

**Minutes of the  
MEETING OF THE PARISH COUNCIL  
held at 7.30 p.m. on Wednesday 5<sup>th</sup> August, 2020  
(via Zoom)**

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**048 Those Councillors Present by Logging In Were:**

Mrs. J. Borgnis (Chairman), Mr. M. Phillips, Miss A. Ferris, Mr. T. Fitzalan Howard, Mr. P. Grainger, Mr. J. Labouchere, Mr. M. Rayner and Mr. C. Smith

**Also in Attendance:** Mr. K. Webb (Clerk) and Mr. C. Hill (Elmham News)

**Apologies for absence:** Dr. P. Wade-Martins who has advised members of his intention to leave the Parish Council on 4<sup>th</sup> September, 2020 after many years of dedicated service.

**049 Minutes of Meeting held on Wednesday, 1<sup>st</sup> July, 2020:**

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

**UPDATED INFORMATION AND MATTERS ARISING**

**050 Land Management Matters (item 037)**

(a) Village Green Two quotations for the work needed on the large tree on the edge of the Green have been obtained. The lower figure of £900 is to be accepted with the Parish Council paying half. Agreed by all. Similar problems have been notified with a tree near Cedar Close and this will be discussed at the next meeting.

(b) Cathedral Ruins The property all looks in good order following the last site inspection with Julian Duffield on 30<sup>th</sup> July. Julian is aware of his responsibilities, but he will find it helpful to have a regular accompanied walk around every six weeks or so. It will be necessary to order the Hardy Landscapes Lynex remote-controlled cutter for this year's second cut of the steep slopes in October. English Heritage normally carries out an annual inspection in the autumn, although their current land agent is retiring. We are aware that Julian does not like to use weed killers and prefers salt as an alternative. There is a signed contract with English Heritage.

(c) Cathedral Meadows The task of modifying all ten of the kissing gates to make them child buggy friendly will be undertaken by Ben Darby by the end of September. In the winter, parish council may wish to decide to seek bids from potential graziers for next year or to continue as at present. It is important to remember, though, that as the years go by without any fertiliser the grass becomes less productive and more wildflower-rich, so the fee the parish council will be able to charge for grazing may well decline. This decline in growth has become obvious during this year.

The Countryside Stewardship Scheme has two more years to run before it is due for renewal. Mr. Fitzalan Howard has a copy of the guidance notes which are issued each year to the sheep grazier to ensure he complies with the Stewardship conditions. There is also an original 10-year contract we have signed with Natural England.

- (d) Broom Green Nothing to report
  - (e) Millennium Wood (and Jubilee Wood) The heavy metal gate to the Millennium Wood has been adjusted again.
  - (f) Bridleway on disused railway line and other railway linked matters Mr. Rayner and Mrs. Borgnis have had a meeting with a representative of the Railway Company. They have plans to re-lay the track at Elmham Station in the future and to improve the level crossing in the shorter term which will have the effect of raising the level of the road. It is the intention to install a path when the track goes in from the buffers to the level crossing. That stretch of track is subject to a Transport and Works Order which means that the Railway Company cannot officially give permission for walkers to access it. However, they are content to allow people to continue to do so until a new footpath is constructed. The Railway Company has received advice from its solicitor regarding the interpretation of the wording of the transfer in respect of the status of the footpath from County School to the buffers. The Parish Council has asked for further clarification but all parties agree that members of the public are allowed to walk freely along that stretch of the trackbed. The footbridge at Church Lane is in a poor state and various access options are being considered. Mr. Rayner is to ask the Railway Company for a realistic timescale for the planned work on the crossing.
  - (g) Prince William Wood A wasp nest has been reported and subsequently inspected by Mr. Fitzalan Howard. It is in a potentially dangerous position so a pest controller has been asked to remove it. A sign has appeared in the wood which says “pedestrians only, no cyclists”. It was suggested that this should be replaced by a new sign with wording such as “cyclists please give way to pedestrians and proceed with caution”
  - (h) Other matters

Mr. Smith reported that a resident in Holt Road had requested the Parish Council to cut the verge near her house. This is not a service that the Parish Council can provide. Mr. Smith has offered to trim the area in question but it was agreed that he would simply advise the parishioner that alternative arrangements will need to be made in future.

