

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. Selwyn asked about dogs running loose on the village green and wanted to know the Parish Council's current view on the matter. The Chairman said the position hadn't changed, i.e. dogs are expected to be kept under control at all times, although the situation will continue to be monitored. Mr. Selwyn said that he thought there was not a problem at all with dogs on the village green.

Mrs. Woodhouse asked when the Highway Rangers were next due to visit the village as the pavements needed a considerable number of weeds removed. Dr. Wade-Martins said the Rangers will be present in the week commencing 8th August. This problem had already been raised with Highways but he would remind them.

Mrs. Woodhouse also asked whether the land at Spong, recently exchanged, had been advertised for sale. Mr. Howell also wished to discuss this matter. The Chairman stressed that they would need to write to the trustees of the charity with any questions regarding this matter.

Mr. Weinling asked who would use the proposed storm shelter on the village green and how big would it be. It was felt that it would be used primarily by younger people but the matter of the storm shelter was due to be fully discussed later in the meeting. Mr. Weinling's concerns were duly noted.

## North Elmham Parish Council

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**Minutes of the  
MEETING OF THE PARISH COUNCIL  
held at 7.30 p.m. at the Sports Pavilion on  
Wednesday 1st June 2016**

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**044 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), Mrs. M. White (Elmham News + Dereham and Fakenham Times) and eight parishioners.

**045 To Consider Apologies for Absence:**

None

**046 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 said that his previous declaration not to be involved in any discussions regarding planning applications outside the village settlement boundary was withdrawn as his own planning permission had now been granted. Mr. Brown declared an interest in respect of the King's Head pump. A number of members had received a few sunflower seeds from Mr. Howell before the meeting. These gifts, whilst both welcome and generous, were considered to be relatively insignificant in financial terms.

**047**

**Minutes of Meeting held on Wednesday 4<sup>th</sup> May 2016:**

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

Proposed by Mr. Phillips and seconded by Mrs. Keeble. All in favour.

**UPDATED INFORMATION AND MATTERS ARISING**

**048 Pump Street pump (item 007)**

Nothing to report

**049 Land Management Matters (item 010)**

- (a) Village Green U.K. Power Networks would like to trim some sycamores on the east side of the green. All agreed that this could take place.
- (b) Cathedral Ruins Mrs. Keeble reported that nothing has yet been heard regarding the commencement of work to the high wall. The report reveals serious structural weaknesses and there are real concerns for public safety. There will be little option but to fence off the area if the matter is not resolved within one month. Mrs. Keeble is to draft a letter for the Clerk to send to English Heritage. Further discussions will be held at the next meeting.
- (c) Cathedral Meadows Nothing to report
- (d) Broom Green The Chairman has attempted to contact the designated resident who lives at Broom Green but, to date, there has been no response.
- (e) Millennium Wood (see item 063)
- (f) Bridleway on disused railway line Nothing to report
- (g) Prince William Wood Nothing to report

**050 Street Lights (item 011)**

Mr. Fitzalan Howard confirmed that the inventory of unmetered supplies provided by U.K. Power Networks had been verified with our own records. Advice had been received from E-on that the deemed contract rate would increase from 12.40p per kWh to 14.40p per kWh with effect from 1<sup>st</sup> July 2016.

**051 Highway Matters (item 012)**

Dr Wade-Martins reported that:

(a) *Potholes* Only some potholes had been filled, and it is hoped that the rest will be dealt with on the next Rangers' visit on 8th August.

(b) *Drains* All the drains in the main street have recently been cleared.

(c) *Cathedral Drive pavements*, (d) *Muddy areas on the Safe Route to School* and (e) *Potholes in the cul de sac off Eastgate Street*. No progress yet.

(f) *Weeds on pavements* While some pavements have been sprayed with weedkiller, most have not, and it has so far not been possible to find out from Highways what their plans are on this. If no progress has been made by the next meeting he will ask the Parish Council to consider organising a one-off spray around the village to tidy the village before the festival.

(e) *Park wall* It was gratifying to report that a section of the park wall on the church bend which was close to collapse into the highway is currently being rebuilt by the owners, thus preventing a possible accident.

**052 Eastgate Centre (item 013)**

Nothing to report

**053 Pavilion and Playing Field – Play Area (item 014)**

Mr. Brown reported that the bottle bank is still being well used and has recently been emptied. There is a large pothole in the car park requiring attention and Julian Duffield is to be asked (via Bob Fletcher) if he has any highway planings remaining. Mr. Bambridge said that Breckland Council has parish grants available for small projects (usually up to 30% of cost) and Mr. MacEwan is to investigate this option. He had previously submitted an application to Norfolk Community Foundation for resurfacing but three quotations are required (it had only been possible to obtain two). RoSPA are to carry out two inspections, i.e. one for each site. At the meeting on 2<sup>nd</sup> March, it was agreed to give the Football Club two months to pay the outstanding rent. To date, nothing has been received and the amount owing is £112.50 (3 x £37.50). Mr. Brown will speak to them with a view to obtaining the monies due.

**054 Dog Fouling (item 016)**

Mr. Smith had received a report of a dog running loose. The Chairman stressed that no action could be taken until full details were provided.

**055 Allotments (item 017)**

Mr. Phillips said that there are three allotments currently available. The rent is £10 per plot per annum, payable in arrears.

