

Pre-Meeting Business: The Chairman stated that Mrs. White was present as a representative of the local press and was not a member of the Parish Council

Public Participation: The Chairman said that the new General Data Protection Regulation is shortly to become law and, as such, the names of parishioners who ask questions or make comments will not be recorded in the minutes. Anyone making a contribution will be referred to as “a parishioner”. The Royal British Legion asked for agreement to plant an oak tree, possibly on the village green, to commemorate the ending of World War 1. A meeting will be held to further discuss the request. A parishioner thanked the Parish Council for support in levelling the area near the entrance to Prince William Wood. Mr. Labouchere will attempt to reduce the noise level caused by the gate being opened by attaching buffers.

North Elmham Parish Council

**Minutes of the
ANNUAL MEETING OF THE PARISH COUNCIL
held at 7.30 p.m. at the Sports Pavilion on
Wednesday 2nd May, 2018**

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001 Those Councillors Present Were:

Mrs. J. Borgnis (Chairman), Mr. J. Brown, Mr. T. Fitzalan Howard, Mr. M. Gower, Mr. P. Grainger, Mr. J. Labouchere, Mr. C. Smith and Dr. P. Wade-Martins. Mr. C. Robinson was co-opted at the beginning of the meeting.

Also in Attendance: Mr. K. Webb (Clerk), Mrs. M. White (Elmham News + Dereham and Fakenham Times) and 7 parishioners.

002 Election of Chairman

One nomination as follows:

Mrs. J. Borgnis (nominated by Mr. Grainger and seconded by Mr. Gower). All in favour.

003 Election of Vice Chairman

One nomination as follows:

Mr. M. Phillips (nominated by Mr. Brown and seconded by Mr. Gower). All in favour.

004 Co-option of new member

Mr. C. Robinson (Nominated by Mr. Fitzalan Howard and seconded by Mr. Smith). All in favour. The Chairman welcomed Mr. Robinson to the Parish Council.

005 To Consider Apologies for Absence:

Mr. M. Phillips, Mrs. D. Warner and Mr. G. Bambridge (District Council)

006 To Receive Declarations of Interest:

The Chairman reminded the meeting that, should the occasion arise, interests should be declared by Councillors as soon as this was realised, and the interest should be minuted. Mr. Robinson mentioned that he is involved with the Mid-Norfolk Railway.

393 Minutes of Meeting held on Wednesday, 4th April, 2018:

Resolved to approve the minutes as a true and accurate record with the following amendment: Item 416 – “there had been no more flooding in the area” to be changed to “there had been no more sewage flooding in the area”. Proposed by Dr. Wade-Martins and seconded by Mr. Smith. Agreed by all.

UPDATED INFORMATION AND MATTERS ARISING

006 Land Management Matters (item 394)

- (a) Village Green A plastic bench has been selected. Two boards in the storm shelter have come away. Mr. Brown will refit these in the near future.
- (b) Cathedral Ruins Dr Wade-Martins reported that the new agreement for £5.1K, covering the next five years, has been signed. The costs are to be reviewed in the autumn. The wall next to Mr. Fletcher’s garden is to be repaired within the next two weeks. Boards next to the Rose Garden are breaking up and it was agreed to remove these and replace with flints.
- (c) Cathedral Meadows Excellent progress has been made with a number of volunteers doing the wildlife survey. In addition, someone has volunteered to do the plants survey after reading the Elmham News.
- (d) Broom Green Nothing to report
- (e) Millennium Wood A tree has fallen down and Mr. Duffield is to provide a quotation for removing it.
- (f) Bridleway on disused railway line Nothing to report
- (g) Prince William Wood The path inside the gate has been repaired. A tree has fallen down at the top end of Back Lane near the crossroads. Dr. Wade-Martins is to investigate.

