

Pre-Meeting Business: There was no representative of the local press present.

Public Participation: Comments were made regarding Prince William Wood. Pathways are well established but tree stumps have been left. They get covered with leaves and, as a result, people are in danger of falling over them. It was suggested that the fire break between Orchard Close and the edge of the wood needs to be maintained. Scrub has built up between the fence and the trees. Also, some branches are hanging over gardens and need to be cut back.

North Elmham Parish Council

**Minutes of the
MEETING OF THE PARISH COUNCIL
held at 7.30 p.m. at the Sports Pavilion on
Wednesday 8th January, 2020**

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269 Those Councillors Present Were:

Mrs. J. Borgnis (Chairman), Mr. M. Phillips, Mr. J. Brown, Mr. T. Fitzalan Howard, Mr. M. Rayner and Dr. P. Wade-Martins.

Also in Attendance: Mr. K. Webb (Clerk), six parishioners and Mr. James Heaton (Housing Enabling Officer, Breckland Council)

270 To Consider Apologies for Absence:

Mr. P. Grainger, Mr. J. Labouchere, Mr. C. Robinson (resigned), Mr. C. Smith and Mr. G. Bambridge (District Councillor).

The Chairman expressed appreciation for the contribution made by Mr. Robinson during his time on the Parish Council.

271 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. Brown declared that he lives next to the property subject to a planning application – 62 Holt Road.

272 Minutes of Meeting held on Wednesday, 4th December, 2019:

Resolved to approve the minutes as a true and accurate record. Agreed by all. (Proposed by Mr. Phillips and seconded by Dr. Wade-Martins).

273 Village need for additional affordable housing

James Heaton, Breckland Council's Housing Enabling Officer, advised that the village may well be able to have a small exception site on land that would not normally get planning permission.

A housing needs survey would need to be carried out but it has been initially estimated that there is a need for between four and ten houses. These could be rented and/or on shared ownership to meet the local need. A call for sites would be done. There is also a Community Land Trust option which is more complicated. People are needed to form a Management Committee. It is believed that between one and four Housing Associations will show an interest and it was agreed by all to invite contact with the Parish Council. Proposed by Dr. Wade-Martins and seconded by Mr. Rayner.

UPDATED INFORMATION AND MATTERS ARISING

274 Land Management Matters (item 239)

- (a) Village Green Nothing to report.
- (b) Cathedral Ruins Nothing to report.
- (c) Cathedral Meadows A draft of the new information panel will be available for the next meeting. Clarification is needed as to whether the railway path is permissive or public.
- (d) Broom Green Nothing to report.
- (e) Millennium Wood Nothing to report.
- (f) Bridleway on disused railway line Nothing to report.
- (g) Prince William Wood The following action was agreed:-
 - (i) Fire break – Mr. Fitzalan Howard is to do a survey.
 - (ii) Rubbish bin – Mr. Brown has a bin in stock that used to be in the Play Area.
 - (iii) New dog bin – the Chairman is to liaise with Breckland Environmental Services.
 - (iv) Fence – Mr. Fitzalan Howard is to obtain a quotation. The exact boundary line is to be established.
 - (v) Mr. Fitzalan Howard is to look at the tree stumps and the overhanging branches.

275 Street Lights (item 240)

Nothing to report.

276 Highway Matters (item 241)

Parish Partnership Bid 2020/21

Following the decision at the last meeting to support the proposals for the 2020/21 Parish Partnership bid, these have been submitted by the Clerk to County Highways.

Other matters

The 2019/20 Parish Partnership project.

With this scheme, matters are making very slow progress. It is now pretty clear that when County Highways came up with a cost for the Eastgate Street Parking Scheme which would allow cars to be parked in a herring-bone fashion end-on to the street, the site was not fully surveyed by Highways, and as a consequence the space restrictions created by the width of the front hedges of the four bungalows were not fully appreciated.

While three of the four residents have agreed that their hedges can be removed, the cost of doing that was not assessed, and Highways may now want the Parish Council to pay for this as an extra item. Highways are obtaining a price for their removal from a specialist contractor and that figure is awaited. Once we have that price we will then know the total cost of the project and will need to consider how to proceed.

Another meeting with County Highways and the five residents involved has been fixed for 10.00am on 21st January, by which time we hope the full cost may be known and the situation will be clearer. PWM suggests that Chairman, Vice Chairman, Paul Grainger and the Clerk may have to review the situation before a final decision can be taken by full Parish Council.

Attempts to set up speed traps on Station Road. No progress.

Access to a resident's drive opposite the Holt Road buildout. No progress.

