

Pre-Meeting Business: None

Public Participation: A parishioner felt that there would be a number of advantages arising from planting fruit trees (apples, pears, etc) in the bottom area of the Village Green. Amongst other things, it would encourage people (especially children) to eat more fruit. Mr. Fitzalan Howard thought this was an excellent idea but was concerned with the prospect of vandalism. The trees would probably require some form of protection. The proposal will be discussed at the next Parish Council meeting. The increase in speeding vehicles (both residents and contractors) in Cathedral Drive was mentioned. The Chairman recommended that, where speed limits are clearly being broken, contact should be made with the police.

## **NORTH ELMHAM PARISH COUNCIL**

### **Minutes of the**

### **MEETING OF THE PARISH COUNCIL**

**held in the Pavilion at 7.30 p.m. on Wednesday 7<sup>th</sup> June, 2023**

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#### **030 Those Councillors Present Were:**

Mrs. J. Borgnis (Chairman), Mr. M. Phillips, Miss A. Ferris, Mr. T. Fitzalan Howard, Mr. B. Gee, Mr. P. Grainger, Mrs. A. Keeble, Mr. J. Labouchere, Mr. N. Markwell, Mr. M. Rayner and Mr. C. Smith

**Also in Attendance:** Mr. K. Webb (Clerk), Mr. G. Bambridge (District Councillor) and one parishioner.

#### **031 Apologies for absence:**

Mr. M. Phillips

#### **032 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.

#### **033 Minutes of Meeting held on Wednesday, 10<sup>th</sup> May, 2023:**

Resolved to approve the minutes as a true and accurate record. Agreed by all. (Proposed by Mr. Labouchere and seconded by Miss Ferris)

## UPDATED INFORMATION AND MATTERS ARISING

### 034 Update on Affordable Housing Scheme (item 007)

Nothing to report.

### 035 Land Management Matters (item 008)

- (a) Village Green Mr. Gee reported that the storm shelter continues to be vandalised with wood ripped out and set fire to, rails removed and graffiti. This has become a weekly event with regular mending required. Mr. Gee proposed taking the sides and seats out, together with placing a mushroom shaped object in the centre of the shelter. This was seconded by Mr. Grainger. All in favour.
- (b) Cathedral Ruins The Charles the Third Coronation seat has been ordered. Unfortunately, the suppliers want full payment in advance and will not move from this position. Mr. Labouchere was against this payment method, a view supported by Mr. Grainger. All members were in agreement and the Chairman will make attempts to locate an alternative provider.
- (c) Cathedral Meadows Nothing to report.
- (d) Broom Green Digging in the pond is planned for 26<sup>th</sup> June.
- (e) Millennium Wood (and Jubilee Wood) The area has been well cut. A small tree needs to be cut down. A thinning exercise on Jubilee Wood will probably need to be undertaken next year.
- (f) Bridleway on disused railway line and other railway linked matters Nothing to report.
- (g) Prince William Wood Nothing to report.
- (h) Church Meadow Mr. Fitzalan Howard said another plan had been put forward in respect of the church's damp problems. It is the intention to bore holes in random places but the chances of draining are negligible as the land is solid clay. Costings are being obtained for a pipe in a new trench. Quotations are also to be obtained for improved signs near the Ruins and along Church Lane.

### 036 Allotments (item 009)

Nothing to report.

### 037 Street Lights (item 010)

Westcotec has given notice of three months to terminate their involvement with maintenance contracts covering street lights. The effective date will be 1<sup>st</sup> September, 2023 and, in the meantime, attempts will be made to find an alternative service provider. The Clerk has left a message with K. and M. Lighting Services of St. Ives, Cambridgeshire who already have relationships in this area of the country.

### **038 Highway Matters (item 011)**

The cracked manhole on Holt Road has been repaired by Telecoms who put a temporary cover in place with a permanent repair being carried out shortly afterwards.

### **039 Pavilion and Playing Field (item 012)**

At a recent meeting with Mr. Mullany, (North Elmham Walking Football), he confirmed that a split had occurred between North Elmham Football Club and the Walking Football Club. It was acknowledged that CGM are not satisfactorily meeting the terms of the contract and, as a result, the Clerk will contact them with a view to discussing possible termination (breach of clause 13). Mr. Smith mentioned that there was a person in the village prepared to take on the work. It was stressed that the contract should be advertised to give others an opportunity as it was important that best value was obtained. It was agreed by all to pay the first invoice received this year from CGM for £251.50.

### **040 Youth Club facilities (item 013)**

Nothing to report.

### **041 Eastgate Centre (item 014)**

Nothing to report.

### **042 Brookside Development update (item 015)**

Nothing to report.

### **043 Risk Management – considerations and updates (item 016)**

Nothing to report.

### **044 Overview of Parish Council financial situation (item 017)**

Nothing to report.

### **045 Defibrillators (item 018)**

Nothing to report.

### **046 Call for Sites update – Breckland Council (item 019)**

Nothing to report.

### **047 Pavilion Funding (item 020)**

Nothing to report.

### **048 Annual Budget (item 021)**

Nothing to report.

### **049 Archive Group records (item 022)**

Nothing to report.

## 050 Vandalism to storm shelter on the Village Green

Please refer to item 35 (a) for full details.

