

Pre-Meeting Business: None

Public Participation:

- a) A parishioner said that there had been a number of traffic near misses on the crossroads next to the King's Head. Proposed housing with an entrance near to the crossroads and allotments was considered to be potentially very dangerous. It was stressed that the Parish Council had already flagged this up as an issue.
- b) A parishioner again expressed disappointment with the traffic calming measures in Dereham Road. Apparently, problems are experienced with following cars when turning into the driveway. Mr. Borrett (County Councillor) was contacted about a year ago. Both the resident and Mr. Grainger will chase Mr. Borrett for an update. The view was put forward that dropping the curb would help. Another parishioner advised that a personal survey of traffic measures had been carried out which revealed that most of the traffic ignores the speed cameras. There was concern with two recent fatalities. The possibility of recommencing a Community Speed Watch scheme was mentioned. Mr. Bambridge advised that members of the public can attend SNAP meetings. This could possibly encourage the deployment of limited recording by speed cameras with traps in the village.
- c) A member of the walking football team asked if there is a possibility of a defibrillator being sited at the pavilion. Defibrillators would be discussed later in the meeting. It was also asked if the damage caused by the moles could be repaired and if the grounds maintenance contract includes maintenance. The Parish Council utilises the services of a registered mole catcher and there is no provision for maintenance in the grounds contract which primarily involves the regular cutting of the grass. It was acknowledged that action will need to be taken to improve the playing surface. It was also asked if there were any plans to request funding in order to provide a MUGA (multi use games area) with floodlights. Mr. Fitzalan Howard stated that a recent survey of desired facilities had produced a dreadfully disappointing response rate of just 4%. Even when the exercise had been repeated in the school, with every student being given a form to take home, the response rate only increased to 10%.

NORTH ELMHAM PARISH COUNCIL

Minutes of the

MEETING OF THE PARISH COUNCIL

held in the Pavilion at 7.30 p.m. on Wednesday 5th October, 2022

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126 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. N. Markwell, Mr. M. Rayner and Mr. C. Smith

Also in Attendance: Mr. K. Webb (Clerk), Mr. G. Bambridge (District Councillor) and four parishioners.

127 Apologies for absence:

None

128 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.

129 Minutes of Meeting held on Wednesday, 3rd August, 2022:

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

UPDATED INFORMATION AND MATTERS ARISING

130 Update on Affordable Housing Scheme (item 102)

Nothing to report

131 Police Visit and Update (item 103)

Please refer to item 152.

132 Land Management Matters (item 104)

- a) Village Green The memorial tree has been planted. A work party, led by Messrs Gee and Smith, cleared the ditch. Some vandalism has occurred with rails kicked out and planks broken. The possibility of CCTV cameras on the Eastgate Centre is to be discussed at the next meeting. NGF Ltd is to visit to carry out identified repairs needed to some of the play equipment.
- (b) Cathedral Ruins Mrs. Keeble reported that English Heritage had agreed to increase management fee by 5% which produces a new annual figure of £5,355. Depending on circumstances, there is a possibility that a further increase can be negotiated during the forthcoming term of five years.
- (c) Cathedral Meadows Mr. Fitzalan Howard reported that, following discussions with Brown and Co, the stewardship scheme is to be renewed. A decision will need to be made in the Spring as to what type of scheme is to be used. It is felt that rewilding would not be the preferred option.
- (d) Broom Green Nothing to report.
- (e) Millennium Wood (and Jubilee Wood) The new bench is in place.

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

Mr. Rayner said that a padlock had been cut off a chain on one of the gates. The matter had been reported and the padlock was duly replaced.

- (g) Prince William Wood A tree trunk had fallen on the fence. Mr. Markwell dealt with this. There are currently five dead ash trees with another appearing in a poor condition. They do not appear to be likely to fall over and it was agreed to leave them for now.

133 Allotments (item 105)

Mr. Phillips said that rents would be collected on 11th October. There are currently two inactive plots. Two taps are to be examined for possible leaks. The hedges have been cut.

134 Street Lights (item 106)

Please refer to item 147.

