

**NORTH ELMHAM PARISH COUNCIL**

**Minutes of the  
MEETING OF THE PARISH COUNCIL  
held at 7.30 p.m. on Wednesday 2<sup>nd</sup> December, 2020  
(via Zoom)**

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

Mrs. J. Borgnis (Chairman), Mr. M. Phillips, Miss A. Ferris, Mr. T. Fitzalan Howard, Mr. P. Grainger, Mrs. A. Keeble, 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:** None

**133 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.

**134 Minutes of Meeting held on Wednesday, 4<sup>th</sup> November, 2020:**

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

**UPDATED INFORMATION AND MATTERS ARISING**

**135 Land Management Matters (item 112)**

- (a) Village Green Norfolk Frames and Games have inspected the slide and consider it to be sound. The replacement tree previously advised, a quercus palustris, is no longer available. A smaller one which will be slightly cheaper is to be purchased. The labour costs will probably be covered by a parishioner.
- (b) Cathedral Ruins Nothing to report.
- (c) Cathedral Meadows A parishioner had queried whether it was possible to walk dogs in the fields. There is no problem with this as long as there are no sheep present. There are two small signs which state “keep dogs on a lead”. The parishioner will walk his dog in the large field, in future.
- (d) Broom Green Nothing to report

- (e) Millennium Wood (and Jubilee Wood) The split oak tree has been taken down and everything left has been cleared away.
- (f) Bridleway on disused railway line and other railway linked matters  
The bridleway from County School to Broom Green is covered by deep mud and is almost impassable. This situation has arisen, yet again, through the farmer adopting his annual habit of letting his cattle loose in this particular area. Proposals previously made by Norfolk County Council to assist with this issue were firmly rejected by the farmer.
- (g) Prince William Wood Nothing to report

**136 Allotments (item 113)**

Mr. Phillips reported that one plot remains but it is probably not worth letting.

**137 Street Lights (item 114)**

A light is malfunctioning in Eastgate Street (just beyond the Eastgate Centre on the left hand side).

**138 Highway Matters (item 115)**

Mr. Grainger reported that Highways Department have advised that the problem with flooding in Eastgate Street has been rectified. The PCC has erected signs near the church in response to the parking issues in that area. The SAM2 camera/sign in Holt Road is now working satisfactorily. Sincere thanks were expressed by all members to Messrs Fletcher and Braybrook for their continuing and highly valued work.

Safety concerns have been expressed by parishioners regarding the pavement in Pump Street, (left hand side travelling southwards), which has become slippery following the deposit of falling earth from the bank after heavy rain and the subsequent deposit of leaf debris. It was suggested that mention of this should be made in Elmham News, seeking volunteers to help with clearing the path. The Clerk will report the matter to the Streetscene Inspectors (Norfolk County Council).

The seat at the bottom of Orchard Close is in a very poor condition and the Clerk will place an order for a new one. Proposed by Mr. Phillips and seconded by Mr. Labouchere. All in favour. It will be the same type as the seat recently received which is to be placed on the playing field.

It is acknowledged that the volunteers do a tremendous amount of good work for the village and it was agreed by all to forward them a card of thanks together with two bottles of wine as a token of appreciation.

**139 Pavilion and Playing Field (item 116)**

The local Slimming World Consultant wishes to recommence sessions with effect from next week. It was agreed that this could happen. The North Elmham Football Club has sponsors (including the King's Head) but are still unable to get a Bank account. They have a match on 5<sup>th</sup> December (kick off 12.30). It was suggested that they contact Elmham News with a view to publicising their matches. Mr. Smith said that the Football Club's sign is yellow and black and is three feet by two feet in size. The grass is a bit long and the Clerk is to contact CGM to ask for an additional cut. Moles are on the field but not in the area covered by the pitch. North Elmham Cricket Club has paid its annual invoice but no money has yet been received from Longham Sunday Football Club. The Clerk will chase.