Overhanging trees at the east end of Eastgate Street. One or two branches may have been cut off but not enough to remove the hazard. This is now up to Highways to sort out.

Reporting Highway faults. Many months ago we reported a blocked drain in Eastgate Street, but it now appears that their drain unblocking team were not successful, so the problem has been reported again. A blocked drain on Holt Road at the top of Eastgate Street has also been reported. The broken leg of a road sign on the Brisley Road, which was reported some months ago, has not yet been replaced. It appears that the Highways' response time for reported road faults is now many months.

Leaves on streets and pavements. Although the specification for street cleaning which Breckland sent us a few months ago requires pavements to be swept, the autumn leaves are still in place. Do we ask Breckland to deal with them?

There is a puddle hole near the letter box on Station Road which the Parish Council will ensure is filled in.

277 Eastgate Centre (item 242)

Nothing to report

278 Pavilion and Playing Field – Play Area (item 243)

Mr. Brown has found someone to attend to the infringement previously identified. Anglian Water are to arrange an appointment to visit.

279 Allotments (item 244)

Nothing to report

280 Volunteers (item 245)

The new litter bin near the church is to be placed between the notice board and the dog bin.

281 Website (item 246)

Guidance is to be sought from Steve Jackman, an associate of Norfolk Parish Training and Support, regarding the new Website Accessibility requirements.

282 Plans for all weather footpath from Oak Avenue to Spencer Close (item 247)
Nothing to report.

283 Pump at the north end of the village (item 248)
Nothing to report

284 Rental assessment (item 249)
Nothing to report

285 Memorial Hall (item 250)
Nothing to report

286 The Memorial Hall Working Group (item 251)
Nothing to report

287 Junior football coaching (item 252)
Nothing to report

288 North Elmham Community Plan (item 253)
Nothing to report

289 Footpath on railway line (item 254)

Following the cutting down of oak trees in the area north of the footbridge which is in a Conservation Area, Mr. Robinson had attended a site meeting with Mr. Hugh Coggles, the Tree and Countryside Officer at Breckland Council. The Chairman read Mr. Robinson's report to the meeting. It had been agreed that, should the MNR wish to fell any further trees, these should be marked up in advance and Mr Coggles would visit the site and either give permission to fell or offer alternative solutions. No further trees will be removed without Mr Coggles' approval. In addition, Mr Coggles and the Mid-Norfolk Railway Wednesday Gang will meet on site and Mr Coggles will give advice on the best way to prune branches encroaching on where trains will eventually run. The following comments were also made by Mr. Robinson regarding County School Station:- "The MNR is delighted to announce that the North Norfolk Model Engineering Club, formerly based in Holt, has decided to relocate to County School Station. A miniature railway will be built where the picnic area currently is and it is hoped this will be in operation later this year. The picnic tables will be placed both on the old platform for better viewing and some will probably go in the Station Master's orchard. In addition, more MNR volunteers have stepped forward and it is intended to have the Tea Room at the Station open on days when the miniature railway is running. As a result, the route of the permissive footpath leading from Yarrow Road Crossing in the north to the level crossing at County School Station in the south has been relocated to the west side of the station, running through the orchard.

We are delighted that trains, (albeit considerably smaller than those in Dereham!), will soon be running again at County School and the Station, originally the headquarters of the MNR when it was founded, will soon become much more of a visitor attraction while still maintaining its unique old-world charm".

A letter had also been received from Mr. Richard Cullen, Station Master, County School Station, Mid-Norfolk Railway. He stated that the new footpath display boards in North Elmham refer to permissive paths on their property as “Public Footpaths”. He has formally requested that the word “Public” be removed from the footpath reference. This is contrary to the understanding of the Parish Council and the map shows that members of the public are allowed to walk to the buffers. The Chairman will draft a response to Mr. Cullen.

290 Heritage Railway (item 255)
Nothing to report

291 Brookside Development (item 256)
Nothing to report

292 Footpaths (entrances and exits) (item 258)
Mr. Fitzalan Howard reported that he had had a meeting with the owner of the smaller field who informed him that, because of a historic grievance he had, he was not prepared to agree to the permissive footpath across his land to the old railway. Therefore, in view of this unfortunate attitude, no further action is possible.

293 Visit to recycling Centre (item 259)
Dr Wade-Martins said that a form would need to be signed by the five councillors attending the guided tour of the plant on Wednesday 5th February.

294 Maintenance of Parish Seats (item 260)
Nothing to report

295 Annual Budget (item 262)
The Precept form was signed and will be submitted to Breckland Council. The requirement for the coming year is £38,288.

