

Pre-Meeting Business: There was no representative of the local press present.

Public Participation: There were no questions or comments from members of the public

## **North Elmham Parish Council**

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**Minutes of the  
MEETING OF THE PARISH COUNCIL  
held at 7.30 p.m. at the Sports Pavilion on  
Wednesday 6<sup>th</sup> December, 2017**

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**237 Those Councillors Present Were:**

Mrs. J. Borgnis (Chairman), Mr. M. Phillips, Mr. J. Brown, Mr. T. Fitzalan Howard, Mr. M. Gower, Mr. P. Grainger, Mrs. A. Keeble, Mr. J. Labouchere, Mr. C. Smith, Dr. P. Wade-Martins and Mrs. D. Warner.

**Also in Attendance:** Mr. K. Webb (Clerk), Mr. G. Bambridge (District Council) and 6 parishioners

**238 To Consider Apologies for Absence:**

None

**239 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. Mrs. Keeble declared that she was next-door neighbour to the owners who were submitting a planning application in respect of Brookside, North Elmham.

**240 Minutes of Meeting held on Wednesday, 1<sup>st</sup> November 2017:**

Resolved to approve the minutes as a true and accurate record. Proposed by Dr. Wade-Martins and seconded by Mr. Labouchere. Agreed by all.

### **UPDATED INFORMATION AND MATTERS ARISING**

**241 Land Management Matters (item 205)**

- (a) Village Green Nothing to report
- (b) Cathedral Ruins Nothing to report
- (c) Cathedral Meadows Nothing to report

- (d) Broom Green Nothing to report
  - (e) Millennium Wood The Chairman said that she had done some more work on the tree guards.
  - (f) Bridleway on disused railway line Nothing to report
  - (g) Prince William Wood Nothing to report.
- 242 Street Lights (item 206)**  
Mr. Fitzalan Howard said that Norfolk County Council has responsibility for about 50,000 street lights whilst town and parish councils in Norfolk look after about 25,000. He has asked Breckland Council to explain responsibilities regarding matters concerning street lights in planning applications. A response is awaited.
- 243 Highway Matters (item 207)**  
Dr. Wade-Martins said that he had not received a response from the Highway Rangers regarding their proposed visit. Maize is currently stored at Heath Farm and the contractor is to be again requested, when transporting, to do so via the back lane to join the B1110 south of Guist and the A1067 Fakenham to Norwich road.
- 244 Eastgate Centre (item 208)**  
Mr. Fitzalan Howard reported that, unfortunately, the scouting group has had to close as there are not enough qualified people who are provided by the district. The guides group remains.
- 245 Pavilion and Playing Field – Play Area (item 209)**  
Nothing to report
- 246 Dog Fouling (item 210)**  
Mr. Grainger said that there is regular dog fouling outside the Post Office. When the dog owner responsible is identified, the matter is to be reported to the District Dog Warden.
- 247 Allotments (item 211)**  
Nothing to report
- 248 Community defibrillator (item 212)**  
Nothing to report
- 249 Play equipment and car park proposals (item 213)**  
Nothing to report
- 250 Community Farm (item 214)**  
See item 267
- 251 Detailed information map for village/Notice and Information Boards (item 215)**  
Nothing to report

- 252 Volunteers (item 216)**  
Two new dog bins have been installed. Some extra fittings were needed.
- 253 Village Maintenance (item 217)**  
Nothing to report
- 254 Village Institute Hall (item 218)**  
Nothing to report
- 255 Village Resilience Plan (item 219)**  
Nothing to report
- 256 Bus routes (item 220)**  
Nothing to report
- 257 Discussions with the Mid-Norfolk Railway Company (item 221)**  
Nothing to report
- 258 Website (item 222)**  
See item 266
- 259 Shared Access – telecommunications mast (item 223)**  
Open Reach have dug a trench but they did not inform the Chairman that they were coming. At this moment, only O2 users will get an improved signal as Vodafone are not connecting at this stage. There will not be a dish on the extension pole as the technical staff have advised that it is not required.
- 260 Neighbourhood Plan (item 225)**  
Nothing to report
- 261 State of the village (item 226)**  
Nothing to report
- 262 Budget and Precept (item 228)**  
The budget and precept were approved by all members with the financial figures detailed at the previous meeting confirmed (see item 228)
- 263 Neighbourhood Plan (alternative) (item 229)**  
Nothing to report

