

Pre-Meeting Business: None

Public Participation: It was stressed that if parishioners had any concerns with matters handled by the Parish Council, they should write to the Parish Council or, alternatively, attend the monthly meetings at which issues can be addressed. In addition, assistance can frequently be obtained by referring to the minutes as many of the questions raised have already been answered.

## **NORTH ELMHAM PARISH COUNCIL**

### **Minutes of the**

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

**held at 7.30 p.m. on Wednesday 3<sup>rd</sup> November, 2021**

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#### **398 Those Councillors Present Were:**

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

**Also in Attendance:** Mr. K. Webb (Clerk), Mr. G. Bambridge (District Councillor), Mr. J. Heaton (Breckland Council), Mr. E. Mumford-Smith and Mr. A Ballard (Broadland Housing)

#### **399 Apologies for absence:** Mr. J. Labouchere

#### **400 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.

#### **401 Minutes of Meeting held on Wednesday, 6th October, 2021:**

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

#### **402 Results of Housing Needs Survey**

Information was provided by James Heaton, Breckland Council's Housing Enabling Officer, Ed Mumford-Smith, Head of Development (Broadland Housing Association) and Adam Ballard (Broadland Housing Association)

Broadland Housing Association is based in Norwich with an office in Dereham. They have provided over 5,000 properties and aim to produce schemes of a high quality.

With regard to North Elmham, over 600 forms were sent out with 194 being returned. 26 people have a need and this would normally result in 15 houses, (including market housing), being built. They would include two bedroom houses, two bedroom bungalows and three bedroom houses. A shared ownership scheme would be available. A site of approximately one acre would be needed and it must not be in the settlement boundary although it should be well related to the existing village. Affordable housing must be outside the settlement boundary but market housing can be either inside or outside.

The cost of land is approximately £12K per plot for affordable/shared housing and about £20K per plot for market housing. Therefore, the total cost of the land would be in the region of £200K. The Parish Council does not make a financial commitment but is asked to support advertising activities. The matter will be discussed further at the next meeting.

## **UPDATED INFORMATION AND MATTERS ARISING**

### **403 Land Management Matters (item 377)**

- (a) Village Green A new tree (horse chestnut) has been planted but it is in an area which is currently flooded. No further information has been forthcoming from the Woodland Trust. Mr. Gee suggested the creation of a French drain to ease the flooding problems. It was agreed to take no action at present and to wait to see what Highways are going to do with the path. If nothing happens before March, the matter will be revisited at that time.
- (b) Cathedral Ruins Nothing to report.
- (c) Cathedral Meadows The brash is to be burnt in November or early December. A letter has been received from DEFRA regarding Nitrate Vulnerable Zones and the Nitrate Pollution Prevention Regulations, 2015. The farmer needs to keep records of the number of sheep in each section. Mr. Fitzalan Howard is to talk to him to ensure that this is being done.
- (d) Broom Green Nothing to report.
- (e) Millennium Wood (and Jubilee Wood) Nothing to report.
- (f) Bridleway on disused railway line and other railway linked matters  
It was stressed that the Parish Council objections were not against the miniature railway but the fact that the Railway would be breaking the terms of their contract with Breckland Council if permission were to be granted.
- (g) Prince William Wood Nothing to report.

#### **404 Allotments (item 378)**

One annual rent remains outstanding. There is still a waiting list for an allotment. The skip was filled and has now been removed. Mr. Phillips said it would be useful to have a mirror at the entrance/exit to the site for safety reasons.

#### **405 Street Lights (item 379)**

Nothing to report.

#### **406 Highway Matters (item 380)**

The request for safety rails outside the Tea Post has been turned down. A reason has not been given at this stage but it is thought that it will be at some time in the future. It was agreed by all that no action would be taken regarding the sign in the car park near the church.