135 Highway Matters (item 107)

Mr. Grainger reported that the blocked drain near the Post Office, which had been clogged up with weeds, and the drain on Church Hill, had both been cleared. Mr. Smith said that the Orchard Close drains need to be examined and he will provide images and precise locations. In response to the enquiry about utilising the Parish Partnership scheme to part finance a pedestrian crossing near the bus stop and pavilion, Norfolk County Council advised that such schemes are not within the scope of the Parish Partnership scheme, (although the documentation previously issued to Parish Councils seemed to indicate that they were), and management of these is carried out on a risk assessment basis. The typical cost of design and installation is in the region of £90,000 plus annual maintenance fees. Currently, there are no funds available and a waiting list of five other schemes is in place. It was agreed by all to defer the matter to a later date (proposed by Mr. Grainger and seconded by Mr. Fitzalan Howard). Mr. Gee has cleared the overgrown 30 mph sign. The Pump Street pavement has been covered by vegetation and is practically impossible to use. Mr. Grainger will report to the County Council with a view to them clearing it.

136 Pavilion and Playing Field (item 108)

The new larger bin is in place. The Football Club, on occasions, requires the grass to be cut in order that a suitable surface is provided for matches. Chris Reeve (Chairman of the Football Club) will liaise with CGM. It is disappointing that, despite promises and regular chasing by the Clerk, CGM have still not produced a credit note in respect of work that was not carried out earlier in the year. The basketball hoop is in place. Trees at the top of the field are causing damage to the wall. Mr. Fitzalan Howard is to obtain quotations in respect of the work that needs to be done.

137 Youth Club facilities (item 109)

Mr. Grainger has spoken to Gabriel Mansbridge who has been appointed as Active Norfolk youth co-ordinator for the area. Assistance has been received from Mr. Bambridge who was thanked for his help in this matter.

138 Eastgate Centre (item 110)

A broken window has been repaired and the insurance policy has been updated.

139 Brookside Development update (item 111)

Mr. Rayner is to check the S106 agreement with regard to the provision of car parking, in particular the link with the number of houses built and/or occupied as to when it is to be made available.

140 Risk Management – considerations and updates (item 112)

Nothing to report.

141 Overview of Parish Council financial situation (item 113)

Nothing to report.

142 Defibrillators (item 114)

EAAA is offering free training courses. Seven people wish to attend (including four P.C. members). The Chairman will contact all to establish a suitable date which will be given to EAAA. A note is to be placed in Elmham News to give others the opportunity to be trained. Groups (Walking Football and Tennis Club) have requested that a defibrillator be sited at the pavilion. The Chairman has contacted The Community Heartbeat Trust and the cost will be in the region of £2K (initial quotation of £1,855 received). The Tennis Club is prepared to contribute to this cost. All agreed to proceed with this purchase. Proposed by Miss Ferris and seconded by Mr. Smith. Mr. Bambridge mentioned that a new first responders group has just been established covering Foxley and Longham.

143 Local Green Space Designations by Breckland District Council (item 115)

This document has been published by Breckland Council with a public consultation to follow.

144 Call for Sites – Breckland Council (item 117)

The document has been published with the sites put forward as potential locations for development. They have to be assessed and then are put out for consultation. It is a lengthy process. Six sites have been nominated in North Elmham involving, in total, 110 houses. The Local Plan states a current need of 14 houses but this will be reassessed. A new garden village of 5,000 houses (Norfolk Railway Village) has been put forward for Billingford. It is the same area which was nominated in 2018 and has been submitted by a company called Black Box Planning.

145 Norfolk Social Infrastructure Fund (item 118)

Please refer to item 148.

146 Report from District and/or County Councillors

Mr. Bambridge reported that a number of District Councils are getting together to discuss what can be done regarding the nutrient neutrality rules, which will seriously hinder the building of houses, imposed by Natural England. Any comments/views regarding the possible exception site should be made by parishioners.

147 Replacement Street Lights

Mr. Markwell said that the costs of two new lights would be Pump Street - £1,400 and Eastgate Street - £1,000. All agreed that these should be reinstated and Westcotec has been asked to proceed.