**140 Bin on Back Lane (item 117)**

The bin on Back Lane has been repaired by Darren Brown.

**141 Youth Club facilities (item 118)**

Mr. Fitzalan Howard reported that an item has been placed in Elmham News. He has visited a number of villages and Swanton Morley has got all the items we have previously listed, except for the skatepark. A survey is to be conducted in the village with forms made available for every household. There will be questions for adults and young people with the latter group asked to indicate their preferred items together with any additional things they would like to have. Mr. Grainger suggested that people should prioritise their suggestions. Mr. Fitzalan Howard stressed the importance of ensuring that there is full compliance with all G.D.P.R. rules with the key points detailed as follows:-

- Reason for data request must be made clear
- Minimum data request – only ask for what you absolutely need and will use
- All personal data is optional, anyone can opt out of any question (if contact details/names are required, this is completed voluntarily)
- All data must be stored safely and disposed of as soon as possible/specify when
- Must be able to withdraw data – include contact name to request this
- Final summary/report must be anonymised – not identifying details for participants

Mr. Fitzalan Howard is to visit other locations (including Cromer and Sheringham) to view their skateparks.

**142 Eastgate Centre (item 119)**

Nothing to report

**143 Brookside Development update (item 120)**

The S106 agreement has been received, signed and returned.

**144 New parking area in Eastgate Street (item 123)**

Nothing to report

**145 Risk Management – considerations and updates (item 124)**

Policies in respect of standing orders, financial regulations and general risk management have been placed on the website. The final page of each document is to be signed by the Chairman and dated. The dates for review are also to be inserted. They will also be internally diarised to ensure the timely implementation of all reviews.

Please also refer to item 149 which gives full details of the proposed new internet banking procedures.

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

a)	Resolved to approve the following Accounts for payment:-	
12/11/20	E-on (street lights – October)	£202.14
22/11/20	Biffa (wheelie bin service from 24/10/20 to 20/11/20)	£33.60
2/12/20	K. Webb (Clerk’s pay for November)	£729.96
2/12/20	HMRC (tax on Clerk’s pay)	£89.60
2/12/20	HMRC (National Insurance on Clerk’s pay)	£16.02
2/12/20	J. Borgnis (monthly Zoom meeting)	£14.39
2/12/20	Mandrake (payroll service for October)	£24.00
2/12/20	Hardy Landscape Management (cutting by remote mower)	£720.00
2/12/20	Darren Brown (reinstate rubbish bin on Back Lane)	£80.00
2/12/20	Birkett Long LLP (professional charges - S106, VAT only)	£112.00
2/12/20	Westcotec (annual street lighting maintenance charge)	£658.34
2/12/20	J. Borgnis - Festive Lights (warm white fairy lights)	£30.95
2/12/20	J. Duffield (work in Cathedral Ruins)	£160.00
2/12/20	PKF Littlejohn LLP (limited assurance review of AGAR)	£360.00
2/12/20	Petty Cash	£200.00

(Expenditure approved by all members)

b)	Schedule of Income:	
26/10/20	J. Rainbow, Slimming World (hire of pavilion)	£15.00
30/10/20	J. Rainbow, Slimming World (hire of pavilion)	£15.00
12/11/20	Breckland Council (Local Restrictions Support Grant)	£1,334.00
30/11/20	Foxburrow Farm (half yearly rent – AMS)	£1,844.50

Balances (as at 19/11/20):- Current a/c - £95,527.44, Business Premium a/c £32,486.23

#### **147 Affordable Housing - update (item 122)**

Written presentations have been received from both Broadland Housing and Saffron Housing. Breckland Council has stated that they will not support a scheme which includes any market housing. It is the desire of members that any scheme implemented will consist of affordable housing only. Mr. Rayner is to seek clarification from Breckland Council and will also speak to both Broadland Housing and Saffron Housing. The matter will be discussed further at the next meeting.

