

Pre-Meeting Business: None

Public Participation:

Dr. Peter Wade-Martins raised the following topics:-

- **The ruins:** A paper by Dr. Wade-Martins in an academic journal, *Norfolk Archaeology*, has just been published which overturns the 1982 interpretation that the ruined church was a bishop's chapel and re-instates the long-held view that it is, in fact, the Anglo-Saxon cathedral. He said that we can feel proud that we do have such an important historic building.
- **Community Hall:** He felt that Parish Council minutes give the impression that this project is making little progress. He said that some people are asking what has happened and how soon will this project be opened up to a wider discussion in the village? He was also of the opinion that the Institute is showing signs of becoming an unstable structure.
- **Traffic calming at the school and Post Office corner:** Dr Wade-Martins said that, in addition to the pinch-point at the doctor's surgery, the intention agreed with the highways engineers was to have a build-out at either end of the 20pmh zone. The build-out has been installed at the southern end of the zone, but the equivalent at the north end was put on hold until the new school car park had been finished so that traffic movements could be reviewed. Current speeds for south-bound traffic coming down church hill suggests that there is every reason now for the second build-out to be installed under a Parish Partnership Scheme.

Mr. Andrew Parsons, Treasurer, attended on behalf of the Tennis Club to discuss the current situation with proposals for additional CCTV cameras on the Playing Field/Pavilion in general and the area close to the Tennis Club, in particular. A full report on the matter is given in item 521 below.

NORTH ELMHAM PARISH COUNCIL

Minutes of the

MEETING OF THE PARISH COUNCIL

held in the Pavilion at 7.30 p.m. on Wednesday 5th November, 2025

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512 Those Councillors Present Were:

Mr. M. Phillips (Acting Chairman), Miss A. Ferris, Mr. T. Fitzalan Howard, Mrs. A. Keeble, Mr. N. Markwell, Mr. M. Rayner and Mr. J. Sowinski.

Also in Attendance: Mr. K. Webb (Clerk) and two parishioners.

513 Apologies for absence:

Mr. B. Gee, Mr. F. Gillespie, Mr. P. Grainger, Mr. C. Smith and Mr. G. Bambridge (District Councillor)

514 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.

515 Minutes of Meeting held on Wednesday, 8th October, 2025:

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

UPDATED INFORMATION AND MATTERS ARISING

516 Update from North Elmham Living Sustainably (NELS) Group (item 491)

Mr. Sowinski had spoken with Mr. Ben Earle. Intentions were discussed and any ideas that he may have were requested from him.

Correspondence had been received from a parishioner expressing concern for animals, including deer, following some tidying work that is being carried out at the pit in Millennium Wood. This primarily involves tidying the area, and the sensitivity of dealing with wildlife and the environment is acknowledged. The Clerk will respond and the position will be monitored over the coming weeks.

517 Land Management Matters (item 492)

(a) Village Green Picnic tables are ready to be put in place – three on the Village Green and one in the Millennium Wood.

(b) Cathedral Ruins There has been a response to our annual invoice regarding the management fee (£5,355 received). Mrs. Keeble has attempted to contact Alison Naylor, English Heritage, with a view to arranging a meeting. Mr. Sowinski has refurbished the seat.

(c) Cathedral Meadows Nothing to report.

(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 Various work is in the process of being carried out and Mr. Rayner will write to Mr. Robinson, the Parish Council's liaison contact, regarding a number of matters. Mr. Rayner will also request a copy of the amended deed, which was executed some three years ago, from Breckland Council.

- (g) Prince William Wood A wasps nest has been disturbed and will be dealt with in the near future.
- (h) Church Meadow Nothing to report.

518 Allotments (item 493)

All rents have been collected.

519 Street Lights (item 494)

There is a requirement for the installation certificates to be renewed and this will be done by T.T. Jones at an approximate cost of £900. The replacement light in Holt Road is considered to be possibly not necessary but members will inspect to form views.

520 Highway Matters (item 495)

The Village Gates have been installed with 50% of the cost to be covered by Norfolk County Council. The damaged bollards near to the bus stop at the end of Eastgate Street have been reported to Highways Department and scheduled for repair in due course. The broken pedestrian surface leading from Elm Close is not the responsibility of the County Council and has to be viewed as a private matter. The parishioner raising the matter will be advised accordingly. It has been confirmed by Highways Department that the build out near to the doctors' surgery has been correctly installed with no provision for priority of traffic in either direction. This is an intentional feature designed to slow traffic from both directions.

