

Pre-Meeting Business: None

Public Participation: None

NORTH ELMHAM PARISH COUNCIL

Minutes of the

MEETING OF THE PARISH COUNCIL

held in the Pavilion at 7.30 p.m. on Wednesday 3rd January, 2024

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243 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. M. Rayner and Mr. C. Smith

Also in Attendance: Mr. K. Webb (Clerk)

244 Apologies for absence:

Mr. N. Markwell

245 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.

246 Minutes of Meeting held on Wednesday, 6th December, 2023:

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

247 Land Management Matters (item 217)

- (a) Village Green Planning permission has been requested for the line of trees close to the Conservation Area to be cut. Mr. Gee reported that a tree has fallen across the brook.

- (b) Cathedral Ruins Mrs. Keeble said that a chestnut tree with fungus, situated on the mound, has fallen down. Part of the tree has been cut off but English Heritage will carry out an inspection later this month.
- (c) Cathedral Meadows Nothing to report.
- (d) Broom Green Nothing to report.
- (e) Millennium Wood (and Jubilee Wood) The thinning needed in Jubilee Wood is to be carried out this month by Mr. Saunders.
- (f) Bridleway on disused railway line and other railway linked matters Nothing to report.
- (g) Prince William Wood Nothing to report.
- (h) Church Meadow Nothing to report.

248 Allotments (item 218)

Mr. Phillips reported that the remaining plot has been let in readiness for the Spring.

249 Street Lights (item 219)

Mr. Labouchere was concerned by the parking in Station Road and that the lights do not provide the necessary vision. Other members disagreed with this view.

250 Highway Matters (item 220)

Mr. Grainger had met with Steve Royal, Network Manager of Connect Bus, on 5th January. It was confirmed that all stopping sites have been approved by Highways. The position regarding the new temporary bus stop on the side of the road near County School will be mentioned to Mr. Royal.

251 Pavilion and Playing Field (item 221)

Nothing to report.

252 Eastgate Centre (item 222)

Nothing to report.

253 Brookside Development update (item 223)

The Clerk will write to Orchard Homes expressing appreciation for the recently received S106 monies and stating that we are looking forward to the next stage of the development, i.e. completion of the car park and footbridge.

254 Risk Management – considerations and updates (item 224)

Nothing to report.

255 Overview of Parish Council financial situation (item 225)

Nothing to report.

256 Defibrillators (item 226)

Nothing to report.

257 Call for Sites update – Breckland Council (item 227)

The consultation now starts on 8th January with a list of sites to be published. One question will be as to whether settlement boundaries should be continued. Mr. Rayner will put a piece in Elmham News and draft a Parish Council response for the February meeting. The deadline for replies is 19th February.

258 Archive Group records (item 228)

Nothing to report.

259 Report from District and/or County Councillors

None received.

260 Annual Budget (item 233)

Mr. Phillips stated that the final budget for 2024/2025 had been updated with the figures recently provided by CGM via their revised contract.

261 CGM Group and grounds maintenance for 2024 (item 234)

CGM are to be appointed as the service provider for another year. They are to be requested to advise in advance of all cuts of the playing field to assist the Football Club with pitch preparation.

262 North Elmham Living Sustainably (NELS) Group (item 236)

The Chair has contacted the Group and they will probably arrange a meeting. The Parish Council is prepared to fund the hire of the hall for the first meeting. Mr. Fitzalan Howard said that the Eastgate Centre would also not charge if it was held there.

263 S106 monies (£15.1K) received from Breckland Council

As previously reported, S106 monies have been received and various suggestions for items on which the money should be sent were made as follows:-

- a) New kick wall (playing field)
- b) Skate ramp repairs including a new surface.
- c) Improved flooring for play equipment (village green)
- d) Concrete table tennis (village green)

Investigations regarding costs will be made so that the matter can be discussed further at the next meeting.

264 CCTV Policy

The twelve CCTV principles have been considered and an appropriate policy is to be formulated. The Chairman is to be the Senior Responsible Officer and the two Data Controllers are to be Messrs Phillips and Smith. Mr. Grainger is to draft a policy which will include both the Pavilion and Eastgate Centre.

265 Request for a grit bin near the North Elmham School

An e-mail had been received from Mr. Nick Brown, Site Manager of Flourish Federation Norfolk, asking for a grit bin to be placed near North Elmham Primary School. This is a request that needs to be made directly to Highways, Norfolk County Council and the Chairman will advise Mr. Brown accordingly.

266 Accounts for Payment and Schedule of Income

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

19/12/23	Npower (street light electricity from 1/11/23 to 30/11/23)–(d/d)	£483.45
24/12/23	Biffa (wheelie bin service from 25/11/23 to 29/12/23) - (d/d)	£188.04**
21/12/23	E-on Next (pavilion from 5/11/23 to 4/12/23) – (d/d)	£116.42
3/1/24	D. Tyson (pavilion cleaning for December)	£156.30
3/1/24	Mandrake (November payroll services)	£26.40
3/1/24	K. Webb (Clerk’s pay for December)	£765.92
3/1/24	HMRC (Tax and N.I. on Clerk’s pay)	£218.91

** Existing contract (until August, 2024) – Biffa have agreed to offer more advantageous terms. (Details awaited).

(Expenditure approved by all members)

b) Schedule of income:-

7/12/23	Pavilion takings	£30.00
7/12/23	Allotment rents	£80.00
19/12/23	Rural Payments Agency (Higher Level Entry Stewardship)	£2,698.80

Balances (at 2/1/24):- Current a/c - £70,508.71, Business Premium a/c - £42,412.41

267 To Consider Planning Applications and Determinations:-

a) Applications

- i) 2 Keepers Cottage, Great Heath Road – Mr. Cooper – rear storey single extension with first floor ensuite extension; replace existing septic tank with a treatment plant – 3PL/2023/1182/HOU – no objections.
- ii) TRE/2023/0352/TCA – pruning works at Anglo Saxon Cathedral, Church Lane.
- iii) TRE/2023/0353/TCA – pruning work at White House, 57 Holt Road.
- iv) TRE/2023/0354/TCA – Street Record Millennium Green Cycleway – reduce 13 trees from between 5% to 25%.

- b) Determinations**
- i) 9 Cedar Close – change of use from residential to mixed use residential for proposed dog grooming salon within existing bedroom of existing bungalow – 3PL/2023/1075/F – approved.

268 Correspondence

- 1) Breckland Council reminder regarding the Local Plan Development Strategy Consultation which runs from 8th January until 19th February.
- 2) George Freeman M.P. update on the Mid Norfolk Flood Partnership.
- 3) E-mail from parishioner advising of problems with mature trees bordering the B1145. (A number of members had visited the site and the view was that there is no issue in this area).

269 Any Other Matters (for information only)

None

270 Agenda items for next meeting:

None

271 Next Meeting:

Wednesday, 7th February, 2024 at 7.30 p.m.

There being no further business, the meeting closed at 8.41 p.m.

Chairman

Date