#### **148 Budget for the year 2021/2022 (item 125)**

Mr. Phillips had circulated the final draft budget for the financial year 2021/2022. Our Precept documentation has to be submitted by 31<sup>st</sup> January, 2021. The tax base has increased from 474.8 to 484.0. The predicted income for the year is £61,589 with expenditure of £61,296. The Precept will be £39,030, based on an unchanged Band “D” contribution of £80.64. After discussion, it was agreed to make two small adjustments to expenditure items in the Budget – an increase in bus shelter/car park maintenance from £1,250 to £2,000 and the amount of £1,000 for any Eastgate Street parking improvements, removed as not required.

**149 On-line banking**

Mr. Grainger had circulated to members, in advance of the meeting, an internet banking proposal formulated by himself and Mr. Phillips. The main details are as follows:-

The Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014 came into effect on 12th March 2014. This Legislative Reform Order repeals the statutory requirement for two elected members to sign cheques and other orders for payment. The removal of this particular legal requirement enables the Parish Council to take an overall approach to how it controls its money as well as taking advantage of modern technology including internet banking.

The Parish Council acknowledges the need to maintain robust controls on payments as an integrated part of its overall financial control system and proposes an Internet Banking Policy as part of its governance. Payment of invoices on line saves time and money; no envelopes or stamps required and authorisation can be done remotely at any time. The payment is received in the creditor's account within two working days; and the creditor does not have to take a cheque to their bank thus making the Parish Council an attractive customer.

The Clerk will continue to provide monthly reconciliations supported by bank statements to full Council. Payments by cheque will be made when necessary, following the existing controls and approvals, but will move to online payments when possible. The Council will endeavour to have a minimum of three Councillors as authorised signatories at any one time. It was agreed by all to proceed. Proposed by Mr. Phillips and seconded by Mr. Labouchere.

**150 Request for financial assistance regarding the removal of trees in the churchyard**

Mr. Labouchere reported that three trees are in danger of falling on to buildings in the churchyard. A price for removal of the trees has been obtained - £345 x 3 = £1,035. The Parish Council is requested to cover half of this cost, i.e. £517.50. In addition, a request has been made to increase the annual grant for grass cutting from £1,000 to £1,100. Therefore, a total of £1,617.50 is sought. Mr. Grainger proposed acceptance and seconded by Mr. Fitzalan Howard. All in favour.

**151 Meeting dates for 2021**

(All dates relate to Wednesdays)

6<sup>th</sup> January

3<sup>rd</sup> February

3<sup>rd</sup> March

7<sup>th</sup> April

5<sup>th</sup> May (Annual Meeting of the Parish Council)

26<sup>th</sup> May (Annual Parish Meeting)

2<sup>nd</sup> June

7<sup>th</sup> July

4<sup>th</sup> August

8<sup>th</sup> September

6<sup>th</sup> October

3<sup>rd</sup> November

1<sup>st</sup> December

These dates were approved by members.

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

**a) Applications**

None

**b) Determinations**

- (i) Ivy Properties – variation of conditions on 3PL/2018/0925/F – Vicarage Farm, Church Lane (3PL/2020/0940/VAR) - approved
- (ii) Dr. Baker and Ornelas Almaraz – single storey side extension – 4 Elm Close (3PL/2020/1094/HOU) - approved

**153 Correspondence**

- 1) Clerks and Councils Direct magazine for November, 2020
- 2) CPRE Fieldwork magazine for Winter, 2020
- 3) CPRE Countryside Voices magazine for Autumn/Winter 2020
- 4) E-mail from parishioner regarding the exercising of dogs on Cathedral Meadows (please refer to item 135, c)

Mr. Labouchere kindly offered to inform parishioners of the two vacancies on the Parish Council by way of a slip inserted in Christmas cards sent out on behalf of the church.

**154 Agenda items for next meeting:**

- a) Affordable Housing

**155 Next Meeting:**

Wednesday, 6<sup>th</sup> January 2021 at 7.30 p.m. (Zoom)

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

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Chairman

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Date