296 Internal Audit arrangements
The Parish Council no longer has an Internal Auditor. Di Dann of Norfolk Parish Training and Support had been approached to do this work and submitted a quotation for £90. In addition, collection or return of financial papers would be charged at an additional £10 per hour for travel and 45p per mile. It was agreed by all that this offer should be accepted.

297 Clerk’s terms and conditions
The Clerk had recently been given a performance appraisal. As a result, an additional point on the pay scale had been agreed resulting in an increase of 44p per hour. In addition, as previously advised, considerable computer maintenance costs had been incurred during 2019 (approximately £260) and an annual contract with Microsoft had been signed (£160) to provide necessary assistance in the event of malfunction. It was agreed to make available an allowance of £20 per quarter towards the costs, and to the salary increase.

298 Accounts for Payment and Schedule of Income

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

11/12/19	E-on (street lights – November)	£195.62
11/1/20	E-on (street lights – December)	£202.14
8/1/20	E-on (pavilion from 16/9/19 to 20/12/19)	£243.48
8/1/20	D. Tyson (pavilion cleaning for December)	£123.15
8/1/20	K. Webb (Clerk’s pay for December)	£693.44
8/1/20	HMRC (tax on Clerk’s pay)	£77.40
8/1/20	HMRC (National Insurance on Clerk’s pay)	£15.22
8/1/20	Norfolk Woods and Hedges (Christmas tree)	£168.00
8/1/20	Westcotec Ltd (upgrade SAM2 camera with bluetooth)	£300.00
8/1/20	J. Borgnis (copy of Land Registry documents)	£59.88
8/1/20	J. Duffield (work in Cathedral Ruins)	£100.00
8/1/20	J. R. Fletcher (key keeping – November and December)	£62.50
8/1/20	T. H. Scott and Son (hedge cutting – allotments and p/field)	£367.20
8/1/20	Mole Country Stores (mole repellent granules and pellets)	£27.45
8/1/20	Community Action Norfolk (annual subscription)	£20.00
8/1/20	Information Commissioner (annual GDPR registration)	£40.00
8/1/20	Thinking Rural (December payroll service)	£12.00

(Expenditure approved by all members)

a) Schedule of Income:

4/12/19	Rural Payments Agency (Basic Payment Scheme)	£2,913.16
5/12/19	Rural Payments Agency (Higher Entry Level Stewardship)	£2,698.80
5/12/19	Pavilion takings	£50.00
5/12/19	Allotment rents	£10.00
5/12/19	Ward Gethin Archer (refund re Deed of Easement)	£21.00

Balances (as at 2/1/20):- Current a/c - £75,818.59, Business Premium a/c £29,948.59

299 To consider Planning Applications and Determinations:-

a) Applications

- (i) Orchard Developments Ltd – demolish Brookside Farm and construction of 25 new dwellings, new access, open space, drainage pond, car park and public footpath connections. A number of amendments including the removal of affordable housing following viability review – (3PL/2019/0874/F)
- (ii) Mr. and Mrs. Grainger– erection of a new dwelling at the Post Office, 62 Holt Road - (3PL/2019/1527/F) – no objections
- (iii) Mrs. S. E. Hart – variation of condition 2 on 3PL/2018/1116/HOU amendments to window at Saffron Cottage, Broom Green (3PL/2019/1498/VAR)

b) Determinations

- (i) Mr.T. Hylton – proposed car port to side elevation (amended proposal) at Barn 4, Eastgate Street – (3PL/2019/1139/HOU) - approved
- (ii) Mr. T. Bemrose – change of use to existing garage to study at Granary Cottage, 8 Station Road (3PL/2019/1338/LU) – views are not being sought by Breckland Council - approved
- (iii) Mrs. S. E. Hart – variation of condition 2 on 3PL/2018/1116/HOU amendments to window at Saffron Cottage, Broom Green (3PL/2019/1498/VAR) - approved

300 CORRESPONDENCE – 8/1/20

- 1) Police Crime Update report for December, 2019
- 2) Clerks and Councils Direct magazine for January, 2020
- 3) Letter from Mid-Norfolk Railway regarding the new Parish display boards (see item 289)
- 4) Norfolk and Norwich Hospital – volunteers needed for the Settle in Service

301 Announcements

The Chairman is to write a piece for Elmham News requesting two people to volunteer to serve on the Parish Council.

302 Agenda items for next meeting:

- (i) ASB deterrent

303 Next Meeting:

Wednesday, 5th February 2020 at 7.30 p.m.

There being no further business, the meeting closed at 9.05 p.m.

Chairman

Date

