

Pre-Meeting Business: None

Public Participation: Concern was expressed that the Union Jack flag had not been flown in the village on VE Day. It was explained that, unfortunately, it was not possible to fly the flag at the Institute on that day as it was broken with a damaged rope. It was confirmed that it is the intention to fly the flag, after it has been mended, on VJ Day on 15<sup>th</sup> August

## **NORTH ELMHAM PARISH COUNCIL**

### **Minutes of the**

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

**held in the Pavilion at 7.30 p.m. on Wednesday 4th June, 2025**

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#### **381 Those Councillors Present Were:**

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

**Also in Attendance:** Mr. K. Webb (Clerk), Mr. G. Bambridge (District Councillor) and one parishioner.

#### **382 Apologies for absence:**

Mr. F. Gillespie.

#### **383 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.

#### **384 Minutes of Meeting held on Wednesday, 7th May, 2025:**

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

## UPDATED INFORMATION AND MATTERS ARISING

### **385 Land Management Matters (item 356)**

- (a) Village Green At the entrance from Eastgate Street, a rail has rotted and been replaced by Mr. Gee. The tower has been strengthened. The general view is that the standard of grass cutting, carried out by the new contractor, is excellent.
- (b) Cathedral Ruins Nothing to report.
- (c) Cathedral Meadows Nothing to report.
- (d) Broom Green Nothing to report.
- (e) Millennium Wood (and Jubilee Wood) A lot of cutting has been done by Mr. Sowinski and two volunteers. It is hoped to arrange a work party in the near future. The use of a chipper has been kindly donated and it is the intention to leave the wood on the ground.
- (f) Bridleway on disused railway line and other railway linked matters It has been noted that a wagon has been moved to a prominent position close to the crossing gate.
- (g) Prince William Wood Nothing to report.
- (h) Church Meadow Nothing to report.

### **386 Allotments (item 357)**

Nothing to report.

### **387 Street Lights (item 358)**

A light near the Eastgate Centre is currently out. This will be reported.

### **388 Highway Matters (item 359)**

The Chairman has had a meeting with the installer of the village gates and the Speedwatch team to confirm the precise positioning. There has been no response from Norfolk County Council to the request for an update regarding the temporary bus stop at the junction of the County School Station. The cameras at Station Road and Pump Street have had solar energy supplies installed and six new locks have been ordered. The new dog bin for the Boars Hill car park is to be put in place as soon as the land is transferred to the Parish Council. The installation cannot take place until the legal formalities have been completed.

### **389 Pavilion and Playing Field (item 360)**

Paint has been applied to the bus shelter and the graffiti has been removed. The outside is to be painted as well. CCTV cameras are to be considered. Sincere thanks were expressed to the volunteers for this work. Biffa and Breckland Council have produced quotations, which will be considered, for the trade waste collection service

### **390 Eastgate Centre (item 361)**

Anglian Water had confirmed that they accepted liability for the Centre being charged and duly paying for water used by adjoining properties, believed to number three. A refund is to be made.

### **391 Brookside Development update (item 362)**

The legal documentation has been received, signed by the Chairman and duly returned. Some form of official confirmation is awaited from the Land Registry. An amended quotation in respect of fencing next to the bridge has been obtained. This is for £2,890 and was agreed by all (proposed by Mr. Phillips and seconded by Mr. Sowinski). With regard to the EV charging, it was suggested that contact should be made with other parishes to find out how the administration procedures are carried out and by which third parties. Mr. Bambridge is to speak to Mr. Paul Hewett at Breckland Council to ask if he could contact us to provide some advice.

### **392 Risk Management – considerations and updates (item 363)**

Nothing to report.

### **393 Overview of Parish Council financial situation (item 364)**

Nothing to report.

### **394 Defibrillators (item 365)**

Nothing to report.

### **395 Local Plan update (item 366)**

Mr. Rayner attended two meetings at Breckland Council regarding the updating of the Local Plan. There has been a large increase in the annual target of new houses to be built in the area – from 625 to 903. Numbers have not yet been given for each parish and Breckland has requested thoughts to be expressed in what is not, at this stage, a formal consultation. Two new potential sites have come forward for North Elmham – Pump Street (6 houses, originally rejected for Highways reasons) and Blackhall Farm (8/10 houses after demolition of farm buildings). Members were requested to forward any comments to Mr. Rayner who will co-ordinate a response.

### **396 North Elmham Living Sustainably (NELS) Group (item 367)**

Mr. Fitzalan Howard is to arrange an informal meeting with the Group to discuss a way forward.

### **397 New Village Hall (item 368)**

A visit had been made to Swanton Morley. District Councillor, Mr. Atterwill had been very helpful and stressed the importance of financial calculations being very accurate from the beginning. He suggested that a visit to the Marshland Hall and Tea Room could well be of benefit. Mr. Bambridge also felt that a trip to look at Lyng Village Hall would be useful.

### **398 The future of the churchyard (item 369)**

The Chairman had previously written to Rev. Sally Kimmis confirming that the Parish Council was of the opinion that conditions for closure had not been met. Mr. Bambridge had also written to Sarah Wolstenholme-Smy and Senior Management at Breckland Council.

### **399 North Elmham Football Club facilities (item 371)**

A meeting had been held with the Chairman of the Football Club, Stuart Darbyshire. It was stressed that the main room of the pavilion has to be left free of all football related items as it is used by a number of other groups, organisations and clubs. A supply agreement has been prepared by Mr. Gillespie for the purchase of the referee's hut for £1,500. The invoice is initially to be paid by the Parish Council with half of the cost (£750) being repaid by the Football Club at the rate of £75 per month. On the possible disposal of the referee's room at a future date, the Parish Council will be entitled to 50% of the sale proceeds, excluding any additional costs. A standing order of 12 monthly payments of £75 is also to be signed to cover the cost of hiring the facilities over the coming season. The arrangements detailed above were proposed by Mr. Phillips and seconded by Mr. Smith. All in favour.