007 Street Lights (item 395)

Everything is under control

008 Highway Matters (item 396)

Dr. Wade-Martins said that there are a number of large and deep potholes in the village. Some have recently been repaired but several remain and need attention. Mr. Grainger proposed that the Parish Partnership proposal for traffic calming should proceed and he would inform Highways Department of the traffic speeding concerns. This was seconded by Dr. Wade-Martins. All in favour. Mr. Gower mentioned the possibility of placing signs regarding speeding on rubbish bins and telegraph poles. Mr. Grainger said that this had been looked at before and it had not been possible to make any progress.

- 009 Eastgate Centre (item 397)**
Nothing to report.
- 010 Pavilion and Playing Field – Play Area (item 398)**
The field has been rolled.
- 011 Dog Fouling (item 399)**
Nothing to report.
- 012 Allotments (item 400)**
Nothing to report
- 013 Community defibrillator (item 401)**
Nothing to report
- 014 Play equipment and car park proposals (item 402)**
Nothing to report
- 015 Detailed information map for village/Notice and Information Boards (item 413)**
Dr. Wade-Martins has met with the board manufacturer and a draft is to be provided for consideration.
- 016 Volunteers (item 404)**
Nothing to report
- 017 Village Maintenance (item 405)**
Nothing to report
- 018 Village Institute Hall (item 406)**
Nothing to report
- 019 Village Resilience Plan (item 407)**
Nothing to report
- 020 Bus routes (item 408)**
Nothing to report
- 021 Discussions with the Mid-Norfolk Railway Company (item 409)**
Nothing to report
- 022 Website (item 410)**
Nothing to report
- 023 Shared Access – telecommunications mast (item 411)**
Nothing to report

- 024 Neighbourhood Plan (item 412)**
Nothing to report
- 025 State of the village (item 413)**
Nothing to report
- 026 Individual duties/responsibilities of members (item 414)**
Nothing to report
- 027 The new Data Protection regulations (item 415)**
Nothing to report
- 028 Sewage flooding in Wensum Drive and adjacent areas (item 416)**
Nothing to report.
- 029 Report from District Councillor**
Mr. Bambridge had forwarded an annual report which had been circulated. This will be included in the Annual Parish Meeting.
- 030 Report on ANPR (automatic number plate recognition) system (item 418)**
Mr. Grainger had attended a meeting with Westcotec. The main challenge is getting the system accepted by the authorities.
- 031 Views on utilisation of monies received from Shared Access (item 419)**
The Chairman had produced a draft consultation questionnaire, requesting views on the utilisation of monies, which is to be delivered to all properties in the village. It will be stressed that the funds are to cover a period of 25 years. In addition to the items previously identified, it was suggested that a surround for the proposed new oak tree (see “Public Participation”) together with a plaque could be funded. Dr. Wade-Martins said that before any money was spent on the Institute it would be necessary to involve Highways Department and architects regarding the issues of vehicle access and vision splays. It was stressed that, at this stage, the aim is to merely seek the views of parishioners.
- 032 Flashing speed lights for Station Road**
Mr. Grainger will contact Westcotec to obtain a price. Mr. Borrett (County Councillor) had contributed the sum of £2K for this project and Mr. Bambridge had previously said that he may be able to obtain a contribution.
- 033 Original transfer of Prince William Wood from Breckland Council**
A copy of the transfer document dated 29th November, 2004 had been obtained. This stated that the “the Transferees hereby covenant that the Transferors so as to bind the land hereby transferred for the benefit of the Transferors Retained Land and each and every part thereof that they will not without the consent of the Transferors allow any development on the Property hereby transferred”. Reference is made to an agreement dated 5/5/62 and a copy has been requested.

034 Traffic and parking issues in Eastgate Street

Messrs Phillips, Wade-Martins and Fitzalan Howard, together with the Clerk, had attended a site meeting with Ben Rayner, Highways Engineer following the recent problem when a parked van had prevented buses from moving along Eastgate Street. This highlighted future potential difficulties for emergency vehicles. Mr. Rayner suggested a white line (“H” bar) on the road to prevent parking in the area in question. In addition, it would be necessary to create replacement parking spaces and it was felt that this could be accomplished by utilising the Council owned strip of land opposite where it may be possible to have up to ten spaces. A letter is to be sent to Norfolk County Council confirming agreement to these proposals. Proposed by Dr. Wade-Martins and seconded by Mr. Labouchere. All in favour.

