

**Minutes of the
MEETING OF THE PARISH COUNCIL
held at 7.30 p.m. on Wednesday 9th September, 2020
(via Zoom)**

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067 Those Councillors Present by Logging In Were:

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

Also in Attendance: Mr. K. Webb (Clerk) and Mr. B. Borrett (County and District Councillor)

Apologies for absence: None

068 Co-option of new member

Mrs. Annie Keeble was co-opted to the Parish Council and welcomed by the Chairman. Proposed by Mr. Phillips and seconded by Mr. Grainger. All in favour. The Clerk is to forward the necessary documentation by e-mail to Mrs. Keeble for completion.

069 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.

070 Minutes of Meeting held on Wednesday, 5th August, 2020:

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

UPDATED INFORMATION AND MATTERS ARISING

071 Land Management Matters (item 050)

(a) Village Green A parishioner walking on Beetley Meadow had reported the appearance of some signs relating to litter. There are increasing amounts of litter in the Play Area and it was suggested that perhaps more signage was needed there. Messrs Smith and Grainger will write a piece for the Elmham News but, in the meantime, the litter situation will be monitored with a view to it being further discussed at the next meeting. The replacement tree has not yet been received but is being chased.

(b) Cathedral Ruins Nothing to report.

(c) Cathedral Meadows The task of modifying all ten of the kissing gates has been completed.

(d) Broom Green Nothing to report

(e) Millennium Wood (and Jubilee Wood) There is a letter in the Elmham News referring to the decision not to put a picnic table in Millennium Wood. The Chairman is to speak to the parishioner who wrote the letter.

(f) Bridleway on disused railway line and other railway linked matters

The Chairman and Mr. Rayner had met with Mr. Goff (landowner) and Mr. Robinson (Railway Company). They were later joined by Mr. Fish (farming tenant). It is very likely that the Church Lane bridge will be demolished and, whilst this work is being carried out, a right of way for pedestrians and an access route for farm vehicles will be provided. Both the Parish Council and the Church and Townlands Charity will need to agree, in writing, to this proposal. Mr. Borrett stressed the importance of having a defined time frame in the documentation.

Mr. Rayner said that some silt has been cleared from the level crossing. Mr. Robinson had mentioned that the raising of the height of the level crossing will not happen next year or in the foreseeable future.

(g) Prince William Wood The sign in the wood saying “pedestrians only, no cyclists” has gone.

(h) Other matters

The new parking area in Eastgate Street has been finished and is to be monitored over the next two months.

All agreed that a payment of £20 should be made to Mr. Labouchere to cover expenses incurred in respect of the provision of signage for the Jimmy Brown Memorial Garden.

072 Allotments (item 051) The tap has been repaired. One more allotment has been let.

073 Street Lights (item 052)
Nothing to report

074 Highway Matters (item 053)

As previously arranged, Dr. Wade-Martins had produced a very useful report which had been circulated to members. Mr. Grainger is to manage the three Parish Partnership bids.

075 Pavilion and Playing Field (item 054)

The junior football club is in the process of setting up a Bank account and they wish to purchase some goals. Mr. Smith reported that a red bin is in place and the bottle bank is to be emptied. Slimming World is to recommence shortly and permission has been given for them to put up a banner. Mr. Smith and Miss Ferris have devised a hiring form which covers all current requirements. Miss Ferris stressed that every Club or organisation using the pavilion has to carry out and submit a detailed risk assessment.

Mr. Smith has located the water meters and the readings are:- Pavilion – 196350 and Field/ Allotments – 19283970. The Institute is currently closed and a full deep clean is being carried out. When it reopens, it will do so on the same basis as the Pavilion with booking forms and risk assessments. It is not likely to be open for some time. The cleaner at the Pavilion is to resume her duties in the near future.

It was agreed by all to make a seasonal charge to North Elmham Cricket Club on a reduced pro rata based on the number of games played last year (seven) and this year (five). Therefore, the invoice for this season will be £258.86 made up as follows:-

a) 5 matches at £13.20 per match	=	£66.00
b) Grass cutting £270.00 x 5/7	=	<u>£192.86</u>
		<u>£258.86</u>

076 New bin for the skate ramp area (item 056)

The Clerk will establish the current position with this item.

077 Youth Club facilities (item 058)

The leader of Breckland Council, Sam Chapman-Allen has responded and suggested that contact should be made with Steve James which Mr. Fitzalan Howard will do. He is also to visit some villages which have skate parks and will talk to various members of those parishes. The Chairman has obtained a basketball pole with backboard.

