

# OXBOROUGH PARISH COUNCIL

2024/6  
MINUTES

Ordinary Meeting held at the Village Hall, Oxborough  
Wednesday 20 November 2024, starting at 7.30pm

|                                |            |
|--------------------------------|------------|
| <b>PRESENT:</b> David Hotchkin | Chair      |
| Simon Willies                  | Vice Chair |
| Graham Allison                 | Councillor |
| Martyn Cockerill               | Councillor |

4 Members of the Public

## Open Forum (questions regarding the agenda)

The Chair welcomed everyone to the meeting. A member of the public (MOtP) questioned whether there would be a replacement tree for the felled (diseased) horse chestnut tree - the Chair said yes (see clerk note 1). Concerning the plot of land for sale in St. John's Close, at the last meeting a MOtP had prepared a letter for the attention of Breckland Council and the Chair had stated that this must be sent via the clerk. The Chair corrected himself, confirming that any MOtP is at liberty to communicate directly with BC, only views of the Parish Council need be sent via the clerk. However, he added that he has continued to be unsuccessful in his own communications with District Councillor Ian Sherwood, concluding that he will contact BC electoral services.

### 1. Apologies for absence

Cllr Lambert offered apologies. Cllr Sherwood and Cllr Eagle were unaccounted for.

### 2. Declarations of Interest

None.

### 3. Declarations of recording and social media use

None.

### 4. To approve the Minutes of the Ordinary Meeting held 18 September 2024

The final draft Minutes had been circulated and displayed on the Notice Board and PC website. Cllr Hotchkin proposed that the minutes should be accepted, seconded by Cllr Willies. All in favour; the minutes were signed by the Chair.

### 5. Matters arising

5.1. Concerning Agenda point 8b, Cllr Willies asked the Chair whether the parish council should proceed with a level 2 complaint against BC. The Chair advised that some new information had come to light following his contact with Anglian Water (an exclusion zone of 15m extending halfway across the land in question, and questions over the presence of two hatches and the location of roadside soakaways) and he will be arranging site meetings with AW /NCC Highways to discuss these issues. All councillors discussed these issues and then agreed not to proceed with a further complaint at this stage. The Chair added that the land transferred (deed of gift) to Attleborough PC fitted the criteria (unlike the land in St. John's Close).

5.2. Concerning Agenda point 9e, Cllr Willies asked that the council should respond to Oxburgh Hall's follow-up email concerning their future plans for the area of land leased from the PC for use as a car park. The Chair confirmed that the decision to keep the status quo had previously been relayed, adding that the PC cannot accept any negotiations or offers. Cllr Cockerill agreed saying that until the Church can pay for the conversion of the land, that the National Trust will continue to lease the land for the use of the car park. The Chair added that he will speak with a member of the Diocese.

5.3. Concerning Agenda point 9f, Cllr Willies confirmed that he had resumed sending the data from the SAM2 sign to Speedwatch Co-ordinator Frankie Watkins.

5.4. Concerning Agenda point 13. Cllr Hotchkin reported that the National Trust can no longer afford to maintain the verge. He proposed contacting David Jacklin (NCC Highways Engineer) to discuss the issue.

**6. District Councillor's Report**

None

**7. County Councillor's Report**

None.

**8. Planning Matters**

None.

**9. Correspondence Received**

a) Norfolk Police: see website

b) NCC: see website

1. Norfolk Minerals and Waste Local Plan: Publication of proposed Main Modifications and Additional Modifications - consultation between 9am on 17 October to 5pm on 13 December 2024

c) Breckland Council: see website

1. Precept requirement for 2025-26, deadline 24 January 2025.

d) Letter (by email) from Leader of the Council (Cllr. Sam Chapman-Allen), concerning Local Plan Update: 'we have resolved to pause the development of the Local Plan in response to the Labour Government's recent consultation on proposed revisions to the National Planning Policy Framework (NPPF) and increase in Housing Target, published on 30th July 2024'. Full letter circulated to Councillors and placed on website

e) Email to the Chair, from Charles Howard-Vyse, concerning his willingness to lead the Remembrance Sunday ceremony

f) Email from Donna Baldwin, General Manager Oxburgh Hall: '...Unfortunately we currently, do not have the resource to maintain the verges...'. The clerk acknowledged the email.

