

Pre-Meeting Business: None

Public Participation: The following comments were made:-

- a) The Parish Council was thanked for the new picnic table in Millennium Wood. It is thought to be an excellent addition.
- b) The table is being misused by a small number of people with some younger people sitting and jumping on it. Lots of rubbish is being discarded in the woods. Trees are being vandalised and gates are being left open.
- c) There is anti-social behaviour but a lack of community policing.
- d) Adults as well as youngsters are behaving badly in the wood.
- e) Bikes being ridden in the wood are a danger to others using the wood.
- f) A report has been made to Breckland Council regarding excessive lorry noise and movements from 4.30 a.m. each day in the Station Road/Wensum Drive area of the village. Norfolk County Council, Highways, has also been informed. It was suggested that both the County Councillor and the M.P., George Freeman, should be appraised of the situation.
- g) It was felt that a greater part of Back Lane should be subjected to a 30 mph limit. It was advised that the Parish Council had previously raised this matter but had been informed by the police that it was not possible. This is an issue that may well be of interest to the new County Councillor.
- h) Some motorbikes have been involved in racing on land near to Back Lane. Diggers have been involved in constructing a track. Mr. Bambridge is to be advised as there may be a planning issue.
- i) It was mentioned that there has been destruction of some land in the Boars Hill area. The Parish Council took over control of this land some nine months ago. It is apparent that chemicals have been used which is of concern with the negative impact on a number of things, including the watercourse. Trespassing on and poisoning of the land cannot be tolerated.
- j) A number of letters regarding the Boars Hill land had been sent to and published in Elmham News. It was stressed that the Parish Council has no control over Elmham News and the decision on what to publish lies solely with the editors.

NORTH ELMHAM PARISH COUNCIL

Minutes of the

MEETING OF THE PARISH COUNCIL

held in the Pavilion at 7.30 p.m. on Wednesday 3rd June, 2026

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029 Those Councillors Present Were:

Mr. P. Grainger (Chairman), Mr. M. Phillips (Vice Chairman), Miss A. Ferris, Mr. T. Fitzalan Howard, Mrs. A. Keeble and Mr. J. Sowinski.

Also in Attendance: Mr. K. Webb (Clerk) and twelve parishioners, seven leaving after the Public Participation section of the meeting which ended at 8.23 p.m.

030 Apologies for absence:

Mr. B. Gee, Mr. F. Gillespie, Mr. N. Markwell, Mr. M. Rayner, Mr. C. Smith and Mr. G. Bambridge (District Councillor).

031 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.

032 Minutes of Meeting held on Wednesday, 6th May, 2026:

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

UPDATED INFORMATION AND MATTERS ARISING

033 Update from Broadland Housing (item 007)

A meeting for the public is due to be held on 1st July. A confirmation of this date has not yet been received.

034 Update from North Elmham Living Sustainably (NELS) Group (item 008)

Nothing to report.

035 Land Management Matters (item 009)

(a) Village Green Slabs are coming on 4th June. Mr. Sowinski is to liaise with Mr. Gee.

(b) Cathedral Ruins Mr. Sowinski is to look at the wall on the right side of the pathway entering the site with a view to removing loose masonry from the gap between the walls. Mr. Duffield is to provide copies of his health and safety risk assessments and insurance policy. English Heritage have confirmed that they do not have any details themselves. Information regarding the Parish Council annual expenditure (£5,513) will be given to them.

(c) Cathedral Meadows Nothing to report.

(d) Millennium Wood (and Jubilee Wood) A sign is to be put up advising that the large gate is to be kept lock with access available via the entrance from Boars Hill. A sign is not to be erected indicating “no bicycles”.

(e) Bridleway on disused railway line and other railway linked matters Nothing to report.

(f) Prince William Wood Nothing to report.

(g) Church Meadow Nothing to report.

036 Allotments (item 010)

Nothing to report.

037 Street Lights (item 011)

Two repairs have been successfully completed.

038 Highway Matters (item 012)

The repair to the drain on Church Hill has been done.

039 Pavilion and Playing Field (item 013)

Mention was previously made of the fact that the entrance/exit to the field is sometimes blocked by vehicles. As a result, two signs have been installed stating “keep clear, emergency access”. Miss Ferris reported some vandalism to the referee’s room. The Football Club has been informed. The fridge/freezer needs defrosting. The new waste collection arrangement with Breckland Council has started. Unfortunately, the Christmas tree has died. A company called Watt Utilities has produced a quotation covering a period of three years for the existing arrangement with E-on Next regarding the electricity supply for the pavilion which could reduce the annual cost by about £800. Mr. Sowinski proposed that this be accepted, seconded by Mr. Phillips, subject to obtaining similar quotations for one year and two years so that an informed decision can be made. All in favour.

040 Eastgate Centre (item 014)

The next meeting is to be held in October.

041 Boars Hill update (item 015)

No decision has yet been made regarding the electricity vehicle charging point.

042 Risk Management – considerations and updates (item 016)

Nothing to report.

043 Overview of Parish Council financial situation (item 017)

Nothing to report.