**056 Community defibrillator (item 018)**

Nothing to report

**057 Play equipment and car park proposals (item 019)**

See item 069

**058 Community Farm (item 020)**

Nothing to report

- 059 Detailed information map for village/Notice and Information Boards (item 022)**  
A map of the village is to be produced showing assets and footpaths. Mrs. Warner is to continue with this project.
- 060 Volunteers (item 023)**  
It was stressed that the volunteers must use safety equipment. In addition, a list of names of those involved in the activities should be kept together with appropriate risk assessments.
- 061 Village Maintenance (item 024)**  
See item 070.
- 062 Village Hall Group (item 027)**  
See item 066
- 063 Millennium Wood information signs (item 030)**  
Dr Wade-Martins confirmed that his research in the Record Office had showed that the Millennium Wood field was purchased by the Parish Council in 1915 along with the playing field and that the land where the current allotments are located had been purchased in 1919 by Mrs Smith then at Gressenhall. Now that the history of the land was clear, it had been possible to finalise the text for the information panel with the help of Jennie Borgnis and Tom Fitzalan Howard and that quotes were being sought from panel designers. A quote has been obtained from Anglia Castings to go on the Jubilee Oak.
- It was hoped to present all these quotes for a decision at the next meeting.
- 064 Village Resilience Plan (item 031)**  
Nothing to report
- 065 Bus routes (item 032)**  
The Clerk has sent a letter to Konectbus (Steve Royal) requesting an adjustment to the route of the number 21 service so that it goes via Orchard Close.
- 066 Report on Village Institute Hall (item 033)**  
Mr. Phillips is to have a meeting with the architect after the Institute Committee gave an outline of what they would like. In the meantime, the members are considering the option of the Parish Council becoming the sole trustee.
- 067 Report from District Councillor**  
Mr. Bambridge said that the discussions regarding devolution are ongoing. Breckland Council does not want a Mayor. Cambridgeshire and Peterborough have gone their own way, leaving Norfolk and Suffolk.
- 069 Play Area Storm Shelter**  
After discussions about possible anti-social behaviour and the best location for the shelter, it was decided to proceed with installation at the east end of the play area, near to and facing the path. The cost is £4,950 (excluding VAT). It was also agreed to have slabs around the shelter. Proposed by Mr. Labouchere and seconded by Mrs. Warner. All in favour (except Dr. Wade-Martins who abstained)

**070 Refurbishment of the pump at the King's Head**

Quotations had been received from Broadacre Gardens and the Garrod Partnership with the latter being the more cost effective. Two options were provided and it was agreed to accept the cheaper at a cost of £2,079.75 (excluding VAT). Proposed by Mr. Phillips and seconded by Mrs. Keeble. All in favour except Mr. Brown who abstained (declared interest).

**071 Accounts for Payment and Schedule of Income (and other financial matters)**

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

11/5/16	E-on (monthly direct debit for streetlights - March)	£109.76
23/5/16	Aon UK (insurance renewal)	£673.82
1/6/16	Norse (monthly grounds maintenance)	£822.66
1/6/16	Thinking Rural (April payroll)	£12.00
1/6/16	Thinking Rural (May payroll)	£12.00
1/6/16	Garrod Electrical Services (defibrillator relocation)	£339.60
1/6/16	Westcotec (annual street lighting maintenance 1115 – 1016)	£598.50
1/6/16	K. Webb (Clerk's pay for May)	£523.92
1/6/16	HMRC (tax on Clerk's pay for May)	£62.60
1/6/16	J.R.G. Fletcher (key keeping – April and May)	£62.50

(Expenditure approved by all members)

**b) Schedule of Income:**

12/5/16	English Heritage (local management fee – Cathedral Ruins)	£5,100.00
19/5/16	Breckland Council (recycling)	£1,420.21

The Internal Audit had been completed by Mr. Bev King. The Clerk expressed his continued appreciation of the work done by Mr. King on behalf of the Parish Council. The accounting statements and the annual governance statement were approved by all members. The Annual Return was signed by the Chairman and the Clerk. This will now be submitted to the external auditors.

Notification had been received from NALC and SLCC of a National Salary Award for clerks. This is 1% with a further 1% agreed with effect from 1<sup>st</sup> April 2017. The increase will be applied to the Clerk's pay. All in favour.

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

**a) Applications**

- (i) Mr. J. Labouchere, Mill House Farm, North Elmham (3PL/2015/1434/F) – erection of dwelling and associated garage (now granted by District Council)
- (ii) Wensum Valley Hotel, Golf and Country Club (3PL/2016/0533/H) – erection of visitor centre and outline permission for 8 holiday lodges at Billingford Lakes, Elmham Road (outside the village – members can make their own comments. Mr. Bambridge would like to receive views)
- (iii) Mr. I. Ball, 55B Eastgate Street, North Elmham (3PL/2016/0514/HOU) – conservatory to side (no objections)

**b) Determinations**

- (i) Middleton Developments Ltd, plots 12 and 13 Larch Grove, North Elmham  
(3PL/2016/0426/VAR) – amendment in respect of relocation to garage

**073 CORRESPONDENCE –1/6/16**

- 1) Signpost Magazine (Community Action Norfolk) – Spring 2016
- 2) English Heritage – 1066 Arrow treasure hunt
- 3) Norfolk Local Access Forum – parish paths seminar (13/6/16)
- 4) The Centenary Fields Programme – protecting valuable green space
- 5) Norfolk CC – Public Rights of Way and declarations by landowners \*\*
- 6) Norfolk CC – Total Transport project
- 7) E.U. Referendum – registering to vote requirements

\*\* To be discussed at the next meeting

**074 Announcements**

None

**075 Agenda items for next meeting:**

Cathedral Ruins – high wall  
Public Rights of Way

**076 Next Meetings:**

Wednesday, 6<sup>th</sup> July 2016 at 7.30 p.m.

There being no further business, the meeting closed at 9.32 p.m.

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Chairman

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Date

