

Pre-Meeting Business: There was no representative of the local press present.

Public Participation: None

North Elmham Parish Council

**Minutes of the
MEETING OF THE PARISH COUNCIL
held at 7.30 p.m. at the Sports Pavilion on
Wednesday 5th December, 2018**

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282 Those Councillors Present Were:

Mrs. J. Borgnis (Chairman), Mr. M. Phillips, Mr. J. Brown, Mr. M. Gower, Mr. J. Labouchere (minutes), Mr. C. Robinson, Mr. C. Smith and Dr. P. Wade-Martins.

Also in Attendance: Mrs. D. Dann (CANT Secretary) and one parishioner.

283 To Consider Apologies for Absence:

Mr. P. Grainger, Mr. T. Fitzalan Howard, Mr. K. Webb (Clerk) and Mr. G. Bambridge (District Councillor)

284 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.

285 Minutes of Meeting held on Wednesday, 7th November, 2018:

Resolved to approve the minutes as a true and accurate record. Proposed by Mr. Phillips and seconded by Dr. Wade-Martins. Agreed by all.

UPDATED INFORMATION AND MATTERS ARISING

286 Land Management Matters (item 259)

(a) Village Green The Jim Heffernan Play Area sign has been installed.

(b) Cathedral Ruins Dr. Wade-Martins reported that Julian Duffield has just rebuilt the gateway from the ruins through to Cathedral Meadows. We are waiting for a decision from English Heritage about providing funding for the new hedge along the north side of the property. There is still no word from English Heritage about how they intend to save the wall at the back of Bob Fletcher's garden.

(c) Cathedral Meadows Dr Wade-Martins reported that Natural England had given their approval for half of the internal hedgerows to be cut back this winter, provided that the work is carried out in January or February. He had written a short article for *Elmham News* to explain the hedge cutting because tractor-mounted flail cutting can look rather drastic. Dave Appleton's recording of the wildlife in the Meadows on the Elmham website is impressive.

Mr. Gower also drew attention to D Appleton's link continuing amazing updates on the Meadows wild-life written in the E News each month.

The Chairman has repaired the seat but the sheep have pushed it over. She will see what is required.

(d) Broom Green Nothing to report.

(e) Millennium Wood Nothing to report.

(f) Bridleway on disused railway line Nothing to report.

(g) Prince William Wood Nothing to report.

287 Street Lights (item 260)

Light 43 (Tea Post car park) has failed. Mr. Phillips will ask Mr. Fitzalan Howard to chase a broken light replacement adjacent to Shettles garden wall.

288 Highway Matters (item 261)

(a) Dr Wade-Martins reported that the system of reporting Highway issues to Norfolk County Council had all but broken down and there is now no satisfactory way of reporting problems so that they can be dealt with efficiently by the appropriate Highways Engineer. The engineers say that they have so many emails from the parishes that they do not have time to open most of them. We are supposed to send emails to a generic highways email address so that the issue can be issued with a number but we know from several years' experience that this system does not work either. The failure to repair the broken and missing road signs at the Kings Head crossroads is just one example. We paid for half of the cost of the new buildout in the main street months ago but all enquiries about when the work will be done remain unanswered. Dr Wade-Martins and the Clerk were asked to take up this issue as a matter of urgency with our County Councillor, Bill Borrett.

(b) We have applied for 50% funding for the improved Eastgate Street parking project under the next Parish Partnership Scheme.

289 Eastgate Centre (item 262)

Nothing to report

290 Pavilion and Playing Field – Play Area (item 263)

Pavilion gutters require repair or replacement. Mr. Brown will obtain relevant quotes.

