

NORTH ELMHAM PARISH COUNCIL

Minutes of the MEETING OF THE PARISH COUNCIL held at 7.30 p.m. on Wednesday 3rd March, 2021 (via Zoom)

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202 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. C. Hill (Elmham News) and Mr. I. and Mrs. S. Ball (webmasters)

203 Apologies for absence: Mr. B. Borrett (County/District Councillor)

204 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.

205 Minutes of Meeting held on Wednesday, 3rd February, 2021:

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

206 Public Participation

Mr. Hill raised the following matters:-

- a) A piece had appeared in the latest edition of Elmham News regarding the railway line. This matter would be discussed later in the meeting.
- b) It was asked if a site had been located for the possible exception housing scheme. This matter would also be addressed later in the meeting.
- c) A request has been made for a village litter pick. It would be difficult to organise at the moment during the present lockdown restrictions. However, a few volunteers are litter picking on a regular basis. The matter will be included on the agenda for the next meeting.
- d) A parishioner has mentioned the deep mud on the bridleway. This issue is the responsibility of Norfolk County Council and is a long standing problem which has regularly occurred over many years. Improvement in the situation is reliant on the farmer's cooperation.
- e) A parishioner has raised some questions with Mr. Phillips but it will not be possible to deal with these until face to face meetings recommence. Two senior citizens wish to be driven to a suitable place for them to enjoy a walk. Due to the current Covid-19 restrictions, it is not possible to drive others in private cars.

UPDATED INFORMATION AND MATTERS ARISING

207 Land Management Matters (item 183)

- (a) Village Green Mr. Smith advised that enquiries had been made with regard to the possible footpath from Oak Avenue to Spencers Close. A quotation is to be obtained. Rubbish bins have been emptied but it is extremely disappointing to note that increasing numbers of dog faeces are being deposited on the green, in the Cathedral Ruins and on paths in the village. All dog owners are asked to clear up waste after it has been deposited by their pets. A note is to be placed in Elmham News.
- (b) Cathedral Ruins Mr. Duffield has placed additional gravel on paths and in the car park.
- (c) Cathedral Meadows Mr. Phillips has received the usual annual letter from Brown and Co. regarding the Single Farm Payment. A response has been returned to them. Mr. Fitzalan Howard will deal with the Higher Level Stewardship arrangements and will liaise with Mr. Phillips with a view to taking over responsibility for the process next year. The hedges have been cut and, in future, will not be cut more frequently than every two years. The contractor, Mr. Scott, is to burn the brush, probably after at least a month has passed, at a cost of about £200. All in favour of this proposed action.

- (d) Broom Green Mr. Labouchere reported that the culvert had previously been badly repaired and he had discussed the matter with Mr. Cook who had offered to cover the cost of necessary work with the Parish Council on a 50/50 basis. It is thought that some of the residents, (not tenants of Mr. Cook), may be prepared to make contributions to the cost. The estimated expenditure is £3,000, (i.e. a maximum of £1,500 from the Parish Council), and Mr. Labouchere will obtain quotations.
- (e) Millennium Wood (and Jubilee Wood) The contractor will fit the required tree supports in due course.
- (f) Bridleway on disused railway line and other railway linked matters
The Mid Norfolk Railway has advised that the bridge needs to be demolished for safety reasons and this is likely to happen in late summer or early autumn. They are planning to construct a corrugated tunnel under the bridge so that people can walk safely in this area. The matter is to be discussed at a Board meeting in the very near future. The County School path is flooded and has become very muddy. The residents have been using the track bed. The MNR acknowledges that the provision of a more accessible path is needed. The solution is to move the path along the drainage ditch with the fence placed slightly further up the embankment. Mr. Rayner is to hold a meeting on 4th March with the Chairman of MNR and the “Thursday gang”. The view is that a pathway along the top of the embankment is the preferred option. The MNR still describes the path as a permissive one. The Parish Council’s strong opinion is this is not the case. Residents have a right to walk on it at all times and the route from County School to Broom Green is marked as a public right of way on the Ordnance Survey map. There is an entitlement to walk from Elmham Station to County School. The matter is to be discussed further at the next Parish Council meeting. In the meantime, Mr. Rayner is to advise MNR that Breckland Council are being kept informed of the situation.
- (g) Prince William Wood Nothing to report

208 Allotments (item 184)

Mr. Phillips reported that the final plot has been let.

209 Street Lights (item 185)

Nothing to report

210 Highway Matters (item 186)

Mr. Grainger is to contact the new Highway Engineer (Matt Lines) regarding the path across the village green and a number of road surfaces which have broken up. The grit bin in Elm Close has not been adopted by Norfolk County Council and, as such, they will not refill it. Members agreed to cover the cost for grit for this bin, in future. All in favour. Mr. Fitzalan Howard mentioned that signs are currently being erected to mark the Walsingham Way route.

210 Pavilion and Playing Field (item 187)

Mr. Smith reported that the new bench is due to be installed on 4th March with the other broken bench at the bottom of Orchard Close due to be replaced in the near future. The charges for North Elmham Cricket Club in respect of the 2021 season will remain the same as those which were applied in 2019. i.e. a contribution of £270 towards grass cutting and a fee of £13.20 per match. Agreed by all.

211 Youth Club facilities (item 188)

Mr. Fitzalan Howard reported that he has had a meeting with the Funding Officer of the Lottery Youth Council. Grants of up to £10K are potentially available under the Awards for All scheme. Other funding may be available. A survey is to be carried out and this will be placed in the May edition of Elmham News. An initial advice of the forthcoming survey will appear in the April issue.

212 Eastgate Centre (item 189)

Nothing to report.

213 On-line banking (item 190)

Mr. Grainger confirmed the revised procedures for making payments which will be as follows:-

- a) The Clerk/RFO will produce a list of payments each month in advance of the meeting. This will be circulated to all members.
- b) Following approval of items at the meeting, an authorised signatory will enter the payments on to the payment system.
- c) A second authorised signatory will check the payments for accuracy and, when satisfied, will release for payment.
- d) The Clerk/RFO will carry out a final check, in addition to the existing procedures involving the Bank account statements.

The above procedures were proposed by Mr. Rayner and seconded by Mrs. Keeble. All in favour.

214 Affordable Housing - update (item 191)

Mr. Rayner had circulated a draft article for Elmham News, prepared by Ed Mumford-Smith, Head of Development at Broadland Housing Association. Exception sites are expected to deliver 100% affordable homes but it has previously been mentioned that one or two market homes may be needed to ensure that the scheme is viable. Members expressed surprise that the draft article states that the proposal is for approximately one third of the overall development to be sold on the open market. Mr. Rayner will speak to Broadland Housing to request a needs assessment survey to be carried out. In the meantime, the article will be held until the results of the survey are received.

215 Brookside Development update (item 192)

Nothing to report

216 Risk Management – considerations and updates (item 197)

Confirmation in the change of the Parish Council's Bank mandate has been received from Barclays Bank. The authorised signatories are Mrs. Borgnis, Mr. Phillips, Mr. Grainger, Mr. Labouchere and the Clerk.

217 Proposals relating to North Elmham Football Club.

A letter had been received from Chris Reeve, Chairman of North Elmham Football Club who has outlined the progress already made since the reforming of the Club. A number of queries were raised and it was agreed to respond as follows:-

- a) The proposal for extra storage is considered to be a good idea with a secure container sited in an area near to the main building. It would be necessary to give agreement to its precise location.
- b) The members felt unable to commit to expenditure for the purchase of a ride on mower at the present time.
- c) The Parish Council changed its grounds maintenance contractor almost three years ago. The members are very pleased with the current arrangements which involve a not insignificant contract covering almost a dozen areas throughout the parish. As such, economies have been achieved resulting from the wide-ranging nature of the work involved. In addition, a contracted agreement has already been entered into for 2021.
- d) There is no objection, in principle, to the painting of the changing room but we ask for detailed proposals to be submitted to the members, for approval, before any commitment is made. It is also suggested that the views of Cricket Club should be sought on this matter.
- e) The members were interested in the request for a small stand but felt this item should be revisited at a time when the Club has become established. Consideration will also need to be given on receipt of the results of the survey, which will be undertaken in the reasonably near future, to desired youth facilities. It remains to be seen as to what space will be needed and where any possible facilities will be sited.

The members were pleased with the excellent progress made to date and all look forward to the exciting prospect of, once again, having a vibrant Football Club in the village.

218 Accounts for Payment and Schedule of Income

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

11/2/21	E-on (street lights – January)	£202.14
21/2/21	Biffa (wheelie bin service from 23/1/21 to 19/2/21)	£33.60
4/2/21	North Elmham Junior F.C. (balance held since July, 2008)	£545.82
3/3/21	K. Webb (Clerk’s pay for January)	£753.20
3/3/21	HMRC (tax and N.I. on Clerk’s pay)	£110.13
3/3/21	Mandrake (payroll service for January)	£24.00
3/3/21	Community Action Norfolk (annual subscription)	£20.00
3/3/21	Norfolk Citizens Advice (donation)	£100.00
3/3/21	J. Borgnis (annual Zoom)	£111.85
3/3/21	The Community Heartbeat Trust (battery replacement)	£282.00
3/3/21	Camtrak (U.K.) Ltd (two angle stakes in Millennium Wood)	£48.00
3/3/21	J. Duffield (work in Cathedral Ruins and other areas)	£431.16
3/3/21	K. Webb (Clerk’s travel expenses from 1/4/20 to 28/2/21)	£12.15
3/3/21	J. Borgnis (Chairman’s half yearly expenses)	£50.00
3/3/21	M. Phillips (Vice Chairman’s half yearly expenses)	£50.00

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

b) Schedule of Income:

18/2/21	D. Fish (Church Lane tenancy – six months)	£250.00
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Balances (as at 19/2/21):- Current a/c - £95,454.46, Business Premium a/c £33,237.03

219 To Consider Planning Applications and Determinations:-

a) Applications

- (i) Mr. Chapman – proposed dormer to front of property and first floor extension to rear – 3PL/2021/0196/HOU – 64 Station Road. The members agreed to make no comment on this application but is to draw to the attention of the District Council views expressed by a parishioner.
- (ii) Mr. and Mrs. Leeder – erection of single storey bungalow (3 bedrooms) and detached garage – 3PL/2021/0230/F – garden land to the rear of 38 Oak House Station Road – no objections.
- (iii) Mr. S. Blackmore – full planning barn conversion to allow for the extension of the eaves – 3PL/2021/0285?F – Kings Head Farm Barns, Back Lane – no objections
- (iv) Land adjacent to Brookside Farm, 74 Holt Road – 3PL/2021/0281/F. Marked as “withdrawn invalid”. Mr. Rayner is to investigate the position with Breckland Council.

b) Determinations

None

220 Correspondence

- 1) Letter of introduction from Matt Lines, new Highway Engineer at Norfolk County Council.
- 2) Letter from an anonymous parishioner drawing attention to the deep mud on the bridleway caused by the farmer's cattle and foul water coming from their sheds.
- 3) Letter from parishioner seeking guidance on hedge cutting with regard to the nesting of birds.
- 4) E-mail from a local Group advising they have the chance to be given up to 400 trees by the Woodland Trust and wondering where they could put them. (They are to be put in touch with a local landowner who has a large gap) in a hedge.
- 5) Advice from Biffa of increase in charges – container rental of £0.70 per week increased by 2p per day.

221 Agenda items for next meeting:

- a) Specific member responsibilities for Messrs Gee and Markwell.
- b) Defibrillators.
- c) Litter pick.

222 Next Meeting:

Wednesday, 7th March 2021 at 7.30 p.m. (Zoom)

There being no further business, the meeting closed at 9.30 p.m.

Chairman

Date