g) Email from Eloise Balcombe, Estate Manager National Trust: '...you would be able to provide an update on the car park... to investigate the offer from the Trust to purchase part or even all of the area from the Parish Council. Is this something that would be of interest? If so, would it be best if we put a formal proposal with a figure to you for consideration?'. The clerk acknowledged the email and then received a further email 'I would be grateful if this could be added to the 20 November meeting so the Trusts future plans and management of the area can be confirmed'.

h) Nurture Landscape - email from contracts manager Nicola Abbot, informing us that we will be 'moving to a fixed costing system whereby you will pay 1/12th of the total contract value each month throughout the year'. Cllrs discussed this and asked the clerk to make contact to determine the cost for grass cutting during 2025/26. In addition, councillors discussed whether a further cut should be undertaken (the contracted 13 cuts have been completed) and agreed that if necessary this could be reviewed by the next meeting. It was agreed that only the playground area would benefit from a final cut, which the Chair volunteered to carry out.

i) Clerk emailed E.on (npower) Dawn Willis (Specialist Complaints Advisor) to request confirmation that the new Industry program P434 would not mean future electricity charges: response 'As the supply is de-energised you will not be charge'. Cllr Cockerill expressed his satisfaction at this outcome, thanking the clerk for persevering to achieve this. Cllr Allison asked for confirmation on whether the PC own the telephone box. The clerk confirmed that as the contract had been signed in good faith, despite the £1 payment not having been paid over to British Telecom, in essence the PC do own the telephone box. He added that he had, some time ago, gathered the necessary materials to refurbish the box.

**10. Accounts**

a) To receive bank balance and reconciliation

The councillors considered budget vs. actual (Appendix A). Cllr Hotchkin proposed accepting this, seconded by Cllr Cockerill - all in favour, passed.

b) To consider authorisation of payments and to sign cheques

1. TSB bank fees -£10

2. Royal British Legion - £20 (Budget indicates £30, which includes the usual donation)

3. Nurture Landscapes - £100 plus VAT (£120) (final contract grass cut x1)

b) Receipts

1. Breckland Council -£1779.74- Precept payment

Cllr Willies proposed payments to Nurture Landscapes and Royal British Legion, seconded by Cllr Cockerill - all in favour; the cheques/stubs were signed.

#### 11. Highways

- a) ENQ900279455 (road speed sign sheared off at the base): This problem has already been reported and action identified to resolve the issue - It is likely that the defect was identified as part of our routine scheduled inspections and already prioritised for repair. **Cllrs asked the clerk to follow up with this issue.**
- b) ENQ900279453 (overgrown verge adjacent to the Oxburgh Hall wall): No action has been taken at this time, but we will continue to monitor the problem -We have assessed that the defect does not currently meet our intervention criteria. We will continue to monitor as part of normal scheduled inspections.
- c) ENQ900279451 (several potholes adjacent to the entrance to the farm entrance): We could not find the problem so have not taken any action at this time - It is possible that the defect has already been repaired. If you know the defect is still present, please log again including any additional location detail. **Cllrs asked the clerk to follow up with this issue.**
- d) ENQ900279456 (dirty fingerposts: No action has been taken at this time, but we will continue to monitor the problem -We have assessed that the defect does not currently meet our intervention criteria. We will continue to monitor as part of normal scheduled inspections.
- e) Rangers visit planned for after 14 October.
- f) Upcoming closure off Oxborough Road to facilitate Norfolk County Council bridge maintenance at Eastmoor Road bridge - 18-20 November 2024 but may continue to be closed until the 1 January 2025 where the closure is still required beyond the anticipated dates.
- g) Road closure at Oxborough Road in the Parish of Stoke Ferry to facilitate Anglian Water works for a new connection: -12-15 November 2024
- h) Concerning the placement of an advertising board for Christmas Trees (located by the bus shelter), this did not obstruct road users; it was agreed that this was a matter for NCC Highways.

#### 12. Report from PC representative to the Village Hall Committee

The VHC hosted the annual Oxborough Christmas Craft and Gift Fayre last weekend, which was well attended and received great feedback from stallholders impressed with the village hall. It was also the most successful, exceeding a profit of £500. The committee is meeting at the end of this week to discuss the year ahead.

The meeting closed at 8.23 pm.