291 Allotments (item 264)

Nothing to report

- 292 Detailed information map for village/Notice and Information Boards (item 265)**
The information posts are installed. Mr. Brown was thanked for his work.
- 293 Volunteers (item 266)**
The Chairman suggested the volunteers might be given an outing to acknowledge their contributions to the village, subject to the Clerk agreeing council funds can be used for this. The newly installed Christmas tree and lights would be switched on at 7.30 on Friday. Further thanks to Mr. Brown.
- 294 Village Institute Hall (item 267)**
A successful function was held on Saturday, 10th November.
- 295 Website (item 268)**
The annual server fee of £250 was approved for Mr. and Mrs. Ball.
- 296 Traffic and parking issues in Eastgate Street (item 270)**
Nothing to report
- 297 Member to act as planning applications “watcher” (item 271)**
Nothing to report
- 298 Church Meadow update (item 272)**
Dr Wade-Martins reported that the construction of the new gates has finished satisfactorily. He is concerned about the safety of the old ash tree near the entrance; the tree will need to be examined carefully in the spring. Rory Hart has been booked to spray off the nettles and thistles in the Meadow in the spring. Dr. Wade-Martins has discovered a pipe from the church rainwater system which flows into the western hollow in the meadow and then down the hollow to Mr Cole’s house, thus undermining Mr Cole’s patio. Mr Cole will obtain a price for extending the pipe so the water flows into our pond and the hope is that the cost can be shared between the church and Mr Cole.
It was agreed not to apply for Basic Payments Scheme Entitlements for Church Meadow until the future of the Common Agricultural Policy is clearer.
- 299 Update from the CANT team (item 274)**
Mrs Dann reported on CANT progress. She wishes to join the N E Website and will approach S & I Ball in this regard. Di Dann gave a summary of the report circulated to councillors following the team meeting on 24th November. Dereham Town Council had been represented and ten other team members from neighbouring parishes. The team’s role would be one of vigilance and this would be done through scrutiny of the news, Land Registry and surveying daily Parliamentary releases. Next meeting was planned for the Spring (no date set as yet).

The team looked forward to feedback from neighbouring councils regarding any financial commitment towards a future campaign. Any such campaign would need to be formal, made up of a Committee which met in public and had its own budget agreed by the councils.

There was concern from County School in relation to its representation at Parish, District and County level. Residents had particular concern about aggregate proposals being submitted for inclusion in the new County Minerals and Waste Local Plan. She would ask Cllr Borrett to clarify the position.

The team also considered that Parish Councils would be in a better position to respond to the Options presented by NCC for the new Norwich Orbital Road. Option 1, although the cheapest, could potentially encourage traffic into the area and therefore encourage further development.

She would ask the Elmham.org website manager about future use of the site for a second campaign (as opposed to TEAM setting up their own website). The Council was asked to consider names / abbreviations for Team, as CANT was no longer appropriate. She would report again after the meeting in the Spring.

300 Duties previously carried out by Mrs. Warner

Responsibilities would be realigned as follows:- Village Green – Mr. Phillips and Pavilion – Mr. Smith

301 Accounts for Payment and Schedule of Income

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

12/11/18	E-on (street lights – October)	£163.73
5/12/18	Mrs. J. Woodhouse (bulbs)	£50.00
5/12/18	K. Webb (Clerk's pay for November)	£631.80
5/12/18	HMRC (tax on Clerk's pay)	£102.40
5/12/18	HMRC (National Insurance on Clerk's pay)	£9.03
5/12/18	Thinking Rural (payroll for November)	£12.00
5/12/18	D. Tyson (pavilion cleaning for November)	£93.96
5/12/18	R. Brown (bags of postcrete)	£24.98
5/12/18	Westcotec Ltd (street light maintenance annual charge)	£598.50
5/12/18	J. Borgnis (flowers and wine for CANT gifts)	£45.00
5/12/18	J. Borgnis (Chairman's half yearly expenses)	£50.00
5/12/18	M. Phillips (Vice Chairman's half yearly expenses)	£50.00
5/12/18	P. Wade-Martins (packet of gripples – Church Meadow fence)	£14.34
5/12/18	NGF Play Ltd (repairs to play equipment)	£650.95
5/12/18	Society of Local Council Clerks (annual membership)	£196.00
5/12/18	Association of Local Council Clerks (annual membership)	£40.00
5/12/18	J. Borgnis (lights for Christmas tree)	£153.86
5/12/18	North Elmham PCC (donation)	£900.00
5/12/18	North Elmham Youth and Comm. Dev. Trust (donation)	£250.00
5/12/18	J. Duffield (work in cathedral ruins)	£267.50

(Expenditure approved by all members)

b) Schedule of Income:

9/11/18 Pavilion takings	£50.00
30/11/18 HSBC (coif inc div)	£25.19
30/11/18 HSBC (coif inc div)	£40.75
30/11/18 Foxburrow Farm (AMS Tenancy – half year)	£1,948.00

Balances (as at 30/11/18):- Current a/c - £61,281.58, Business Premium a/c £26,394.15

Mr. Phillips presented the final budget which was agreed by all (proposed by Mr. Robinson and seconded by Mr. Labouchere).