### **400 Roles for Parish Council members (item 373)**

Mr. Gee is to join Mr. Markwell at Prince William Wood, not as previously reported at Broom Green.

### **401 Reports from District and County Councillors**

Reports submitted by the County and District Councillors can be viewed on the website. Mr. Bambridge asked if there are any parts of the village that are susceptible to flooding. The area at the bottom of Wensum Drive has experienced problems from time to time. A new type of flood bags is available, (sand bags that do not need filling), which absorb approximately 15 litres of water.

### **403 Accounts for Payment and Schedule of Income**

|   |  |         |
|---|--|---------|
| a) Resolved to approve the following Accounts for payment:- |  |         |
| 25/5/25   | Biffa (wheelie bin service from 26/4/25 to 23/5/25) - (d/d)  | £63.84  |
| 16/5/25   | E-on Next (pavilion from 1/4/25 to 30/4/25) – (d/d)          | £128.27 |
| 19/5/25   | Drax (street lights electricity – 1/4/25 to 30/4/25) – (d/d) | £229.96 |
| 4/6/25  | D. Tyson (pavilion cleaning for May)                         | £146.52 |
| 4/6/25  | K. Webb (Clerk's pay for May)                                | £872.76 |
| 4/6/25  | HMRC (Tax and N.I. on Clerk's pay)                           | £319.29 |
| 4/6/25  | Joe Sowinski (gate safety chain and latch)                   | £19.98  |
| 4/6/25  | Joe Sowinski (bolts, nuts and washer for gates)              | £5.00   |
| 4/6/25  | Surelock Security (locks for SAM2 speed signs)               | £151.34 |

|         |  |           |
|---------|--|-----------|
| 4/6/25  | J. Fencing/Groundscape (grounds maintenance)               | £1,666.00 |
| 4/6/25  | NGF Play Ltd (repairs to play equipment)                   | £1,008.00 |
| 4/6/25  | Age UK Norfolk (donation)                                  | £50.00    |
| 4/6/25  | C. G. and H. Hazell (repainting work – pump & bus shelter) | £329.70   |
| 4/6/25  | Glasdon UK Ltd (new dog waste bin)                         | £218.26   |
| 4/6/25  | Mole Country Stores (rock salt de-icer)                    | £102.24   |
| 4/6/25  | Mole Country Stores (rock salt de-icer)                    | £102.24   |
| 28/5/25 | Public Works Loan Board – Village Green (repayment)–(s/o)  | £626.45   |
| 4/6/25  | Surelock Security (padlocks)                               | £23.23    |
| 4/6/25  | George Murray (Annual internal audit)                      | £100.00   |

(Expenditure approved by all members)

|                         |   |         |
|-------------------------|---|---------|
| b) Schedule of Income:- |   |         |
| 22/5/25                 | Pavilion lettings                                       | £20.00  |
| 12/5/25                 | North Elmham Football Club (hire of pitch and pavilion) | £50.00  |
| 30/5/25                 | HSBC (coif inc div)                                     | £29.59  |
| 30/5/25                 | HSBC (coif inc div)                                     | £47.86  |
| 2/6/25                  | Bank interest (3/3/25 to 2/6/25)                        | £156.08 |

Balances (at 2/6/25):- Current a/c - £84,698.78, Business Premium a/c - £47,636.44  
(Cambridge Building Society - £82,483.96)

## **402 Approval of the Annual Governance and Accountability Return together with associated documentation and notices.**

The Clerk presented the financial information for the year ended 31<sup>st</sup> March, 2025. The Income and Expenditure Accounts showed income of £74,192 (£75,746), expenditure of £61,144 (£53,647) and General Fund (Bank and Building Society balances) of £191,640 (£178,592). These will be placed on the website together with the following items which will 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 Martin Phillips and seconded by Mr. Sowinski. All in favour.

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

### **a) Applications**

- i) Granary Buildings, Eastgate Street – PL/2025/0611/DCA – discharge of conditions 5,12 and 13 on PP 3PL/2017/0361/F and PL/2025/0608/VAR  
- removal of condition 14 on PP 3PL/2021/0050/VAR – construction of a 2.0M high acoustic fence to the Eastern boundary.  
(Details in respect of PL/2025/0611/DCA had been forwarded for “information only”. The closing date for responses to 3PL/2021/0050/VAR was 2<sup>nd</sup> June, 2025. No views had been expressed prior to the meeting and it was apparent that, from remarks made by members, there was no clear consensus. As such, it was considered that a position of “no comments” was the correct course of action).

### **b) Determinations**

None

## **405 Correspondence**

- 1) Notice from Barclays Bank of a reduction in the credit interest rate from 1.25% to 1.20% with effect from 12<sup>th</sup> August, 2025.
- 2) Transport East’s Travel Behaviour Survey Report for Norfolk has been published and is available on the Transport East website.
- 3) Local Plan update from the Leader of Breckland Council.

## **406 Any Other Matters (for information only)**

Mr. Smith said that he may be absent from the next meeting.

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

None

## **408 Next Meeting:**

Wednesday, 9<sup>th</sup> July, 2025 at 7.30 p.m. (Parish Council Meeting)

There being no further business, the meeting closed at 9.30 p.m.

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Chairman

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Date

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