044 Defibrillators (item 018)

Nothing to report.

045 Local Plan update (item 019)

Nothing to report.

046 New Village Hall (item 020)

Two possible options have been identified regarding location together with an estimate of the size of the building required. More work is required and a further report will be made at the next meeting.

047 Digital and Data Compliance – AGAR Assertion 10 (item 021)

It was agreed by all that a free gov.uk address and domain would be obtained from Parish Online and detailed instructions have now been received. This will enable a new a-mail address to be provided for the Clerk and action to enable this to happen will be taken.

048 Report from District and County Councillors

None received since the last report mentioned previously.

049 Accounts for Payment and Schedule of Income

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

19/5/26	Drax (electricity for street lights – 1/4/26 to 30/4/26) – (d/d)	£275.76
20/5/26	E-on Next (pavilion from 1/4/26 to 30/4/26) – (d/d)	£182.83
20/5/26	E-on Next (electricity for Boars Hill–1/4/26 to 30/4/26)–(d/d)	£9.45
28/5/26	Public Works Loan Board (V/Green-half yearly payment)–(s/o)	£626.45
3/6/26	D. Tyson (pavilion cleaning for May)	£152.52
3/6/26	K. Webb (Clerk’s pay for May)	£900.67
3/6/26	HMRC (Tax and N.I. on Clerk’s pay)	£331.53
3/6/26	J. Fencing/Groundscape (grounds maintenance)	£1,414.00
3/6/26	Medlock & Young Ltd, T/As Surelock Security (padlock)	£27.89
3/6/26	Clear Insurance Management Ltd (annual insurance)	£795.11
3/6/26	G. Murray (annual internal audit)	£110.00
3/6/26	Mole Country Stores (rock salt)	£127.80
3/6/26	Joe Sowinski (fixtures and fittings for picnic seats)	£35.76
3/6/26	Joe Sowinski (playing field signs)	£64.90
26/5/26	Breckland Council (Business waste– 17/3/26 to 15/5/26) –(d/d)	£106.60
3/6/26	North Elmham PCC (annual grant re churchyard)	£2,000.00

Expenditure approved by all members. (Proposed by Mr. Phillips and seconded by Mr. Fitzalan Howard).

b) Schedule of Income:-		
7/5/26	Pavilion lettings	£40.00
7/5/26	Allotment rents	£30.00
12/5/26	Community Heartbeat (defibrillator batteries refund)	£288.00
22/5/26	Breckland Council (hire of pavilion for County election)	£300.00

Balances (at 2/6/26):- Current a/c - £80,843.24, Business Premium a/c - £51,063.83
(Cambridge Building Society - £84,092.62)

050 Approval of AGAR (Annual Governance and Accountability)

The Clerk presented the financial information for the year ended 31st March, 2026. The Income and Expenditure Accounts showed income of £78,049 (£74,192), expenditure of £72,934 (£61,144) and General Fund (Bank and Building Society balances) of £196,755 (£191,640). This information will be placed on the website together with the following items which will also be forwarded to the External Auditors – Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, Bank Reconciliation Report, Explanation of Variances Report and the Notice of Public Rights. Any interested person has the right to inspect and make copies of the accounting records for the financial year. Initially, contact would need to be made with the Clerk.

The accounts and associated documentation were proposed for acceptance by Miss Ferris and seconded by Mrs. Keeble. All in favour.

The Clerk wished to express his sincere appreciation for the continued highly valued support of Mr. Phillips with the provision of the Financial Management Reports, Mr. Murray for his professional work on the Internal Audit and Mrs. Ball for the highly efficient transfer of financial and other key documentation to the website.

051 Renewal of annual insurance cover

Renewal documentation for the Parish Council's insurance arrangements had been received from Clear Councils with an increased annual premium of £795.11 (£737.04). Acceptance of this figure was proposed by Mr. Phillips and seconded by Mrs. Keeble. All in favour.

052 To Consider Planning Applications and Determinations:-

a) Applications

- i) Remove ash tree – 2 Corner Cottage, High Street - PL/2026/0633/TCA (information only)
- ii) Tree work (scrub oak and yew) – St Marys Church, Holt Road – PL/2026/0760/TCA (information only)

b) Determinations

None

053 Correspondence

- 1) Free waste audit offered by Breckland Council to assist with the preparations for changes to waste regulations which will apply from March, 2027.
- 2) Briefing from the Breckland Council Environmental Services Team on the 18th June on the household food waste collection service.
- 3) Road closure of Greatheath Road, North Elmham on 19th June.
- 4) Norfolk Local Access Forum on matters that might affect public access to land.
- 5) E-mail from a parishioner regarding excessive lorry noise and movement on Station Road due to the A47 works.

054 Any Other Matters (for information only)

- i) The football field will need to be spiked in readiness for the new season.

055 Agenda items for next meeting:

None.

056 Next Meetings

Wednesday, 1st July 2026 at 7.30 p.m.

There being no further business, the meeting closed at 9.17 p.m.

Chairman

Date

