Clerk

27. Internal audit: review of effectiveness and future arrangements: **resolved to investigate potential cost of internal audit to cover the financial systems and controls operated by the Parish Council.**

Action: Clerk.

28. Flooding in village: **resolved that the Chairman would produce a formal record of the meeting held with official representatives for discussion at the October 2009 meeting.**

Action Chairman

29. Town Houses: refurbishment and rent review of no 1: **resolved to note the completion of the approved improvements to no1 Town Houses and the requirements of the Rent Act 1977 in respect of the agreed rent review. It was**

noted that application for the review would be carried out by the managing agent on the basis of the Council's response to a formal questionnaire – agreed by the Council at the end of the meeting.

Action : John Newport.

30. Draft budget for 2010-2011: **resolved to consider the contents of the draft budget provided and to provide information regarding likely expenditure to the Clerk.**

Action: All

31. Risk assessment: **resolved to adopt the risk assessment presented to the Council and to agree amendments during the year as and when risks altered.**

Action: Clerk

32. External Auditors' queries – prior years: **resolved to receive the update from the Clerk on progress with the queries previously raised by the External Auditors. Resolved to ensure that a full audit file for the Play Area project would be available for audit at the end of 2009/2010 as the capital project was in excess of £20,000.**

Action: Clerk

33. Correspondence received: **resolved to circulate to all members:**

1. Breckland District Council Town and Parish Council Forum Open evening: 29 October 2009, Swaffham.
2. Society of Local Council Clerks notification of cemetery management training.
3. Various posters from Breckland District Council for display on the notice board

Action: Clerk

34. Items for discussion at the next meeting: **resolved to include the village emergency plan, ditches and flooding, allotment management and Play Area Maintenance (inspections and grass cutting) at the October 2009 meeting.**

Action: Clerk

35. **Resolved that the next meeting of the Parish Council will be on Tuesday 13th October 2009 at 7.30pm at the village hall.**

The meeting closed at 9.20 pm

Signed.....

Date:.....