148 Pavilion Funding

Mr. Grainger had submitted a notice of interest in obtaining grant funding for the pavilion which would also benefit the Football Club. The Social Infrastructure Fund, run by Norfolk County Council, has £775K available. A desire for a 40% increase in the size of the building, together with a number of other items, has been expressed. A grant of £60K has been requested with a total spend of £75K. The Parish Council and Football Club would, between them, contribute the sum of £15K.

149 Road safety measures

It was stressed that, over a period of a considerable number of years, road safety has always been of the highest priority for the Parish Council. A considerable sum of money has been spent on a range of measures which has undoubtedly resulted in significant improvement. However, it is acknowledged that new initiatives must be explored and, in this respect, ramps and speed reduction pillows have been mentioned. These can be seen in places such as Old Costessey and near Downham Market. It appears that they are quite successful in reducing traffic speeds. Mr. Grainger is to research after the result of the enquiry into the recent fatal accident is known.

150 External auditor appointing arrangements

The current national contract with the existing external auditors, PKF Littlejohn, expires this year and the next 5-year appointing period runs from 2022-23 to 2026-27. During the previous 5-year period, all smaller authorities were “opted-in” to the central procurement regime managed by Smaller Authorities’ Audit Appointments (SAAA). No authority elected to “opt-out”. The various procedures required under statute to appoint your own external auditor are complex, onerous and potentially expensive. Mr. Phillips proposed that the current “opting-in” position be retained and this was seconded by Mr. Grainger. All members were in favour.

151 The Hedgehog Highway Project

The Parish Council has been invited to participate in the Hedgehogs R Us Highway Project. This involves hedgehog conservation with gaps being made in fences to allow for foraging and mating. A highway surround raises awareness to their plight and encourages others to take part. A box of 50 highway surrounds and 50 information leaflets costs £150. It was agreed by all not to participate in the scheme at this stage.

152 Police Community Resolution for criminal damage incident

No response has been received to the communication to the parent of the young person responsible for this crime which asked for possible dates so that the restorative justice procedure could be commenced. The Chairman will attempt to make contact.

153 Accounts for Payment and Schedule of Income

Accounts for Payment and Schedule of Income

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

20/7/22	K. Webb (Clerk's quarterly computer allowance)	£20.00
15/8/22	Edit Websites (annual website fee – hosting and support)	£250.00
17/8/22	Npower (street light electricity 1/7/22 to 31/7/22) – (d/d)	£248.82
22/8/22	Biffa (wheelie bin service from 23/7/22 to 19/8/22) - (d/d)	£40.61
5/10/22	E.ON Next (Pavilion electricity – 13/7/22 to 31/7/22)	£28.79
5/10/22	K. Webb (Clerk's pay for August)	£709.40
5/10/22	HMRC (Tax and N.I. on Clerk's pay)	£196.55
5/10/22	Hillstock Services (luxury toilet hire – Jubilee)	£558.00
5/10/22	D. Tyson (pavilion cleaning for 4 weeks and paper towels)	£124.99
5/10/22	Mandrake (payroll services)	£26.40
5/10/22	J. R. G. Fletcher (key keeping – July and August)	£62.50
5/10/22	J. Duffield (work in Cathedral Ruins and new bench)	£340.00
5/10/22	CGM (grounds maintenance)	£717.08
5/10/22	Circus Ferrel (Mr. M. P. Taylor, T/As) – big top for Jubilee	£800.00
5/10/22	Brown and Co (environmental consultancy services)	£420.00
5/10/22	T. H. Scott and Son (hedge cutting)	£840.00
5/10/22	C.P.R.E. (annual membership)	£36.00
5/10/22	E.ON Next (Pavilion electricity – 1/8/22 to 31/8/22)	£67.74
5/10/22	E.ON Next (Pavilion electricity – 1/9/22 to 2/10/22)	£132.23
5/10/22	PKF Littlejohn LLP (external audit)	£360.00
5/10/22	CGM (grounds maintenance)	£717.08
5/10/22	D. Tyson (pavilion cleaning – 4 weeks)	£114.00
5/10/22	K. Webb (Clerk's pay for September)	£709.20
5/10/22	HMRC (Tax and N.I. on Clerk's pay)	£196.75
20/9/22	Biffa (wheelie bin service from 20/8/22 to 23/9/22) – (d/d)	£29.44
27/9/22	Npower (street light electricity 1/8/22 to 31/8/22) – (d/d)	£248.67