**264 Planning (previous meeting) (item 231)**

- (i) G. Redwood (3PL/2017/0361/F) – demolition of buildings and construction 11 houses with integral garages (amended plans) – (accuracy of plans to be queried) There was a discrepancy in the drawings and Donna Smith (Senior Planning Officer) agreed that they were incorrect. Further amended designs are to be submitted.
- (ii) Land at Station Yard, Station Road (3PL/2017/0863/D) – application for reserved matters of the appearance, landscaping, layout and scale of 19 residential dwellings and the access routes within the site (amended information)  
It was the intention for Dr. Wade-Martins and Mr. Labouchere to attend a meeting between the developers, the planners, the railway company and the Parish Council to resolve outstanding issues. No formal response has yet been received and it is felt that it is important to discuss these matters at a meeting with the relevant parties. A letter is to be sent requesting that the Planning Committee's meeting is deferred until the above mentioned meeting takes place. Mr. Bambridge will be sent a copy of this communication.

**265 Report from District Councillor**

Mr. Bambridge said that the Local Plan had been submitted for examination by the Secretary of State. A Community Housing Officer had been appointed. The Government had made available a sum of £300m to assist affordable housing schemes.

**266 Website**

Over the last nine months, more than 1,000 people per month have visited the website. It is important that village clubs and organisations use the facility more. Sue and Ivan Ball had indicated three different ways in which the website could proceed. The unanimous desire was option 1, i.e. to continue with the website in the present format. Proposed by Dr. Wade-Martins and seconded by Mr. Phillips. There is a sum of £260 per annum in the budget to cover costs. It was stressed that it was extremely important for members to take positive steps to promote the website and obtain information to enhance it and make it an even more useful resource. It was agreed to thank Sue and Ivan Ball for all their hard work which has provided the community with an excellent website.

**267 Land previously occupied by the Community Farm**

It had recently been suggested (at the last meeting) that this land should be offered to a young farmer to assist as a new business start-up. Easton College had been approached some time ago with a similar idea but, unfortunately, there had not been a positive outcome. The land area is 2.25 acres and Mr. Phillips recommended that the land should again be subject to a Farm Tenancy to the highest bidder. Three bids had been received and it was queried whether the matter had been given sufficient publicity.

It has stressed that the availability of the land had been advertised in the Elmham News, on the website and on the notice board. Mr. Labouchere proposed that the land should be let to the highest bidder under the current arrangements for one year (effectively ten months up to Michaelmas 2018). This was seconded by Mr. Grainger. All in favour. The highest bid is £810.

**268 Individual duties/responsibilities of members**

A review was carried out and a number of adjustments agreed. These will be confirmed by updating and circulating the master list which is maintained by Mr. Phillips.

The main amendments were as follows:-

- (i) Village Map – Mrs. Warner to Dr. Wade-Martins
- (ii) Resilience Plan – placed in abeyance for the short term
- (iii) Institute Committee – Mr. Gower to support Mr. Smith and Mr. Phillips
- (iv) Cathedral Meadows – Mr. Gower to assist Mrs. Keeble
- (v) Eastgate Centre – Mr. Labouchere to be replaced by Mr. Grainger and Mr. Gower

**269 The new Data Protection regulations**

The Chairman and the Clerk had both attended training sessions in respect of the new General Data Protection Regulations which are due to be introduced in May, 2018. The legislation is currently passing through Parliament. This law replaces the Data Protection Act, 1998 and affects all authorities which collect personal data. It is ultimately the responsibility of the Parish Council, as the Data Controller, to ensure that things are done correctly. The Data Controller must appoint a Data Protection Officer (DPO) and this will probably be the Clerk. The appointment will need to be minuted and, if it is the Clerk, it will need to be included in the Job Description and Contract of Employment. The DPO will need to prepare an “Information Audit” of personal information held. This audit must detail not only the information held, but the reason for it being held along with other information. The DPO must also issue Privacy Notices to people whose personal information is held by the Council. It has been stressed to Councillors that this legislation will have a considerable impact on the duties of the Clerk and should therefore be considered when setting the annual budget. An annual registration fee of £35 is payable to the Information Commissioner’s Office (ICO) and the cheque for this will be signed at the next meeting. In the meantime, all members were requested to study these new regulations.