#### **407 Pavilion and Playing Field (item 381)**

The Junior Football Club has expressed thanks that no charge will be made for the facilities this season and they will use the money saved to buy equipment. The car park has been sprayed. Some moles have returned. A Christmas tree is to be purchased at an approximate cost of £60.

#### **408 Youth Club facilities (item 382)**

Mr. Fitzalan Howard is to obtain further information and figures on skate parks.

#### **409 Eastgate Centre (item 383)**

Nothing to report.

#### **410 Affordable Housing - update (item 384)**

Please refer to item 402 above.

#### **411 Brookside Development update (item 385)**

The Norfolk Association of Local Councils has been campaigning to get an electric charging point near every village hall in Norfolk. Mr. Rayner is to investigate.

#### **412 Risk Management – considerations and updates (item 386)**

It was previously agreed that funds collected in respect of pavilion activities should be checked by the Clerk immediately on being handed over and an appropriate receipt issued for the amount of money involved. A book has been purchased for this purpose.

#### **413 Village Green proposal for a tree planting scheme (item 387)**

Please see item 403 (a) above.

#### **414 Overview of Parish Council financial situation (item 388)**

Nothing to report.

#### **415 The Queen's Platinum Jubilee in 2022 (item 389)**

Nothing to report.

#### **416 Defibrillators (item 390)**

The Chairman had issued a summary detailing the history and current position regarding the defibrillator which was originally purchased with money raised by North Elmham Young Farmers. The Circuit system has recently been mentioned and Mr. Neill (NARS) has been asked for a comment on this. A response is awaited. A request for volunteers to be Community First Responders (CFRs) is to be made.

#### **417 Village Green board displaying names of contributors to the fund raising (item 391)**

Mr. Gee has prepared some notices which members are going to look at and offer possible suggestions for any adjustments. A quotation is to be obtained from an engraver with the ultimate intention being to position the signs at the two entrances to the village green.

#### **418 2011 Community Plan (item 392)**

Mr. Grainger had reviewed the document and produced the updated list of eleven items. All agreed that the revised comments accurately reflected the current situation regarding the matters identified. Acceptance of the document was proposed by Mr. Fitzalan Howard and seconded by Miss Ferris. All in favour.

#### **419 Proposal for new electricity connection in Holt Road**

A request had been received from Simon Codd, a Wayleave Surveyor. U. K. Power Networks have been asked to provide a new electricity connection to the new development at Holt Road (Brookside). This will require the installation of two new stay wires to an existing pole on Parish Council land, as well as a new route of underground cable. Following the works, the land will be properly reinstated to our reasonable satisfaction. The Chairman has signed the Wayleave Agreement (all in favour) which will be returned to Mr. Codd with a copy retained by the Parish Council.

#### **420 Annual Budget for 2022/2023**

Members were requested to consider the financial requirements for those areas in which they have responsibility in order that the budget can be finalised at the next meeting. This will enable the Precept request to be made to Breckland Council.

The PCC has indicated a desire to plant a tree on Church Meadow, near the pond, to mark the forthcoming Jubilee. The Parish Council has been requested to make a financial contribution to the cost of the tree which is likely to be in the region of £800/£900, including a plaque and a guard. Mr. Phillips proposed a sum of up to £800 which was seconded by Mr. Markwell. All members were in favour except Mr. Rayner and Mrs. Keeble who opposed and Mr. Grainger who abstained.

Mr. Grainger proposed that a fund be put in place to assist eco-friendly projects which individuals or groups could apply to. This was seconded by Mr. Fitzalan Howard. All in favour.

## 421 District and/or Council Councillors' Reports

Mr. Bambridge advised the following:-

- a) Breckland Council has a new CEO – Maxine O’Mahony.
- b) Breckland Council has a new initiative which will involve members of the Senior Management Team getting out into the district to meet Parish Councils and other organisations.
- c) The District Council budget is currently being formulated.
- d) Lord Dannatt continues to chair the Norfolk Strategic Flooding Alliance (NSFA). A new ‘phone line has been set up to enable people to report any flooding problems.
- e) Grants from Breckland Council are available to assist with the cost relating to the Queen’s Jubilee.