## 051 Request for funding from North Elmham PCC

North Elmham Parochial Church Council runs a Church (Community) Larder which requires funding in the region of £3.5K per annum. The Parish Council provides an annual grant to the PCC. There were mixed views on whether it was appropriate for the Parish Council to make a direct contribution to a Food Bank. It was mentioned that there are longstanding village charities that make donations to those in need. Mr. Smith proposed that the annual NEPCC grant should be increased to £1,200 (previously £1,000) and this was seconded by Mr. Grainger. It would be stressed that this sum should be used for the benefit of parishioners. All members were in favour, except Messrs Fitzalan Howard and Labouchere, who abstained having declared an interest due to their association with NEPCC.

## 052 Report from County/District Councillor

Mr. Bambridge reported that the main focus recently had been on the Call for Sites. There is to be another meeting with George Freeman M.P. at the Memorial Hall on 23<sup>rd</sup> June. John Hoskins is to contact all local Parish Councils to make sure they are aware of the meeting. About 2,000 objections have been raised so far in respect of Question 13 and the curiously named “Railway Village”. Mr. Bambridge said that, following the recent local elections, he is on the Planning Committee but is no longer in the Cabinet.

## 053 Accounts for Payment and Schedule of Income

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

25/5/23	Npower (street light electricity 1/4/23 to 30/4/23) – (d/d)	£132.69
3/6/23	Npower (street light electricity 1/5/23 to 31/5/23) – (d/d)	£273.81
28/5/23	Biffa (wheelie bin service from 29/4/23 to 26/5/23) - (d/d)	£150.43
7/6/23	D. Tyson (pavilion cleaning for May)	£125.04
7/6/23	Mandrake (UK) Ltd – May payroll	£26.40
7/6/23	J. R. G. Fletcher (key keeping April and May)	£62.50
7/6/23	K. Webb (Clerk’s pay for May)	£765.92
7/6/23	HMRC (Tax and N.I. on Clerk’s pay)	£218.91
7/6/23	John Dollery (North Elmham Coronation Event)	£380.00
7/6/23	NGF Play Ltd (new wobbly ladder)	£474.00
7/6/23	CGM (grounds maintenance)	£251.50
30/5/23	Public Works Loan Board (Village Green repayment) – s/o	£626.45
30/5/23	Public Works Loan Board (Streetlights repayment) – s/o	£1,753.41
7/6/23	<b>Make Me Something Special (Coronation Bench – part pay)</b>	<b>£700.00 **</b>
7/6/23	Priscilla Bacon Hospice (donation)	£150.00
7/6/23	George Murray (Annual Internal Audit)	£100.00
7/6/23	E-on Next (Pavilion electricity for May)	£113.56

\*\* It was decided not to proceed with this transaction due to the unreasonable terms for payment (i.e. 100% in advance). It is the intention to source this item from another supplier.

(Expenditure approved by all members)

b)	Schedule of income:-	
5/5/23	Pavilion lettings	£20.00
22/5/23	HMRC – VAT reclaim (to 31/3/23)	£2,395.30
31/5/23	Coif Inc Div	£46.02
31/5/23	Coif Inc Div	£28.45
2/6/23	Breckland Council (pavilion hire fee for local election)	£240.00
6/6/23	Pavilion lettings	£22.50

Balances (at 5/6/23):- Current a/c - £132,935.98, Business Premium a/c - £40,408.69

## **054 Approval for the Annual Governance and Accountability Return**

- a) The Clerk presented the Annual Accounts for the year ended 31<sup>st</sup> March, 2023 which had been circulated to members prior to the meeting. These showed income of £58,948 (£62,095), expenditure of £53,296 (£42,716) and Bank balances of £156,493 (£150,841).
- b) AGAR documentation was presented for consideration, consisting of the Annual Audit Report (completed by Mr. G. Murray), the Annual Governance Statement and the Accounting Statements. Mr. Fitzalan Howard proposed that these be accepted, seconded by Mrs. Keeble, with all in favour. In addition, the Notice of Public Rights will be displayed for thirty working days in June and July (ensuring that the period covers the first ten days in July). The aforementioned papers will be displayed on the website accompanied by the Bank Reconciliation Report and the Explanation of Variances. Proposed by Mr. Fitzalan Howard and seconded by Mrs. Keeble. All in favour.

## **055 To Consider Planning Applications and Determinations:-**

- a) **Applications**  
None
- b) **Determinations**
  - i) TRE/2023/0120/TCA – need to fell dead cherry tree – Oakridge, 26 Eastgate Street – no objection.
  - ii) 3PL/2023/0359/LB – Mr. Philip Hall – Wellesley House, 61 Holt Road – replacement of sealed unit wooden framed window panes and various other repairs – approved.
  - iii) 3PL/2023/0282/O – outline planning permission with all matters reserved for proposed dwelling and redevelopment of existing dwelling – William Seaman (Yaxham) Ltd – 55 Eastgate Street – refused.

## **056 Correspondence**

- 1) Notification from Westcotec of their decision to cease all maintenance activities on street lighting w.e.f. 1/9/23 (item 037 refers).
- 2) Norfolk Policy Community Snapshot.

## **057 Any Other Matters (for information only)**

The Clerk mentioned that he had suffered severe computer problems over the past two weeks or so following an unexpected power cut in the Fakenham area. With specialist help, the difficulties appear to be in the process of being overcome.

## **058 Agenda items for next meeting:**

Fruit trees.

## **059 Next Meeting:**

Wednesday, 5<sup>th</sup> July 2023 at 7.30 p.m.

There being no further business, the meeting closed at 9.35 p.m.

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Chairman

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Date