(Expenditure approved by all members)

b) Schedule of Income:

6/9/22	Pavilion takings	£10.00
6/9/22	D. Fish (Church Lane Tenancy rent – 12 months)	£500.00
31/8/22	H.S.B.C. (coif inc dividend)	£46.02
31/8/22	H.S.B.C. (coif inc dividend)	£28.45
29/9/22	Breckland Council (Precept – six months)	£19,922.00
5/9/22	Bank interest (6/6/22 to 4/9/22)	£11.58

Balances (as at 3/10/22):- Current a/c - £141,954.86 Business Premium a/c -£38,255.69

154 To Consider Planning Applications and Determinations:-

a) Applications

- (i) Mr. and Mrs. Stuart Claydon – proposed front extension to create porch
- 3PL/2022/0892/HOU – 73 Orchard Close.
- (ii) Mr. and Mrs. Braybrook – proposed single storey extension to side -
3PL/2022/0799/HOU – Gorse House, Heath Road (amendment –
extension slightly larger to align with front elevation)
- (iii) Mrs. Jody Hammond – part change of use of outbuilding – professional
services (beauty salon) – 3PL/2022/0970/F – 48 Station Road.
- (iv) Roadside trees A1067 – various trees requiring works due to Highway
concerns – TRE/2022/0255/TPO.
- (v) Mr. Chapman – proposed conversion of cart lodge to ancillary
accommodation with dormer windows – 3PL/2022/1056/HOU – 64
Station Road. (It was agreed to oppose this application. It will decrease the number of
car parking spaces and is in breach of the 2012 conditions of 3PL/2012/0855/F
(condition 4). Proposed by Mr. Rayner and seconded by Mr. Smith. All in favour).

b) Determinations

- (i) Glaven Cottage, 65 Eastgate Street – proposed workshop –
3PL/2022/0714/HOU – approved.
- (ii) 45 Holt Road – various repairs and creation of enclosed storage space –
3PL/2022/0733/LB – approved.
- (iii) Mr. and Mrs. Braybrook – proposed single storey extension to side -
3PL/2022/0799/HOU – Gorse House, Heath Road – approved.
- (iv) Mr. and Mrs. Stuart Claydon – proposed front extension to create porch
- 3PL/2022/0892/HOU – 73 Orchard Close – approved.

155 Correspondence

- 1) Clerks and Councils Direct magazine for September, 2022.
- 2) CPRE Countryside Voices magazine for Summer, 2022
- 3) Breckland Council: Local Plan Partial Update
- 4) Letter of thanks from EACH for past support and enclosing latest edition of Footprints and a
Christmas card brochure (agreed donation to be made at the next meeting)
- 5) Preparing for Remembrance and installing a Tommy Statue from the Royal British Legion
(all agreed not to buy a statue)
- 6) Safer Neighbourhood Team – next meeting 12/10/22.
- 7) Biffa – controlled waste transfer note and agreement.
- 8) Police and Crime Commissioner reminder of the one-to-one Time to Talk sessions.
- 9) Letter from parishioner expressing delight at experiences enjoyed at the model railway and at
the flower festival (stressed that P.C. had not complained about noise – Mr. Rayner to write
piece for Elmham News to clarify)
- 10) Rural Payments Agency advice of changes to stewardship schemes.
- 11) Request from Flourish Federation (North Elmham and Stibbard primary schools) seeking a
new school governor (position now filled).

156 Any Other Matters (for information only)

The Clerk reminded members that local elections would take place on Thursday, 4th May 2023. Full details will follow in due course.

157 Agenda items for next meeting:

- a) Annual Budget.

158 Next Meeting:

Wednesday, 2nd November 2022 at 7.30 p.m.

There being no further business, the meeting closed at 10.14 p.m.

Chairman

Date