035 Member to act as planning applications “watcher” (item 420)

Mr. Robinson agreed to undertake this important role.

036 Demise of North Elmham Football Club

Jackie Price, officer of the Football Club, had advised that the Club would not continue after the end of this season. Various equipment, including the goals and nets, would be removed. It was pointed out that a Sport England grant of £1,820 had been obtained to assist with the purchase of items. The Chairman will contact Mrs. Price to discuss the ownership of the playing assets and establish the conditions of the grant. Proposed by Dr. Wade-Martins and seconded by Mr. Brown. All in favour. The Football Club’s debt with the Parish Council has been reduced to £95.

037 Accounts for Payment and Schedule of Income

a) Resolved to approve the following Accounts for payment:-

12/4/18	E-on (street lights – March)	£144.06
2/5/18	Anglian Water (pavilion from 7/1/18 to 6/4/18)	£27.89
2/5/18	Anglian Water (playing field from 7/1/18 to 6/4/18)	£103.37 **
2/5/18	Norse (monthly grounds maintenance)	£847.34
2/5/18	K. Webb (Clerk’s pay for April)	£632.00
2/5/18	HMRC (tax on Clerk’s pay)	£102.20
2/5/18	HMRC (National Insurance on Clerk’s pay)	£9.03
2/5/18	Thinking Rural (payroll for April)	£12.00
2/5/18	D. Tyson (pavilion cleaning for April)	£117.45
2/5/18	R. Brown (roller hire, gravel and toilet paper)	£152.33
2/5/18	Age UK Norfolk (donation)	£50.00
2/5/18	Mole Country Stores (shields and screws)	£55.92
2/5/18	J. Duffield (work in Cathedral Ruins)	£545.00
2/5/18	Brown and Co (professional advice re land purchase)	£1,920.00
2/5/18	Toby Winterbourn (repairs to Chapel fence)	£270.00
2/5/18	Norfolk County Council (traffic calming scheme – 50%)	£4,000.00

** Estimates have been made for some time. Therefore, Anglian Water is to be asked to visit in order to take an accurate reading.

(Expenditure approved by all members)

b) Schedule of Income:

5/4/18	Pavilion takings	£60.00
6/4/18	Breckland Council (Precept)	£16,281.50
6/4/18	Breckland Council (Central Grant)	£258.00
11/4/18	North Elmham F.C. (rent – three matches)	£75.00
12/4/18	North Elmham Tennis Club (rent – two years)	£150.00
30/4/18	HMRC (refund of VAT)	£2,926.42
30/4/18	Foxburrow Farm Ltd (AMS tenancy rent – half year)	£2,448.00

Balances (as at 1/5/18):- Current a/c - £110,685.04, Business Premium a/c £24,619.20

038 To Consider Planning Applications and Determinations:-

a) Applications

- (i) Mr. R. Bodimeade – new bungalow with attached garage – land adjacent Caberfeidh, Pump Street 25 (3PL/2018/0040/F) – Consultation Amendments - Full
- (ii) Wensum Valley Hotel – erection of visitor centre, etc at Billingford Lakes (3PL/2016/0533/H) – Consultation - Hybrid

b) Determinations

None

039 CORRESPONDENCE –2/5/18

- 1) Norfolk PFA newsletter for April 2018
- 2) Police crime update – March, 2018
- 3) Barclays Bank, Swaffham closing on 27/7/18
- 4) RoSPA inspection to take place June/July, 2018

040 Announcements

Mr. Fitzalan Howard thanked the Elmham News for publicity in respect of the fete.

041 Agenda items for next meeting:

None

042 Next Meetings:

Wednesday, 2^{3rd} May, 2018 at 7.30 p.m. (Annual Parish Meeting) and Wednesday 6th June, 2018 at 7.30 p.m. (Parish Council Meeting)

There being no further business, the meeting closed at 9.01 p.m.

Chairman

Date