

Pre-Meeting Business: The Chairman stated that Mrs. White was present as a representative of the local press and was not a member of the Parish Council.

Public Participation: Mr. Brown queried the provision of a pension pot of £1.34M for an employee who had recently left the East of England Ambulance Service. Mr. Borrett said that payments of this type were governed by contracts of employment but the Norfolk County Council redundancy scheme had changed so that very large pay-outs are prevented. Mr. Bambridge said that Breckland Council paid the statutory minimum for redundancy.

North Elmham Parish Council

**Minutes of the
ANNUAL MEETING OF THE PARISH COUNCIL
held at 7.30 p.m. at the Sports Pavilion on
Wednesday 4th May 2016**

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001 Those Councillors Present Were:

Mrs. J. Borgnis (Chairman), Mr. M. Phillips (Vice Chairman), Mr. J. Brown, Mr. T. Fitzalan Howard, Mr. P. Grainger, Mrs. A. Keeble, Mr. J. Labouchere, Mr. C. MacEwan, Mr. C. Smith, Dr. P. Wade-Martins and Mrs. D. Warner.

Also in Attendance: Mr. K. Webb (Clerk), Mr. G. Bambridge (District Councillor), Mr. B. Borrett (County and District Councillor), Mrs. M. White (Elmham News + Dereham and Fakenham Times) and three parishioners.

002 Election of Chairman

One nomination as follows:

Mrs. J. Borgnis (nominated by Mr. Phillips and seconded by Mr. Labouchere). All in favour.

003 Election of Vice Chairman

One nomination as follows:

Mr. M. Phillips (nominated by Mrs. Warner and seconded by Mr. MacEwan). All in favour.

Mr. Labouchere expressed thanks to Mr. Phillips for his period as Chairman.

004 To Consider Apologies for Absence:

None

005 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.

Mr. Labouchere reiterated that he would not be involved in any discussions regarding planning applications outside the village settlement boundary. Mr. MacEwan declared an interest in respect of the Brookside Farm development.

006 Minutes of Meeting held on Wednesday 6th April 2016:

Resolved to approve the minutes as a true and accurate record.

Proposed by Mr. Phillips and seconded by Mr. Fitzalan Howard. All in favour.

UPDATED INFORMATION AND MATTERS ARISING

007 Pump Street pump (item 394)

Nothing to report

008 Community Speed Watch (item 395)

Nothing to report

009 Safe Route to School (item 396)

Nothing to report

010 Land Management Matters (item 397)

(a) Village Green Nothing to report

(b) Cathedral Ruins Mrs. Keeble reported that Dr. Spicer's tree has been removed but work on the high wall has not yet started.

(c) Cathedral Meadows The Single Farm payment forms have been sent to Brown and Co. Dr. Wade-Martins said that Julian Duffield had done a good job with the gate and fence.

(d) Broom Green (see item 029)

(e) Millennium Wood (see item 030)

(f) Bridleway on disused railway line Nothing to report

(g) Prince William Wood Nothing to report

011 Street Lights (item 398)

Mr. Fitzalan Howard said that one malfunctioning light had been reported. (Also, see Correspondence, item 5)

012 Highway Matters (item 399)

(a) *Traffic congestion at the build-out* Mrs Warner reported that white lines had been installed on both sides of the build-out and car drivers were not parking over them. The "Slow" signs still had to be moved down to the build-out from the Kings Head crossroads. Dr Wade-Martins reported that:

(b) *Finger post* The broken wooden "Footpath" sign near the village sign pointing down Church Lane had been replaced.

(c) *Potholes* Eight potholes had been reported to Highways and it is anticipated they will be repaired during the next visit of the Highway Rangers.

(d) *Drains* We have been assured that all the drains in the main street will be cleared out properly within 28 days.

(e) *Cathedral Drive pavements* The pavement repairs on Cathedral Drive are due to be completed in the near future.

(f) *Muddy areas on safe route to school* The level survey to establish what repairs are needed will be carried out soon, and this will be followed by the repairs during the summer.

(g) *Cul de sac off Eastgate Street* The surface is due to be patched up very soon and then the whole area is due to be surface dressed in the summer.

(h) *Flooding on railway crossing* The railway company has given an assurance that they will keep the drainage ducts clear and will monitor the situation.

(i) *Railway crossing gate* The railway company has been warned again that the southern gate is in danger of collapse and the company has undertaken that it will be inspected.

(j) *Possible sites for a railway station* The railway company have started discussions with planning officers about possible sites for a railway station and associated car parking. P.W-M has made it clear that the Parish Council is keen to be kept fully informed about possible developments.

013 Eastgate Centre (item 400)

Nothing to report

014 Pavilion and Playing Field – Play Area (item 401)

A different company is responsible for emptying the bottle banks and their service to date has been very poor. Mr. Brown and Mr. Phillips have both registered their dissatisfaction by telephone. Mrs. Warner said that the annual RoSPA inspection is due and will include the new play area and kickwall. The Cricket Club needs planning permission for the new fence and the application will be made in the name of the Parish Council. This will reduce costs by 50%.

015 Parish Plan (Community Planning Action Group) (item 402)

Nothing to report

016 Dog Fouling (item 403)

Mr. Grainger had received a complaint from a parishioner regarding a dog running free on the village green. The person felt unsafe. Names and addresses of dog owners will be required before matters of this type can be pursued further.

017 Allotments (item 404)

Nothing to report.

- 018 Community defibrillator (item 405)**
The defibrillator has been moved and is now situated outside the Surgery. The training, which both Mrs. Warner and Dr. Wade-Martins felt was excellent, was carried out last week.
- 019 Play equipment and car park proposals (item 406)**
The event on the village green to celebrate the Queen's birthday celebrations had been successful. Mr. Phillips suggested that the possibility of an open storm shelter inside the play area should be considered. A design will be produced for the next meeting and the matter will be fully discussed. Mr. Phillips and Mrs. Warner will consider wording for the board.
- 020 Community Farm (item 407)**
Nothing to report
- 021 Steps from Institute to the burial ground (item 408)**
Mr. Labouchere said that work on the steps is to be done within the next two weeks
- 022 Detailed information map for village/Notice and Information Boards (item 409)**
Progress continues
- 023 Volunteers (item 410)**
Nothing to report.
- 024 Village Maintenance (item 411)**
Quotations have been obtained for the refurbishment of the King's Head pump. The matter is to be discussed at the next meeting.
- 025 Play Area Operating Policy (item 412)**
Nothing to report
- 026 Church Lane ownership (item 413)**
Nothing to report
- 027 Village Hall Group (item 414)**
See item
- 028 Queen's birthday event (item 415)**
The event had been a great success with a surplus of £92. Mr. Phillips thanked and paid tribute to the catering skills of Mr. MacEwan and Mr. and Mrs. Smith.
- 029 Broom Green Pond**
Mr. Goldstein had previously informed Mr. Labouchere that the matter was under control but had subsequently told the Chairman that he had been unable to make progress. Difficulties had arisen because he spends most of his time in London. The Chairman and Mr. Labouchere are to make contact with Mr. Goldstein.

030 Millennium Wood information signs

Dr Wade-Martins explained that he had been asked since the last meeting by Mr Phillips and Mr Labouchere to come forward with proposals for new information panels for the wood. He explained the background to his proposal in detail from 1915 to date.

The wood was created in two stages, in 2000 and 2012, and Dr Wade-Martins believed that it made no sense to re-use the artwork from the old panel which only showed the original area planted of 2000. A new panel near the entrance off Church Lane should include both areas. So new artwork was needed, which was not covered in the quotation obtained by Mr Labouchere from Greenbarns Ltd. The price Dr Wade-Martins obtained from Ugly Studios in Norwich was a more realistic figure.

Dr Wade-Martins suggested that:

(a) He should seek quotations for the design and manufacture of one panel to be placed near the kissing gate off Church Lane on the understanding that some other parish councillors would work with him by commenting on drafts. Mrs Borgnis and Mr Fitzalan Howard readily agreed.

(b) There would be a small separate plaque marking the Jubilee Oak similar in design to the one put on the Jubilee elm on the green.

(c) The artwork for the original panel and Norman Lowe's plan of the children's planting area (with his approval) would be deposited in the Norfolk Record Office.

Mr Phillips proposed that these suggestions be adopted, and all agreed.

Mr. Duffield's letter (see item 040 (10)) was read out by the Chairman for the benefit of parishioners. Mr. Labouchere wished to express his apologies to Mr. Duffield. He felt, however, that he had been given the impression by Mr. Fletcher that Mr. Duffield had been too busy at the time to get involved in the tremendous amount of work that would be needed to remove the considerable number of trees in the Millennium Wood.

031 Village Resilience Plan (item 416)

Mrs. Warner explained that the plan would cover emergency situations and the village would co-ordinate responses to minimise impact. There would be clear lines of contact and a number of key people have already been identified. Mrs. Warner will continue with the plan.

032 Bus routes

Mr. Brown said that he had been asked if the number 21 bus (Dereham to Fakenham) could go via Orchard Close. Proposed by Dr. Wade-Martins and seconded by Mr. Fitzalan Howard. All in favour. The Clerk will request Konectbus (Steve Royal) for this adjustment to the route.

033 Report on Village Institute Hall

Three members of the Parish Council attended the recent AGM of the Institute Hall. The new Chairman is Tim Rawlinson. Unfortunately, the annual accounts were not finalised and the figures did not agree. An architect has inspected the building, accompanied by Mr. Phillips and Mrs. Keeble. He felt that the front of the building should remain and some improvements, including the provision of car parking spaces, are required. Messrs Phillips, MacEwan and Smith are to meet with Mr. Rawlinson. Clarification will be sought on a number of issues but primarily whether the Committee wants the Parish Council to be the sole trustee. A report will be made at the next Parish Council meeting on 1st June.

034 Annual insurance renewal

The Clerk had negotiated the annual renewal premium down to a figure of £673.82. All members in favour of continuing the cover with Aon Insurance for a further year.

036 Report from District Councillor

Mr. Bambridge had forwarded a report and had also submitted an annual report. Mr. MacEwan thanked Mr. Bambridge for his help during the year and regular attendance at Parish Council meetings. This view was supported by Mr. Labouchere who said Mr. Bambridge had worked very hard.

037 Report from County Councillor

Mr. Borrett, who had submitted an annual report, is to succeed Mr. Bambridge as Chairman of Breckland Council with effect from 12th May. Mr. Borrett has assisted with a number of issues this year which include school matters. He stressed that he is here to help and represent local people. This was reiterated by Mr. Bambridge.

038 Accounts for Payment and Schedule of Income

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

11/4/16	E-on (monthly direct debit for streetlights - March)	£113.42
4/5/16	Norse (monthly grounds maintenance)	£822.66
4/5/16	Aon Insurance (annual renewal)	£673.82
4/5/16	J. Duffield (work on Cathedral Meadows gate)	£320.00
4/5/16	J. Duffield (work from December 2015 to March 2016)	£300.00
4/5/16	Mike Wyatt Photography (prints of planning boundary)	£24.00
4/5/16	Norfolk County Council (rent (6 mos) re M/Wood extension)	£50.00
4/5/16	Environment Agency (general drainage charges)	£97.44
4/5/16	K. Webb (Clerk's pay for April)	£523.92
4/5/16	HMRC (tax on Clerk's pay for April)	£62.60
4/5/16	D. Tyson (pavilion cleaning for April)	£86.40
4/5/16	R. Brown (roller hire, petrol and towels)	£141.60

Dr. Wade-Martins repeated the previous need to purchase safety equipment for the strimmers and volunteers.

Expenditure accepted and approved by all members.

b) Schedule of Income:

7/4/16	Breckland Council (Precept – six months)	£15,990.00
7/4/16	Breckland Council (Central Grant – six months)	£754.00
7/4/16	Pavilion takings	£105.00
29/4/16	Dennis Fish (church Lane tenancy – half year)	£250.00
29/4/16	M. Goff (Foxburrow Farm) – AMS tenancy (half year)	£1,517.50

039 To Consider Planning Applications and Determinations:-

a) Applications

- (i) Mrs. C. Coventry, Great Wood Cottage, North Elmham (3PL/2016/0489/HOU) – conversion of barn, upgrade of office space and creation of triple garage (no objections)
- (ii) Mrs. C. Coventry, Great Wood Cottage, North Elmham (3PL/2016/0490/VAR) – part demolish existing house, alterations and extension (revised scheme) – no objections
- (iii) Middleton Developments Ltd, plots 12 and 13 Larch Grove, North Elmham (3PL/2016/0426/VAR) – amendment in respect of relocation of garage (no objections)

b) Determinations

None

040 CORRESPONDENCE –4/5/16

- 1) Clerk and Councils Direct magazine for May 2016
- 2) Letter from Julian Duffield re Millennium Wood (discussed – see item 10e)
- 3) Request for donation from Magpas air ambulance (agreed to make a similar donation if one was made last year)
- 4) Norfolk Community Foundation - £310K sport and play area funding pot
- 5) U.K. Power Networks – inventory of unmetered supplies (Mr. Fitzalan Howard dealing)

041 Announcements

Mr. Labouchere reported that the new rector will be in position with effect from 8th May. Mr. Fitzalan Howard said that the fete is to take place on 22nd May.
(Mr. Brown, Mr. Fitzalan Howard, Mrs. Keeble and Mr. Labouchere gave apologies for absence for the forthcoming Annual Parish Meeting)

042 Agenda items for next meeting:

Play Area Storm Shelter
Refurbishment of the pump at the King's Head

043 Next Meetings:

Wednesday, 25th May 2016 at 7.30 p.m. (APM)

Wednesday, 1st June 2016 at 7.30 p.m. (Parish Council)

There being no further business, the meeting closed at 9.23 p.m.

Chairman

Date