521 Pavilion and Playing Field (item 496)

The roof and gutter repairs are to start in the near future. Mr. Sowinski has obtained a price for a Christmas tree which will be in the region of £50. It was agreed by all that a charge of £300 will be made to the District Council in respect of the hiring of the pavilion for the much-awaited Mayoral Election to be held on 7th May, 2026. Miss Ferris produced an excellent booking form for the pavilion and it was agreed that some items should be added - the need for hirers to have suitable insurance cover, the reason for hiring the facility and the name of the person with responsibility for the booking.

With regard to the CCTV and Wifi at the Pavilion, the revised proposal is to retain existing DVR and 4 cameras, and supplement with two additional cameras. One new camera with enhanced resolution to monitor the car parking area with the aim that number plate recognition will be improved. Other new camera to be fitted with long range lens and located on the pavilion directed towards the tennis court / boundary wall. Additionally, a wifi router to be installed in the pavilion to enable remote access to the CCTV system to monitor live or captured images as required. Access to the wifi to be strictly controlled by approved password access in accordance with existing CCTV data protection policy.

Full cost will be £500 and is much reduced from previous quotes through re-use of existing equipment and installation carried out without charge with the generous help of a local resident. The Wifi facility will require ongoing monthly cost of up to £20 dependent upon volume of data usage.

This solution may require future purchase of larger hard drive within the DVR as more data will be captured and therefore the disk will overwrite old data more frequently. However, this can only be confirmed once established, so provision of a further £100 cost may be required.

Once installed and proven, consideration can be given to install the same solution at the Eastgate Centre with the long-range camera directed towards the children's play area.

522 Eastgate Centre (item 497)

Nothing to report.

523 Brookside Development update (item 498)

Positive support from Breckland Council regarding EV charging procedures has unfortunately not been forthcoming, despite being chased. The Chairman has requested support from Mr. Bambridge with a view to establishing why this is the case. It has been noted that Norfolk County Council have highlighted a success story of installing multiple charging points under 3rd party management in an article by Graham Plant in their latest newsletter. There appears to be an opportunity to share knowledge in the event of Breckland Council being unable to support us.

524 Risk Management - considerations and updates (item 499)

Nothing to report.

525 Overview of Parish Council financial situation (item 500)

Nothing to report.

526 Defibrillators (item 501)

Miss Ferris reported that site checks have been carried out.

527 Local Plan update (item 502)

The new consultation has started. The sites have changed from the last phase as predicted, with North Elmham now being expected to provide sites for c.80 houses in the Local Plan instead of the previous c.50. This is due to changes at national government level.

Site NEL 1 which was previously site 205 is for 30 houses, with access onto Eastgate via the demolishing of a bungalow on Eastgate. This site was included in the last version of the draft plan.

Site NEL 2 was put forward in the call for sites as site 330 but wasn't included in the draft plan previously, as a smaller site further to the east on Back Lane would have met our quota, along with site 205 (or the old Station Yard). NEL 2 would have access onto Back Lane and would be for 50 houses.

Breckland have not mentioned or acknowledged our preference for the old Station Yard to be included instead of NEL 1. It is felt that we should press for the removal of NEL 1 and for it to be replaced by the Old Station Yard. Mr. Rayner is to draft comments for next week's meeting and will also place a piece in Elmham News.

528 New Village Hall (item 503)

A valuation for the Eastgate Centre is being chased. Another meeting will take place in the near future.

529 The future of the churchyard (item 504)

Nothing to report.

530 North Elmham Football Club facilities (item 505)

Both monthly payments have now been received.

531 Location of skate ramp and associated repairs

There are alternatives for this facility:-

- i) Leave the ramps in their current position and carry out repairs at a cost of about £5K.
- ii) Dispense with the facility and encourage parents to take their children to better equipped alternative sites such as the one in Dereham.
- iii) Relocate to another position in the village, e.g. to the village green.

Members are to give this matter consideration with a further discussion to be held at the next meeting.

532 Report from District and/or County Councillors

Reports received can be read in full on the website.

