

NORTH ELMHAM PARISH COUNCIL

**Minutes of the
MEETING OF THE PARISH COUNCIL
held at 7.30 p.m. on Wednesday 6th January, 2021
(via Zoom)**

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156 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)

Apologies for absence: None

157 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.

158 Minutes of Meeting held on Wednesday, 2nd December, 2020:

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

159 Co-option of new members

Two applications had been received from parishioners to become members of the Parish Council by filling the existing vacancies. It was agreed by all that co-option could take place at the next meeting in February. The Chairman will contact both candidates.

UPDATED INFORMATION AND MATTERS ARISING

160 Land Management Matters (item 135)

- (a) Village Green The new tree has been planted and watered. Mr. Smith reported a general improvement regarding litter.
- (b) Cathedral Ruins Mrs. Keeble reported that she has completed the quarterly Health and Safety check, details of which have been passed on to English Heritage.
- (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
A telephone call had been received from a parishioner who advised that he and another parishioner had cleared a tree stump out of the ceramic drain which goes under the railway track just north of the station. As a result, the bank above the drain appears to be collapsing. The landowner and the MNR will be informed.
- (g) Prince William Wood Nothing to report

161 Allotments (item 136)

Mr. Phillips reported that he had received a telephone call from someone wanting to rent a plot. There are none available at the moment. The track is to be levelled at a cost of approximately £140.

162 Street Lights (item 137)

The light in Eastgate Street (number 18) appears to be working well. Mr. Smith asked if Mr. Fitzalan Howard could also check the light on the school building.

163 Highway Matters (item 138)

The village dog waste bins are full but due to be emptied tomorrow. Concerns had previously been expressed regarding the creation of an apparent new entrance in a field opposite the Pound. This should be for agricultural use only and it is thought there was previously a gate or opening at this point. No action will be taken but the position is to be monitored.

The path across the green, (which forms part of the safe route to school), has started to be washed away by the heavy rain. Mr. Grainger is to report this matter to Highways.

Mr. and Mrs. Hazell (volunteers) have forwarded a card expressing their thanks for the wine which was given to them in appreciation of all their hard work.

164 Pavilion and Playing Field (item 139)

The pavilion water heater has been repaired and the moles are under control. Longham F.C. has paid £90 which covers the fees for their first three home games. They have, however, played another game on 20th December for which no payment has been forthcoming. The Clerk will chase the outstanding sum of £30. Thanks were expressed to Mr. Smith for all his work on the Christmas tree and lights.

165 Youth Club facilities (item 141)

Mr. Fitzalan Howard reported that, since the last meeting, the survey forms have been trialled and some useful suggestions have been made by five households. These have been included in a new amended form. It is felt that the survey should be postponed temporarily whilst the current lockdown persists as it would not be appropriate to expect residents to deliver forms to various collection points. All agreed with this view.

166 Eastgate Centre (item 142)

An AGM is to be held in the near future with views and information, in the current circumstances, being exchanged by e-mail.

2/5

167 On-line banking (item 149)

Mr. Phillips is to contact Barclays Bank to progress this matter.

168 Request for financial assistance regarding the removal of trees in the churchyard (item 150)

Mr. Labouchere said that the NEPCC wished to thank the Parish Council for its financial assistance. The request for half the cost of the tree work amounted to £637.50, i.e. 50% of (3 x £475) - £150. This figure, in addition to the grass cutting grant of £1,100.00, produced a total figure of £1,737.50 (see item 169 below)

169 Accounts for Payment and Schedule of Income

a) Resolved to approve the following Accounts for payment:-	
12/12/20 E-on (street lights – November)	£195.62
20/12/20 Biffa (wheelie bin service from 21/11/20 to 25/12/20)	£42.00
30/11/20 Public Works Loan Board (village green loan repayment)	£626.45
1/12/20 Public Works Loan Board (street lights loan repayment)	£1,753.41
6/1/21 K. Webb (Clerk's pay for December)	£733.56
6/1/21 HMRC (tax on Clerk's pay)	£89.60
6/1/21 HMRC (National Insurance on Clerk's pay)	£12.42
6/1/21 J. Borgnis (monthly Zoom meeting)	£14.39
6/1/21 Mandrake (payroll service for November)	£24.00
6/1/21 Hardy Landscape Management (cutting by remote mower)	£720.00
6/1/21 CGM (additional cut to playing field)	£96.00
6/1/21 D. Tyson (pavilion cleaning for December)	£104.64
6/1/21 Tim Braybrook (new tree and removal of dead elm)	£375.00 **
6/1/21 Information Commissioner (data protection fee renewal)	£40.00
6/1/21 Seated Furniture Ltd (recycled outdoor bench)	£300.00
6/1/21 North Elmham PCC (treatment of trees & churchyard)	£1,737.50 ++
6/1/21 Society of Local Council Clerks (annual membership)	£166.00