#### Public participation

#### 14. To receive information or suggested items for consideration at the next meeting

None

| APPENDIX A   |                | Meeting 20 Nov 2024 |                 |                     |  |  |
|--|----------------|---------------------|-----------------|---------------------|--|--|
| Report: Accounts reported against the budget quarterly   |                |                     |                 |                     |  |  |
| IAW Statement of Internal Control and Annual Review of Effectiveness of Internal Control (section Financial Reporting) |                |                     |                 |                     |  |  |
|  | <u>Budget</u>  | <u>Actual</u>       | <u>Variance</u> | <u>Outstanding</u>  |  |  |
| <u>BUDGET 2024/25</u>  |                |                     |                 | <u>Estimate Y/E</u> |  |  |
| <b>Estimated Gross Payments</b>  |                |                     |                 |                     |  |  |
| Accountants  | 158.40         | 0.00                | 158.40          | 158.40              |  |  |
| Clerk's salary   | 1569.10        | 0.00                | 1569.10         | 1569.10             |  |  |
| Clerk's expenses   | 195.82         | 0.00                | 195.82          | 195.82              |  |  |
| Nurture Landscape (grass cutting x13 plus herbicide)   | 1680.00        | 1140.00             | 540.00          | 540.00              |  |  |
| Hedge cutting (x1 cut)   | 540.00         | 0.00                | 540.00          | 540.00              |  |  |
| RoSPA annual playground inspection   | 94.20          | 98.40               | -4.20           | 0.00                |  |  |
| St. John the Evangelist donation   | 175.00         | 0.00                | 175.00          | 175.00              |  |  |
| Royal British Legion donation  | 30.00          | 0.00                | 30.00           | 30.00               |  |  |
| Insurance  | 283.60         | 283.60              | 0.00            | 0.00                |  |  |
| Bank charges   | 60.00          | 40.00               | 20.00           | 20.00               |  |  |
| Village Hall Hire  | 84.00          | 0.00                | 84.00           | 84.00               |  |  |
| Cleaning of the war memorial   | 546.00         | 0.00                | 546.00          | 546.00              |  |  |
| NALC membership  | 103.55         | 103.55              | 0.00            | 0.00                |  |  |
| E.on Electric  | 0.00           | 0.00                | 0.00            | 0.00                |  |  |
| Westcotec -repair SAM2 sign  | 0.00           | 250.20              | -250.20         | 0.00                |  |  |
| Funds (received in error)transferred to OVH  | 0.00           | 56.00               | -56.00          | 0.00                |  |  |
|  | <b>5519.67</b> | <b>1971.75</b>      | <b>3547.92</b>  | 3858.32             |  |  |
| <b>Estimated Receipts</b>  |                |                     |                 |                     |  |  |
| Village Green Hire   | 260.00         | 130.00              | -130.00         |                     |  |  |
| National Trust Lease   | 200.00         | 0.00                | -200.00         |                     |  |  |
| VAT refund on usual expenditure  | 398.90         | 223.50              | -175.40         |                     |  |  |
| Precept  | 3559.48        | 1779.74             | -1779.74        |                     |  |  |
| Norfolk County Council (SAM2 sign repairs)   | 0.00           | 208.50              | 0.00            |                     |  |  |
| Funds received in error (for OVHC)   | 0.00           | 56.00               | 0.00            |                     |  |  |
|  | <b>4418.38</b> | <b>2133.24</b>      | <b>-2285.14</b> |                     |  |  |
| <b>Bank Reconciliation</b>   |                |                     |                 |                     |  |  |
| Bank Balance b/f   | 3821.94        |                     | 3538.50         | Estimated           |  |  |
| <u>Add Receipts:</u>   |                |                     |                 | Balance end         |  |  |
| Precept  | 1779.74        |                     |                 | of financial        |  |  |
|  |                |                     |                 | year 2024/25        |  |  |
| sub-total  | <b>1779.74</b> |                     |                 |                     |  |  |
| <u>Less Payments:</u>  |                |                     |                 |                     |  |  |
| Nurture Landscape  | 480.00         |                     |                 |                     |  |  |
| Bank charges   | 10.00          |                     |                 |                     |  |  |
| sub-total  | <b>490.00</b>  |                     |                 |                     |  |  |
| <b>Bank Balance @ 1 Nov 2024</b>   | <b>5111.68</b> |                     |                 |                     |  |  |