**270 Accounts for Payment and Schedule of Income**

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

11/11/17 E-on (street lights – October)	£144.06
6/12/17 J.R.G. Fletcher (key keeping for September and October)	£62.50
6/12/17 Norfolk PT&S (Data Protection training – Clerk)	£28.00
6/12/17 Norfolk PT&S (Date Protection training – Chair & Vice Chair)	£56.00
6/12/17 Mole Country Stores (bait)	£22.68

6/12/17 CPRE (annual membership)	£36.00
6/12/17 K. Webb (Clerk's pay for November)	£619.16
6/12/17 HMRC (tax on Clerk's pay)	£110.75
6/12/17 Thinking Rural (payroll for November)	£12.00
6/12/17 K. Webb (travel expenses from August to November)	£117.90
6/12/17 D. Tyson (pavilion cleaning for November)	£90.00
6/12/17 R. Brown (fitting of dog bins and sundry items)	£104.02
6/12/17 North Elmham PCC (donation re grass cutting)	£900.00
6/12/17 N.E. Youth and Comm. Development Trust (Eastgate Centre)	£250.00
6/12/17 J.R.G. Fletcher (key keeping – November)	£31.25
6/12/17 J. Duffield (work in Cathedral Ruins)	£204.15
6/12/17 HMRC (National Insurance on Clerk's pay)	£11.35
28/11/17 Public Works Loan Board – Village Green loan repayment	£626.45
1/12/17 Public Works Loan Board – Streetlights loan repayment	£1,753.41

(Expenditure approved by all members)

**b) Schedule of Income:**

3/11/17 Pavilion lettings	£160.00
3/11/17 Allotment rents	£160.00
3/11/17 D. Fish (annual rent – A.M. Smith)	£200.00
3/11/17 Shared Access – telecommunications mast	£40,000.00
3/11/17 North Elmham F.C. (rent – 4 matches)	£100.00
30/11/17 HSBC (coif inc div)	£39.08
30/11/17 HSBC (coif inc div)	£24.16
1/12/17 Rural Payments Agency (Basic Payment Scheme)	£2,889.98
6/12/17 M. Goff (Foxburrow Farm) – AMS Tenancy (half year)	£1,655.45

Balances (as at 4/12/17):- Current a/c - £96,696.80, Business Premium a/c £23,603.19

**271 To Consider Planning Applications and Determinations:-**

**a) Applications**

- (i) K. and L. Baker, 9 Brookside (3PL/2017/1445/HOU) – single story extension to entrance and rear extension (no objections)

**b) Determinations**

None

**272 CORRESPONDENCE –6/12/17**

- 1) Request from NEPCC to support application to Heritage Lottery Fund (all members were in favour of providing a letter to support the application)
- 2) Notification of new external auditor for 2017/18 financial year
- 3) Barclays Bank and the creation of a ring-fenced bank
- 4) CPRE Countryside Voice magazine – Winter 2017
- 5) CPRE Field Work magazine – Winter 2017

**273 Announcements**

- i) Mr. Labouchere thanked members for their contributions covering the cost of the Remembrance Day wreath which he had laid.
- ii) Mr. Labouchere said that he had moved from Mill House Farm to Corn Cottage.
- iii) Mr. Labouchere reported that our PCSO, Amy Lucas, had been given notice by her employers.
- iv) Mr. Brown said that the recent bingo night had raised £514 for the Institute.

**274 Agenda items for next meeting:**

- a) Mast screening possibilities
- b) Clubs and societies in the village

**275 Next Meeting:**

Wednesday, 3<sup>rd</sup> January, 2018 at 7.30 p.m.

There being no further business, the meeting closed at 9.15 p.m.

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Chairman

\_\_\_\_\_  
Date