** This payment was reduced from £375.00 to £225.00 with the difference of £150.00 due to be paid by a third party.

++ Note:- It was agreed by all to increase the payment, sanctioned at the last meeting, to North Elmham PCC from £1,617.50 to £1,737.50 as the cost of work to three trees had been previously slightly understated.

CGM had submitted, for consideration, a draft contract for the provision of grounds maintenance services for 2021. This included an increase of 3.0% on the amount charged in 2020, i.e. £4,693.20 + VAT (£4,556.50 + VAT). This proposal was agreed by all members.

(Expenditure approved by all members)

30/11/20	HSBC Coif inc dividend	£27.34
30/11/20	HSBC Coif inc dividend	£44.22
1/12/20	Rural Payments Agency (Basic Payment Scheme)	£2,933.86
4/12/20	Rural Payments Agency (Higher Entry Level Stewardship)	£2,698.80
4/12/20	North Elmham Cricket Club (2020 season)	£245.66
14/12/20	J. Rainbow, Slimming World (hire of pavilion)	£15.00
14/12/20	Longham Football Club (hire of pitch for three matches)	£90.00
18/12/20	J. Rainbow, Slimming World (hire of pavilion)	£15.00
7/12/20	Bank Interest (from 7/9/20 to 6/12/20)	£0.80
31/12/20	Breckland Council (Grant – Tier 4 assistance scheme)	£667.00

Balances (as at 18/12/20):- Current a/c - £97,387.48, Business Premium a/c £32,737.03

The Clerk confirmed that the Precept requirement of £39,030 for the coming financial year had been submitted to Breckland Council.

170 Risk Management – considerations and updates (item 145)

The final page of each of the policies in respect of standing orders, financial regulations and general risk management have been signed by the Chairman and placed on the website. It has been mentioned by a parishioner that, during the current coronavirus crisis, signed copies of the minutes have not been appearing in the Post Office. In future, the Chairman will print a separate copy, sign it and hand it to the Post Office.

171 Affordable Housing - update (item 147)

Both Broadland Housing and Saffron Housing have stated that they would place as many affordable units as possible on an exception site although some market housing may be necessary to make the project financially viable. After discussion, it was decided to proceed to the next stage with Broadland Housing. Mr. Rayner will speak to both them and Breckland Council with a view to arranging for a housing needs survey to be carried out.

172 Brookside Development update (item 143)

A separate planning application is required for the footbridge. Mr. Rayner has forwarded details to the school and their views will need to be taken into consideration. The members are generally pleased with the bridge which needs to be as low maintenance as possible with a smooth transition from the car park/footpath to the footbridge and without any major change of gradients.

173 To Consider Planning Applications and Determinations:-

a) Applications

- (i) Mr and Mrs Skinner – new dormer windows, replace all windows and doors and new balcony areas – 3PL/2020/1414/HOU – The Millers Cottage, Billingford Road – no objections.
- (ii) Garrod Developments Ltd – single storey rear extension together with roof alterations, new side porch and detached garage (amended description) – 3PL/2020/1122/HOU – 36 Station Road – no objections.

b) Determinations

- (i) Mr. Charles Pittom – two single storey rear extensions – Well Cottage, Broom Green (3PL/2020/1107/HOU) - approved
- (ii) Orchard Developments Ltd – partial demolition of Brookside Farm and construction of 25 new dwellings, new access, open space, drainage pond, car park and public footpath connections – Brookside Farm, 74 Holt Road (3PL/2019/0874/F) - approved

174 Correspondence

None other than e-mails received from prospective new members (see item 159 above)

175 Agenda items for next meeting:

- a) Co-option of new members

176 Next Meeting:

Wednesday, 3rd February 2021 at 7.30 p.m. (Zoom)

There being no further business, the meeting closed at 9.03 p.m.

Chairman

Date

