

OXBOROUGH PARISH COUNCIL

ORDINARY MEETING 23 JULY 2025 MINUTES

David Hotchkin, Parish Clerk, Mob: 07885 456005

clerk.oxboroughpc@icloud.com

Present: Cllrs: G. Allison, M. Cockerill, A. Vyse, S. Willies.
17 Members of the public, including Hewar's Charities trustees and members of the Parochial Church Council.

Meeting opened at 1957 hrs.

AGENDA ITEMS

1. Declarations of recording/social media use. **One.**
2. Apologies for absence. **None.**
3. Report from County Councillor, if present. **None, apologies given.**
4. Report from District Councillor, if present. **Not present.**

Open Forum.

Cllr. Willies, supported by Cllr. Cockerill, suggested suspension of Standing Orders in order for the Council to consider the co-option of a previously serving member of the Council (present at the meeting). There followed a general discussion about co-option procedures. The idea was then rejected.

The Chairman of the Hewar's Charities asked whether Item 14 on the Agenda (from correspondence: specifically items 13, 23 and 31) could be discussed before Item 12.

There followed a prolonged discussion about the plot of land belonging to the Parish Council, currently being leased to the National Trust as car parking. The outcome of the discussion was an arrangement by a member from each of: Oxborough Parish Council, the Parochial Church Council and Hewar's Charities, to form a working group to explore the future use & financing of the plot of land whenever the lease with the National Trust terminates.

Item 12 was withdrawn by the Proposer during the discussion, at 2100. [Suggested as an option by the Clerk].

Signed:

Date:

Cllr. Cockerill then announced his resignation from the Council and left the meeting at 2110. [Subsequently his resignation was confirmed in writing to the Chairman].

A tree dying on the Village Green was mentioned.

Another prolonged discussion then took place regarding items 27 and 34 in correspondence regarding a shed at the Village Hall.

5. Declaration of Interests. **None.**
6. To approve the Minutes of the Ordinary Meeting held 19 March 2025.
APPROVED. (Councillor Willies felt the minutes were inaccurate and requested that they be amended. He voted against approval).
7. Matters arising. **None.**

Accounts:

8. To receive bank balance and reconciliation. **[The Clerk declared that the current bank balance stood at £4,057.67.]**
9. To consider authorisation of payments and to sign cheques:
 1. Nurture Landscapes Ltd. 2 payments of £324.82 covering 4 months from April to July 2025.
 2. RoSPA examination of the play equipment on the Village Green: Playsafety Ltd. £100.80 (VAT &16,80). **Both the above APPROVED and cheques signed, after a break caused by premature break-up of the meeting.**
 3. Bank charges to date from 14 May 2025. £10.00 (No action required).
10. To accept the following receipts: **None.**

Proposals:

11. To consider the placing of a bottle recycling bank on the Village Green verge, to the South of the bus shelter. (Proceeds to boost Parish Council funds).
Proposed: G. Allison, Seconded: A. Vyse.
12. To consider a new, revised, 10 year lease contract with the National Trust, for the plot to the South of the churchyard. (Legal expenses to be paid by the National Trust). Proposed: G. Allison, Seconded: A. Vyse. **WITHDRAWN by Proposer.**
13. Planning matters: 27 Jun: PL/2025/0920/TCA, Acacia & Birch tree works, Stoke Ferry Rd.
14. Correspondence received: see separate listing given below.
15. Highways. Anglian Water closures of Eastmoor Rd. 28 July – 1 August,

Open Forum.

DID NOT OCCUR, on account of the length of the previous Open Forum session and Agenda items 11, 13 and 15 were therefore not covered.

Meeting closed at 2157.

Signed:

Date:

CORRESPONDENCE LOG FROM 14 MAY 2025

1. 15 May: Brochure from Sunshine Gym for adult outdoor exercise equipment and children's play equipment.
2. 24 May: Pensions Regulator re: registration renewal.
3. 27 May: Sarah Wolstenholme-Smy, Breckland Council re: Resignation of D. S. H. and the DPI form for Cllr. Alison Vyse.
4. 28 May: Ruth Tudge, Breckland C. Re: Agenda for Overview & Scrutiny Commission, 5 Jun 2025.
5. 30 May: Julie Britton, Breckland C. Re: Agenda for Planning Committee, Tues 10 Jun 2025.
6. 2 Jun: Mr. A. Le Clercq re: SAM 2 sign not working correctly. Clerk replied and FWD to Cllr. Willies who requested an Agenda item, 4 Jun. [Clerk has since noticed that it seems to be functioning correctly - no further action?]
7. 3 Jun: Alex Elliott, Breckland, re: Notice of Vacancy.
8. 4 Jun: Julie Britton, Breckland, re: Minutes for Council, 22 May 2025.
9. 4 Jun: As above, but Minutes for Overview & Scrutiny Commission from 15 May 2025.
10. 5 Jun: Notice of Vacancy supplied by Breckland C.
11. 5 Jun: Julie Britton, Breckland re: Local Government (Miscellaneous Provisions) Act 1982 (as amended) - Draft Sex Establishment Licensing Policy Review 2025.
12. 5 Jun: Julie Britton, Breckland, re: Licensing Act 2003. Policy review 2025.
13. 8 Jun: Mr. M. Griffin re: Offer of Financial Support for Burial Ground Extension. FWD to OPC. The Chair replied 8 Jun 2025. [Flurry of internal emails on the matter.]
14. 9 Jun: Tom McCabe re: Local Government Reorganisation.
15. 10 Jun: Hugh Coggles offering tree inspection & arboricultural services. [Ex Breckland Tree & Countryside Officer].
16. 11 Jun: David Elsom, RBL, concerning VJ Day, 15 Aug 2025. Via S. Hernandez.
17. 13 Jun: Sophie Balchin re: RoSPA inspection report.
18. 17 Jun: NGF Play Ltd. Re: response to request from Clerk to provide details of the gate mechanism for the play area on the Green.
19. 17 Jun: Cllr. Fabian Eagle, NCC, re: Members Community Fund Grant.
20. 18 Jun: Patricia Newman, Nurture Landscapes Ltd, re: query by Clerk of their account statements. Account now managed by Iram Ali.
21. 19 Jun: Mrs. F. Watkins re: request for amendment to the Minutes of the Annual Parish Meeting and a query about email addresses for the Parish Clerk.
22. 21 Jun: Invitation to bid for Parish Partnership scheme funding 2026/7 from David Bullock, NCC Highways.
23. 19 Jun: Mr. M. Griffin re: the burial ground. Following on from item 13.

Signed:

Date:

24. 23 Jun: Mrs. B. Pritchard query about the publication of the reports given at the Annual Parish Meeting on the Parish Council Website.
25. 26 Jun: PKF Littlejohn - AGAR forms have been received.
26. 27 Jun: PL/2025/0920/TCA, Acacia & Birch tree works, Stoke Ferry Rd.
27. 28 Jun: Mr. C. Heatley, re: "Complaint regarding the actions of the Village Hall Committee members." - Concerning the placing of a new storage shed opposite his kitchen window.
28. 27 Jun: Breckland Council: "Help shape the future of local services" poster.
29. 29 Jun: Clerk FWD Mr. C. Heatley's email of 28 June to Cllrs. With added comment about his time as Treasurer for the Village Hall.
30. 1 Jul: Mr A. Le Clercq, re: fallen tree on Green. [Tidied up by Cllr. Allison].
31. 4 Jul: Mr. C. Ashley, re: "Regarding the graveyard extension proposal". That at the next PC meeting on 23 July, the Parish Council approve the PCC's request, subject to funding being secured; That the PC establish a working group with representation from the PC, PCC, and Hewars Charity, with terms of reference including identifying funding sources and coordinating preparatory works; That the PC formally notify the National Trust that the current lease will not be renewed beyond 2027, to elicit their response Bundled together with copies of previous correspondence.
32. 4 Jul: NorfolkALC bulletin, FWD.
33. 5 Jul: Mrs. S. Madden requesting permission for posting Village BBQ notices around the Village Green. Clerk AGREED.
34. 7 Jul: Second email from Mr. C Heatley concerning a shed at the Village Hall. Builder started laying footings. FWD to OPC... & reply referencing the Aldred v. Benton case of 1610 and Davies v. Dennis & Others of 2009. Suggested taking of legal advice.
35. 8 Jul: Clerk to Chairman on the use of the "burial plot", concerning legal aspects. [After private discussion].
36. 8 Jul: Mrs. S. Hernandez, re: Request by Clerk (D. S. H.) for all the Parish Council emails that could be recovered from her time as Clerk. External hard drive to be supplied.
37. 9 Jul: Clerk to Breckland, Alex Elliott asking for clearance to display a Co-option Notice for a new Councillor. Granted, 10 Jul 2025 - FWD to OPC.
38. 14 Jul: Eloise Balcombe, National Trust, requesting that OPC consider a ... "new fixed term lease of the car park for as long a period as the Parish Council would be comfortable with." Also stating that the N.T. Would pay OPC's legal fees. Clerk acknowledged & FWD to OPC.
39. 14 Jul: Clerk acknowledges 2 proposals from Cllr. Allison re: the National Trust lease and bottle bank by bus shelter. [Decision deferred from 14 May 2025].

Signed:

Date: