

NORTH ELMHAM PARISH COUNCIL

Minutes of the ANNUAL MEETING OF THE PARISH COUNCIL held at 7.30 p.m. on Wednesday 5th May, 2021 (via Zoom)

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248 Those Councillors Present by Logging In Were:

Mrs. J. Borgnis (Chairman), Mr. M. Phillips, Mr. B. Gee, Miss A. Ferris, Mr. T. Fitzalan Howard, 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. B. Borrett (County and District Councillor), Mr. C. Hill (Elmham News), Mr. I. and Mrs. S. Ball (webmasters) and one parishioner.

249 Public Participation

Work has started on the Brookside development and surprise was expressed at the initial disruption. The barns at the front of the site are being demolished and this is to take about a week. The school was aware of this situation. Mr. Rayner is to contact Orchard Homes to ask them to keep the Parish Council informed of any future impact on pavements and access with information being made available to residents via Elmham News.

Mr. and Mrs. Ball thanked Mr. Markwell for providing his personal information and photograph which have been placed on the website. The Prince Philip book of condolence is to be removed from the website.

250 Election of Chairman

Mrs. Borgnis was nominated by Mr. Phillips and seconded by Mr. Labouchere. There were no other nominations. All in favour.

251 Election of Vice Chairman

Mr. Phillips was nominated by Mr. Grainger and seconded by Mr. Smith. There were no other nominations. All in favour.

252 Apologies for absence: None

253 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.

254 Minutes of Meeting held on Wednesday, 7th April, 2021:

Resolved to approve the minutes as a true and accurate record subject to an addition requested by Mr. Rayner in respect of item 229 (f). Full details of this are given below (please refer to item 255 (f)). Agreed by all. (Proposed by Mr. Phillips and seconded by Mr. Labouchere)

UPDATED INFORMATION AND MATTERS ARISING

255 Land Management Matters (item 229)

- a) Village Green Mr. Smith is to chase the quotation in respect of the footpath. The green is generally tidy and the bin is being used. There are still complaints about owners not clearing up after their dogs. Mr. Gee has removed some rubbish and items from the stream.
- (b) Cathedral Ruins Mrs. Keeble has said there have been reports of some children riding bicycles in the ruins.
- (c) Cathedral Meadows Mr. Fitzalan Howard said that the derogation to burn brash is awaited.
- (d) Broom Green Mr. Labouchere reported that the date to do the work is to be set for this month.
- (e) Millennium Wood (and Jubilee Wood) Mr. and Mrs. Ball were thanked for producing another dog poo poster.
- (f) Bridleway on disused railway line and other railway linked matters
Please refer to item 254 above.
“In explaining that the MNR is aware of and has placed the safety cones and tape around the collapsed drain, Mr. Rayner confirmed that the land between the Station Road level crossing and the buffers is not included as part of the footpath to which there must be access at all times. Instead, it is covered by a Transport and Works Order”.
Mr. Robinson is to ask the Parish Council to inspect the new footpath and fence.

Mr. Rayner has contacted the County Council and requested a pack to proceed with a Public Rights of Way. Nothing has been heard from Breckland Council regarding the Parish Council's response to the request by the MNR for a change in the original covenant. Mr. Grainger reported the state of the bridleway to Norfolk County Council and they are currently investigating. The Chairman has also sent an e-mail to Mr. Hines, the Highway Engineer, on this matter.

(g) Prince William Wood Nothing to report

256 Allotments (item 230)

Nothing to report

257 Street Lights (item 231)

Nothing to report

258 Highway Matters (item 232)

Mr. Grainger said that there are three matters which are ongoing:-

- a) There is damage to Holt Road (near the Brookside development) with the centre of the carriageway worn.
- b) The right of way issue.
- c) The cycleway through the village green.

259 Pavilion and Playing Field (item 233)

The reopening of the pavilion will follow Government guidelines. The Tennis Club have advised that some of their steps have been damaged and they are thinking of replacing all the steps with a slope. They may ask the Parish Council to make a contribution to the cost of this work but will need to submit financial information to enable this to be considered.

Mr. Smith said that a new loft ladder is needed.

260 Youth Club facilities (item 234)

Mr. Fitzalan Howard thanked Elmham News for giving details and a reminder. A piece is to be placed on the North Elmham Facebook pages.

261 Eastgate Centre (item 235)

Nothing to report.

262 Affordable Housing - update (item 236)

Nothing to report.

263 Brookside Development update (item 237)

Work has started. Mr. Rayner is to contact Orchard Homes to request future advice on any actions that will have an impact on roads and pavements.

264 Risk Management – considerations and updates (item 238)

The Clerk reported that the annual insurance renewal documents had been received. It was agreed by all to proceed with the policy for a further year. The Clerk is to contact the brokers to confirm that volunteers undertaking work on behalf of the Parish Council are suitably covered.

265 Defibrillators (item 240)

Miss Ferris has been in touch with the Community Heartbeat Trust and identified some of the volunteers. There have been mixed reactions from parishioners and it seems as training needs to be put in place. The Chairman and Miss Ferris are to discuss this matter and carry out some more research with a view to a further assessment being done at the next meeting.

266 Village litter pick (item 241)

This matter is to be placed on hold. Some people are already litter picking. The Chairman is to put a piece in Elmham News.

267 Village Green proposal for a tree planting scheme (item 242)

Mr. Grainger has passed details of this matter to Mr. Borrett.

268 Overview of Parish Council financial situation

Messrs Phillips and Grainger had considered the position in respect of the Parish Council's two loans with the Public Works Loan Board. The Clerk had also discussed the matter with Natasha John-Phillip, Business Operations Manager. The loan in respect of street lights has an outstanding balance of £9,977 with just three years remaining. The village green loan is due to be repaid in November, 2062. The fixed interest rate is 4.17% and the original loan was rescheduled in 2014 with an opening balance of £35,000. The current balance is £24,737 but the amount required to pay the loan now would be £41,590. Effectively, a penalty interest charge of almost £17,000 would be made. It was agreed by all to take no action and to retain the loans in their current form with the existing repayment structure.

The Parish Council has a significant balance on the current account and it was agreed to ring fence certain funds as follows:-

- (a) £15K to cover potential legal fees for CANT (three years x £5K)
- (b) £33K in respect of the funds received for agreeing to the telephone mast (£40K originally to be spent over a period of 25 years)
- (c) A sum, to be assessed, to cover youth activity and a Building Reserve Fund for a new village hall.

The above action was proposed by Mr. Grainger and seconded by Mrs. Keeble. All in favour.

269 Accounts for Payment and Schedule of Income

a) Resolved to approve the following Accounts for payment:-		
11/4/21	E-on (street lights – March) – (direct debit)	£202.14
25/4/21	Biffa (wheelie bin service from 27/2/21 to 23/4/21) = (d/d)	£35.57
5/5/21	K. Webb (Clerk’s pay for April)	£678.20
5/5/21	HMRC (tax and N.I. on Clerk’s pay)	£184.44
20/4/21	K. Webb (quarterly computer allowance – standing order)	£20.00
5/5/21	Mandrake (payroll service for March)	£24.00
5/5/21	Anglian Water (playing field 2/1/21 to 1/4/21)	£170.86
5/5/21	Anglian Water (pavilion 2/1/21 to 1/4/21)	£29.87
5/5/21	Mole Country Stores (rock salt)	£54.40
5/5/21	D. Tyson (pavilion cleaning – 12 hours)	£106.92
5/5/21	CGM (monthly grounds maintenance)	£804.55
5/5/21	The Community Heartbeat Trust (VETS)	£120.00 **
5/5/21	Camtrak (U.K.) Ltd (21 angle stakes at Millennium Wood)	£504.00
5/5/21	BHIB Ltd (annual insurance)	£601.60
5/5/21	Paper-Klip (lever arch files)	£6.05

(Expenditure approved by all members. Proposed by Mr. Labouchere and seconded by Mr. Smith)

** All agreed that this item should be paid.

Mr. Fitzalan Howard reported that a leak had been discovered at the top end of the playing field (near the wall) and Anglian Water had been out to rectify the problem. The Clerk had received an assurance from Anglian Water that they would visit on a regular basis to read the meters. They had not been able to read the playing field meter in late December as a large hose had been stored next to the meter preventing access.

b) Schedule of Income:		
9/4/21	Breckland Council (Precept – six months)	£19,515.00
30/4/21	Foxburrow Farm Ltd (AMS rent – half year)	£2,344.50

Balances (as at 4/5/21):- Current a/c - £115,222.75, Business Premium a/c £33,987.85

270 To Consider Planning Applications and Determinations:-

a) Applications

- (i) Mr. and Mrs. A.M. Pardoe – proposed demolition of an existing conservatory and erection of a garden room – 3PL/2021/0589/HOU – Monument House, Broom Green.

b) Determinations

- (i) Mr. Chapman – proposed dormer to front of property, first floor extension to rear – 3PL/2021/0196/HOU – 64 Station Road – approved
- (ii) Mr. and Mrs. C. Healy – single storey rear extension – 3PL/2021/0338/F – The Railway Arms, 40 Station Road – approved
- (iii) Mr. S. Blackmore – full planning barn conversion – 3PL/2021/0285/F – Kings Head Farm Barns, Back Lane – approved

271 Correspondence

- 1) Dereham Safer Neighbourhood Team – priorities 28/4/21 to 4/8/21
- 2) Notification from RoSPA of Play Areas inspections in June
- 3) Annual Report from Gordon Bambridge, District Councillor. This will be placed on the website and included with the minutes for the Annual Parish Meeting.
- 4) CPRE 2021 Members' Guide
- 5) CPRE Fieldwork magazine for Spring 2021
- 6) CPRE Countryside Voices magazine for Spring 2021

The Chairman mentioned that there had been reports of some drug dealing being seen in the village.

272 Agenda items for next meeting:

- a) Defibrillators

273 Next Meeting:

Wednesday, 2nd June 2021 at 7.30 p.m. – Pavilion.

It was agreed to amend the date and location of the Annual Parish Meeting to Wednesday, 23rd June 2021 (7.30 p.m.) at the Memorial Hall (to facilitate Covid requirements by utilising the extra space available)

There being no further business, the meeting closed at 9.18 p.m.

Chairman

Date