533 Accounts for Payment and Schedule of Income

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

8/10/25	Drax (electricity for street lights – 1/9/25 to 22/9/25) – (d/d)	£186.78
16/10/25	Drax (electricity for street lights – 23/9/25 to 30/9/25) – (d/d)	£81.26
22/9/25	Biffa (wheelie bin service from 27/9/25 to 24/10/25) - (d/d)	£81.36
21/10/25	E-on Next (pavilion from 1/9/25 to 4/10/25) – (d/d)	£162.19
21/10/25	E-on Next (electricity for Boars Hill – 7/7/25 to 7/10/25) –(d/d)	£28.98
20/10/25	K. Webb (Clerk's quarterly computer allowance)	£20.00
5/11/25	D. Tyson (pavilion cleaning for October)	£146.52
5/11/25	Brown and Co. (work re BPS and Cathedral Meadows)	£120.00
5/11/25	K. Webb (Clerk's pay for October)	£900.67
5/11/25	HMRC (Tax and N.I. on Clerk's pay)	£331.53
5/11/25	Breckland Council (annual dog bin emptying service – 2 bins)	£259.32
5/11/25	Environment Agency (general drainage charges)	£109.76
5/11/25	Glasdon U.K. Ltd (new Fido 50 dog waste bin – V/Green)	£299.35
5/11/25	T. H. Scott and Son (hedge cutting)	£1,281.00
5/11/25	ADS Utilities (gateways – labour, materials, permits, etc)	£3,930.00
5/11/25	Anglian Water (Pavilion – 20/7/25 to 19/10/25)	£112.77
5/11/25	Anglian Water (Playing Field – 20/7/25 to 19/10/25)	£163.23

5/11/25	K. Webb (Annual fee for Cloud backup of files)	£60.00
5/11/25	J. Sowinski (diesel for chipper)	£27.53
5/11/25	J. Sowinski (new latch for Boars Hill gate)	£3.54
8/10/25	J. Sowinski (paint for M/Wood guard for swing gate)	£5.99
5/11/25	J. Sowinski (fixings for picnic seats)	£33.94
5/11/25	Julian Duffield (work in Cathedral Ruins – October)	£210.00
5/11/25	J. Fencing/Groundscape (grounds maintenance–Sept & Oct)	£1,420.00

(Expenditure approved by all members)

b)	Schedule of Income:-	
9/10/25	K. Webb (contribution to new computer & Windows 11 cost)	£150.00
10/10/25	Langham P.C. (share of new computer cost & Windows 11)	£300.00
3/10/25	Allotment rents	£345.00
15/10/25	Pavilion lettings	£35.00
30/10/25	North Elmham Tennis Club (annual rent)	£75.00
3/11/25	North Elmham F.C. (one monthly payment)	£75.00
24/10/25	English Heritage (annual management fee–Cathedral Ruins)	£5,355.00

Balances (at 3/11/25):- Current a/c - £78,013.58, Business Premium a/c - £49,045.51 (Cambridge Building Society - £82,483.96)

A provision of £1.5K for increased CCTV surveillance is recommended for the play area on the village green (£500) and potentially the Boars Hill Car Park (£1K). A wifi data budget of £750 per annum would be needed to cover three sites (including Eastgate and Pavilion).

534 To Consider Planning Applications and Determinations:-

- a) Applications
 - i) Proposed external re-facing of the existing boatshed – The Boat Shed, Eastgate Street – PL/2025/1553/FMIN – no comments.
 - ii) Proposed garaging and access gates/wall – Threshing Barn, Worthing Road - PL/2025/1570/HOU – no comments.
- b) Determinations
 - None

535 Correspondence

- 1) Academic paper from Dr. Peter Wade-Martins regarding the cathedral ruins. (Please refer to Public Participation section, page 1).
- 2) E-mail from a parishioner regarding the pit at Millennium Wood. (Clerk to respond regarding concerns raised and comments made – see item 516).

536 Any Other Matters (for information only)

None

537 Agenda items for next meeting:

None

538 Next Meeting and 2026 Meetings schedule:

Wednesday, 3rd December, 2025 at 7.30 p.m.

2026 Meetings dates

January	Wednesday 7th
February	Wednesday 4th
March	Wednesday 4th
April	Wednesday 1st
May	Wed 6th (AMPC), Wed 27th (APM)
June	Wednesday 3rd
July	Wednesday 1st
August	Wednesday 5th
September	Wednesday 2nd
October	Wednesday 7th
November	Wednesday 4th
December	Wednesday 2nd

There being no further business, the meeting closed at 9.06 p.m.

Chairman

Date