The Chairman purchased more lights for the Christmas tree than required. A refund is expected in due course. Dr. Wade-Martins raised the fact that there had been an article in Elmham News saying that the emergency services had not been able to contact the V.E.T.S. system in an emergency. The Chairman will contact Mrs. Warner regarding the defibrillator and V.E.T.S. scheme. She will also ask if she is still prepared to be involved. The possibility of a larger dog waste bin at the Eastgate Street entrance to the Village Green is to be investigated.

302) To Consider Planning Applications and Determinations:-

a) Applications

- (i) Mr. R. Bodimeade – variation of conditions and removal of condition 6 of planning permission – land adjacent Caberfeidh, Pump Street - (3PL/2018/0040/F) – noted.
- (ii) Mr. Pittom – proposed timber cart lodge to provide undercover parking and secure storage – Well Cottage, Broom Green – (3PL/2018/1386/HOU) – no objections.
- (iii) Garrod New Homes Ltd – change of use of agricultural land to extend garden for plot 6 – Plot 6, land off Eastgate Street (3PL/2018/1435/F) – no objections.

b) Determinations

None

c) Brookside Farm Development update:-

Dr Wade-Martins and Mr Phillips reported that they recently had a very successful meeting with Jason Barber acting for the developer who had bought Brookside Farm. No problems were identified, and Mr Barber was given a paper listing the community assets covered under the Section 106 Agreement (attached). The next stage is for the Parish Council, the school governors and Jason Barber to meet to iron out any remaining details.

303) CORRESPONDENCE -7/11/18

- 1) Police crime updates – October, 2018
- 2) CPRE Field Work magazine for Winter 2018
- 3) CPRE Countryside Voice magazine for Winter 2018
- 4) Countryside Stewardship and Environmental Stewardships Agreements

304 Announcements

A new signatory for the Bank account, to replace Mrs. Warner, was required. Mr. Gower volunteered and was duly approved by all members.

305 Agenda items for next meeting:

a) V.E.T.S.

306 Next Meeting:

Wednesday, 9th January 2019 at 7.30 p.m.

There being no further business, the meeting closed at 8.32 p.m.

Chairman

Date

Attachment to Brookside Farm Development note (302 c)

Brookside Farm Development

Notes on meeting to be held between North Elmham Parish Council representatives and Jason Barber of Studio 35 on 10th October 2018 following the Section 106 Agreement dated and signed 10th August 2017

- Under the Agreement the developer should provide a community car park for 40 cars, an open space and three footpaths.
- The first step is for a specification for each of these assets to be drawn up by the developer and approved by Breckland Council in conjunction with the Nominated Body to whom ownership will be transferred. The Parish Council has already indicated a willingness to be that Nominated Body, so no separate Management Company will be expected to take on these assets.
- **The specifications will determine the extent, layout and design of each asset** and the final surfacing of each is important to minimise long-term maintenance costs for the parish.
- **The car park** will lead directly off the new access road and will have a tarmac surface marked out for 40 motor vehicles. It should be high enough not to be flooded in most circumstances and be properly drained. The overhead lighting should be similar in design to the street lights already maintained by the parish council. Linking the car park to the school premises there should be a concrete bridge with side rails suitable for small children and a security gate at the school end.
- From the car park there needs to be **linking paths**: (a) alongside the stream to the pavement on Holt Road, (b) running north around the north west perimeter of the development site to the Millennium Wood and (c) across the open space to Brookside.
- The path beside the stream should be of tarmac to the same specification as the car park and level with the street pavement to avoid obstacles suitable for disabled use.
- The path to the Millennium Wood can be Breedon Gravel for the first 20 metres and then be unsurfaced up to the wood. The site plans show a planted hedgerow separating the path from the adjacent gardens to give garden owners some privacy.
- The path across the open space from the end of Brookside to the car park should have an underling hard core, surfaced with Breedon Gravel as in the path across the village green. This is essential to make sure that the path remains usable for children walking from the Brookside area to school in wet weather.
- **The Open Space** will be a green space managed by the parish council, as it manages the village green with regular cuts during the summer season. The surface at handover should be in such a state that there will be no obstacles to grass cutting.
- **Timing of transfer** The parish council suggests that the best way forward is for the developer to build the access road and create and transfer all the community assets described above at the start of the development. The development area can then be fenced off from the public and with access gates just beyond the footpath up to the Millennium Wood.
- **Ease of transfer** The parish council is keen to work with the developer to ensure that house building and associated works can then proceed uninterrupted, and that there should be no further demands on the developer once the transfer is complete.