Mr. Fitzalan Howard reported that a response is awaited from the Trustees of the Eastgate Centre to a request for the car park being made available to vehicles whilst the work on the new parking area in Eastgate Street is being undertaken.
- 051 Allotments (item 37)** The taps have not yet been fixed but it is anticipated that they will be within the next week. The roadway has ruts and needs to be skimmed. Mr. Phillips will inspect in two weeks’ time. Mr. Labouchere suggested a contractor (Alec Crisp) who would be able to carry out this work.

**052 Street Lights (item 038)**

Nothing to report

**053 Highway Matters (item 039)**

*2019/20 Parish Partnership Scheme.* The start of the Eastgate Street parking scheme was postponed as the virus lockdown closed everything down. The immediate residents have been kept informed, and all is now on course to start on 24<sup>th</sup> August. The street will be closed to traffic during the construction period, and the local residents will be asked to avoid parking in that section of the street while work is in progress. Alternative long-term parking arrangements have been made for the two vans which have parked here in the past.

*2020/21 Parish Partnership Schemes.* The three new schemes have been agreed in outline and paid for, but my successor will need to guide them forward in conjunction with the NCC Highways engineers. It should be emphasised that while the schemes have been agreed, they are only in outline and the full details will still need to be discussed with Highways.

*Blocked drains and poorly swept kerbs and pavements.* Dr. Wade-Martins has advised that, since he will be leaving, he has done nothing further about these matters, and his successor may wish to take these issues up with Breckland and NCC Highways (see details in the last minutes).

*Flooding at the railway crossing* Responsibility of the road surface at the railway crossing rests legally with the railway company, and it is disappointing that nothing has done to remove the build-up of silt from the sides of the crossing as reported last time. As a result, a pond forms at this point in heavy rain (photographs provided). The chairman of the railway company has been notified of the problem and is to remedy the situation in conjunction with Highways Department.

It was agreed that Mr. Grainger should continue his dialogue with the Safer Neighbourhood Police Officer regarding the issue of speeding.

A road sign had previously been knocked over near the old Police House in Back Lane. This has not been replaced. In addition, two areas in Eastgate Street and Station Road have been dug up by Anglian Water and not restored to the original state. All these matters will be drawn to the attention of Highways Department.

**054 Pavilion and Playing Field (item 040)**

The first junior football session is to be held shortly. The sum of £545.82, retained by the Parish Council since July, 2008 following the demise of the previous Club, will be transferred to the new Club when they open a Bank account. The pavilion is not yet available.

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

a) Resolved to approve the following Accounts for payment:-	
13/7/20 E-on (street lights – June)	£195.62
5/8/20 Mandrake (payroll June)	£24.00
5/8/20 Mandrake (payroll July)	£24.00
5/8/20 K. Webb (Clerk’s pay for July)	£717.60
5/8/20 HMRC (tax on Clerk’s pay)	£82.00
5/8/20 HMRC (National Insurance on Clerk’s pay)	£10.86
5/8/20 Darren Brown Property Maintenance (repairs to skate ramp)	£100.00

5/8/20	CGM Group (monthly grounds maintenance)	£781.12
5/8/20	J. Borgnis (monthly Zoom meeting)	£14.39
5/8/20	J. Borgnis (gift for Mrs. Budgett – key-keeping duties)	£25.00
5/8/20	Toby Winterbourn (repainting of village sign)	£150.00
5/8/20	Mole Country Stores (gate hook)	£4.44
5/8/20	Mole Country Stores (gate hooks)	£6.84
5/8/20	Mole Country Stores (gate post treatment and shield stakes)	£111.48
5/8/20	J. Duffield (work in Cathedral Ruins and Meadows)	£410.00

(Expenditure approved by all members)

a) Schedule of Income:

3/7/20	Allotment rents	£40.00
7/7/20	Rural Payments Agency – reimbursement for 2019	£15.73

Balances (as at 17/7/20):- Current a/c - £86,467.20, Business Premium a/c £31,481.89

**056 New bin for the area near the skate ramp**

A new bin is needed and the Clerk will order a similar one to that obtained from Glasdon for the area near the Cathedral Ruins in December, 2019.

**057 Reactivation of Anglian Water accounts**

Notification has been received from Anglian Water that, due to the current crisis, our two accounts have been paused. They have now asked for confirmation that the accounts can be reactivated and this has been given. Mr. Smith is to identify the precise location of the meter.