## 422 Accounts for Payment and Schedule of Income

### Accounts for Payment and Schedule of Income

a) Resolved to approve the following Accounts for payment:-	
12/10/21 E-on (street lights –September) – (direct debit)	£224.83
24/10/21 Biffa (wheelie bin service from 25/9/21 to 22/10/21) = (d/d)	£35.57
20/10/21 K. Webb (quarterly computer allowance) – (s/o)	£20.00
3/11/21 K. Webb (Clerk’s pay for October)	£678.00
3/11/21 HMRC (tax and N.I. on Clerk’s pay)	£184.86
3/11/21 CGM (monthly grounds maintenance)	£804.55
3/11/21 Mandrake (U.K.) Ltd – September payroll	£26.40
3/11/21 Westcotec (annual street lighting maintenance charge)	£658.34
3/11/21 Mole Country Stores (rock salt de-icer)	£43.49
3/11/21 Anglian Water (pavilion 2/7/21 to 1/10/21)	£28.44
3/11/21 J. Borgnis (Chairman’s half yearly expenses)	£50.00
3/11/21 M. Phillips (Vice Chairman’s half yearly expenses)	£50.00
3/11/21 Petty Cash	£200.00
3/11/21 D. Tyson (pavilion cleaning – 15 hours)	£133.65
3/11/21 J. Borgnis (Festive Lights – Christmas lights)	£73.96
3/11/21 CPRE (annual membership)	£36.00
3/11/21 Hardy Landscape Management Ltd (remote control mower)	£780.00
3/11/21 B. Gee (Plant (Norfolk) Ltd – skip for allotments)	£222.00

(Expenditure approved by all members)

b) Schedule of Income:	
30/9/21 Breckland Council (Precept – second six months)	£19,515.00
8/10/21 Pavilion takings	£70.00
25/10/21 Allotment rents	£275.00

Balances (as at 30/10/21):- Current a/c - £118,667.77, Business Premium a/c - £35,239.55

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

### **a) Applications**

- (i) James Hird – stationing of a caravan for permanent residential occupation – certificate of lawfulness for existing use - 3PL/2020/1173/EU – Janninesa Farm, Eastgate Street. (To the best of our knowledge, it has been occupied for at least six years. If permission is granted, it is suggested that it is done so on the condition that it is limited to the current occupiers)
- (ii) Richard Mumford – single storey side and rear extension to the main house with remodel of existing outbuilding to form holiday let accommodation – 3PL/2021/1419/F – Rackham House, 39 Holt Road – no comments.

### **b) Determinations**

- (i) Mr. and Mrs. M. Hammond – rear dormer roof extension – 3PL/2021/1234/HOU – 48 Station Road (approved).

## **424 Correspondence**

- 1) Offer from parishioner to donate money to cover the cost of paint if the bus shelter is to be “smartened up” – agreed, with thanks, to this kind offer.
- 2) Advice from Mr. Bambridge (District Councillor) of the intention of the Senior Management Team to get out and meet Parish Councils.
- 3) Request from a parishioner to place a memorial bench in Millennium Park – agreed in principle; type of bench and preferred position to be requested.
- 4) Notification from e-on of a “change” in the unmetered supply w.e.f. 1/12/21 – from 25.40p per kWh to 33.80p per kWh (an increase of 33.1%)
- 5) Notice from DEFRA under the Nitrate Pollution Prevention Regulations 2015 – see item 403 c) above.
- 6) Request from a parishioner to post a small number of flyers advertising tutoring services – agreed.

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

- a) Affordable Housing
- b) Petition for changes in the Wind Farm policy in laying pipes

## **426 Next Meeting:**

Wednesday, 1<sup>st</sup> December 2021 at 7.30 p.m.

There being no further business, the meeting closed at 9.59 p.m.

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Chairman

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Date