078 Duties of members (item 059)

This matter will be fully discussed at the next meeting. In the meantime and on a temporary basis, the Chairman and Mr. Phillips will assume responsibility for the Ruins.

079 Brookside Development update

Under the S106 agreement, the bridge is to be transferred directly to the School rather than via the Parish Council. Members expressed their sincere thanks to David Rayner for all his work on this matter. Similarly, appreciation was recorded for the invaluable efforts of Mr. (Michael) Rayner. The Chairman and Mr. Phillips are to sign the S106 agreement. Proposed by Mr; Labouchere and seconded by Mr. Grainger. Approved by all.

080 Accounts for Payment and Schedule of Income

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

11/8/20	E-on (street lights – July)	£202.14
17/8/20	Edit Websites (website annual fee)	£250.00
9/9/20	K. Webb (Clerk’s pay for August)	£717.60
9/9/20	HMRC (tax on Clerk’s pay)	£82.00
9/9/20	HMRC (National Insurance on Clerk’s pay)	£10.86
9/9/20	Darren Brown Property Maintenance (new tap at allotments)	£175.00
9/9/20	CGM Group (monthly grounds maintenance)	£781.12
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9/9/20	J. Borgnis (monthly Zoom meeting)	£14.39
9/9/20	J. Borgnis (Chairman’s half yearly expenses)	£50.00
9/9/20	M. Phillips (Vice Chairman’s half yearly expenses)	£50.00
9/9/20	R. P. Environmental Services (treatment for wasps)	£50.00
9/9/20	Birkett Long LLP (VAT on invoice re professional advice)	£720.00
9/9/20	J. R. G. Fletcher (key keeping – July and August)	£62.50
9/9/20	J. Duffield (work in Cathedral Ruins)	£233.50

(Expenditure approved by all members)

- a) Schedule of Income:
None

Balances (as at 19/8/20):- Current a/c - £84,232.45, Business Premium a/c £31,731.89

It was agreed to investigate the possibility of paying invoices by way of Internet Banking in the future.

Mr. Phillips had circulated to all members the Management Financial Report covering the period from April to August. This was broadly in line with expectations.

081 Virtual meetings with Housing Associations (item 060)

All agreed to virtual meetings with three Housing Associations with hosting to be done by Breckland Council. These are to last for 40 minutes each on 15th September and presentations will be made by Saffron, Broadland and Hastoe. Mr. Rayner is to circulate a CPRE guide.

082 To Consider Planning Applications and Determinations:-

a) Applications

- i) Ivy Properties Ltd – Variation of Condition, changes to barns – Vicarage Farm, Church Lane (3PL/2020/0700/VAR) – *WITHDRAWN BY THE APPLICANT*
- ii) Mr. Barry Johnson – retention of existing caravan for carer – Spong Hill Caravan 1, Dereham Road (3PL/2020/0875/F) – no objections
- iii) Ivy Properties Ltd – Variation of a number of conditions – Vicarage Farm, Church Lane (3PL/2020/0940/VAR) – no objections.

b) Determinations

- i) Garrod New Homes Ltd – additional room above garage to plot 1 – land off Eastgate Street, 1 Hay Meadow (3PL/2020/0785/F) - approved

083 Correspondence

- a) Clerks and Councils Direct magazine for September, 2020
- b) Police Community update for August, 2020
- c) Letter from Barclays Bank confirming mandate amendment
- d) E-mail from parishioner expressing concern with speeding on Back Lane
- e) Anonymous letter querying whether a property in Cathedral Drive is being used for business – query raised with Breckland (response awaited). There are problems with a verge and this is a matter for Highways (NCC). It was agreed not to deal with anonymous correspondence in future.
- f) A parishioner has raised the matter of an outstanding issue with the verge near to the property. Highways were previously dealing with the problem and Mr. Grainger will follow this up with them.
- g) Letter from a parishioner querying the reason behind a past resignation by a member and conflicts of interest policy. Appropriate replies were given.
- h) Letter from Norfolk police seeking volunteers for Recruitment Panel Support.

084 Dr. Peter Wade-Martins

Members wished to record a formal vote of thanks to Dr. Wade-Martins to acknowledge his long and sterling work whilst on the Parish Council over a considerable period of time. He has undoubtedly made an outstanding contribution to the local community and there is sincere appreciation for all he has achieved.

085 Agenda items for next meeting:

- a) Reports on meetings with Housing Associations
- b) Division of responsibilities of members

086 Next Meeting:

Wednesday, 7th October 2020 at 7.30 p.m. (Zoom)

There being no further business, the meeting closed at 9.28 p.m.

Chairman

Date