**058 Youth Club facilities**

Mr. Fitzalan Howard said that the facilities for those under the age of thirteen years are good. However, there is not much available for older teenagers. He has spoken to some 15 and 16 year olds and they feel there is little to do. The following have been suggested – a basketball hoop with associated surface, a single “H” rugby post for kicking practice and a basic skate park. Mr. Fitzalan Howard is to carry out some initial research on availability and pricing. It is noted that there will be some funds available, at some stage, from the Brookside development.

**059 Duties of Dr. Wade-Martins and identification of new members**

Dr. Wade-Martins is to leave the Parish Council on 4<sup>th</sup> September. His duties will be re-distributed. In the meantime, the Chairman will act as go-between to facilitate the transfer of information. There are two people who have indicated an interest in joining the Parish Council.

**060 Virtual meetings with Housing Associations**

All agreed to virtual meetings with the Housing Associations with hosting to be done by Breckland Council.

**061 Provision of facilities for Slimming World and Longham Football Club**

The local Slimming World Consultant wishes to recommence her sessions in the Pavilion in September. We have been provided with a detailed blueprint for ensuring the safety of members together with a comprehensive Covid-19 risk assessment. The proposed start date is Thursday, 10<sup>th</sup> September. Longham Football Club wishes to play their home games in the local Sunday League at North Elmham. This request has previously been agreed with a fee of £30 for each match. The Club has now asked if the charge can be reduced to £10 per game. An alternative figure of £20 per match was suggested. A vote resulted in three members in favour of £30, two in favour of £20 and two abstentions. It was generally felt that £30 is a very reasonable amount with a number of other parishes charging in the region of £50 for similar facilities. The Clerk will advise the Football Club of this decision.

**062 Fire Service youth development course with the Prince's Trust**

A request has been received from the Fire Service enquiring whether the Parish Council would be prepared to consider involvement with the Prince's Trust personal development course for young people aged between 16 and 25 years. This would involve a community project with key factors such as design planning, fundraising and resourcing of materials through to ultimate completion. All members agreed in principle with the request and further details are to follow.

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

**a) Applications**

- (i) Ivy Properties Ltd – Variation of Condition, changes to barns – Vicarage Farm, Church Lane (3PL/2020/0700/VAR) – no objections
- (ii) Icon Architectural – new parking by with highway cross-over – 1 Pump Street (3PL/2020/0732/HOU) – no objections
- (iii) Cliff/Anne-Marie – single storey dry store extension – The Railway Arms, 40 Station Road (3PL/2020/0678/F) – no objections
- (iv) Garrod New Homes Ltd – additional room above garage to plot 1 – land off Eastgate Street, 1 Hay Meadow (3PL/2020/0785/F) – no objections
- (v) Garrod Development Ltd – amended design for dwelling at Plot 3 – land rear of 36 Station Road (3PL/2020/0820/F) – no objections

**b) Determinations**

- (i) Mrs. H. Hetherington – storage building and new extensions – Dale Farm, Great Heath Road Eastgate (3PL/2020/0560/HOU and 3PL/2020/0553/HOU) - approved
- (ii) Mrs. Richmond – conversion of agricultural building to one dwelling – Park Farm, Heath Road (3PN/2020/0022/UC) - approved
- (iii) Icon Architectural – side and rear extension and external refurbishment – Station House, Eastgate Street (3PL/2020/0497/HOU) – approved

The solicitors are working through the S106 agreement which is nearing completion in respect of the Brookside development. Warranties in respect of the footbridge are to be obtained. It is estimated that the final version will be available in about two weeks' time. Thanks were expressed by all to Mr. Rayner for all his work on this matter.

**064 Correspondence**

- a) Konectbus – bus service updates
- b) Second quotation for pruning of mature oak tree at Cedar Close/Larch Grove
- c) CPRE Fieldwork magazine for Summer 2020
- d) CPRE Countryside Voices magazine for Summer 2020
- e) E-mail from parishioner complaining about parking at the station end of Eastgate Street. We believe the bus company has already reported this issue to the police. (Chairman will respond).

**065 Agenda items for next meeting:**

Co-option of new member(s)

**066 Next Meeting:**

Wednesday, 9<sup>th</sup> September 2020 at 7.30 p.m. (Zoom)

There being no further business, the meeting closed at 9.25 p.m.

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Chairman

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Date