

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

Public Participation: The Community Plan was produced in 2011 with recommendations that periodic reviews should be held. The matter will be discussed at the next meeting. A parishioner had been experiencing difficulties getting her car into her drive following the recent build-out and wondered if some curb stones could be lowered. Dr. Wade-Martins is to raise the matter with Highways. A parishioner said that there was evidence of some youngsters using nitrous oxide in the Cathedral Ruins. He is to make a report to the police. English Heritage has arranged to attend to the large chestnut tree in the Ruins and will need to gain entry via the Pump Street entrance. Some vegetation will need to be cleared in advance.

## 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 7<sup>th</sup> August, 2019**

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**092 Those Councillors Present Were:**

Mrs. J. Borgnis (Chairman), Mr. M. Phillips, Mr. J. Brown, Mr. T. Fitzalan Howard, Mr. P. Grainger, Mr. M. Gower, Mr. J. Labouchere, Mr. M. Rayner, Mr. C. Robinson, Mr. C. Smith and Dr. P. Wade-Martins.

**Also in Attendance:** Mr. K. Webb (Clerk), Mr. G. Bambridge (District Council) and four parishioners.

**092 To Consider Apologies for Absence:**

None

**093 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.

**094 Minutes of Meeting held on Wednesday, 3<sup>rd</sup> July, 2019:**

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

## **UPDATED INFORMATION AND MATTERS ARISING**

### **095 Land Management Matters (item 064)**

- (a) Village Green The dying elm tree will not be replaced, free of charge, by the company that supplied it as it is seven years old. The Parish Council will purchase a new tree but Mr. Braybrook has very kindly said that there will be no charge for all the associated work. There are four tree options and it was agreed by all to purchase an English oak at a cost of £195 + VAT (proposed by Mr. Fitzalan Howard and seconded by Mr. Labouchere). Mr. Brown clears up the litter in the Play Area and this involves four bins per week. Mr. Smith commented that he has noticed a number of dogs running loose on the green. The Jim Heffernan Play Area board has become discoloured and Mr. Labouchere will arrange for it to be bleached.
- (b) Cathedral Ruins Nothing to report.
- (c) Cathedral Meadows Mr. Labouchere has done an excellent job in restoring the seat and planings have been placed around it to make the ground level.
- (d) Broom Green Nothing to report.
- (e) Millennium Wood A meeting was held with CGM to discuss the cutting of grass and nettles. All is now in order and, after an inspection, all present agreed that the pathways are wide enough.
- (f) Bridleway on disused railway line Nothing to report.
- (g) Prince William Wood Nothing to report.

### **096 Street Lights (item 065)**

The existing contract for street lights maintenance is due for renewal in November. We receive excellent service from the current contractors and Mr. Fitzalan Howard recommends that we renew for a further three years at a discounted cost of £548.62 + VAT per annum. Agreed by all.

### **097 Highway Matters (item 066)**

Dr Wade-Martins reported as follows:

- a. We are still waiting for the new Station Road and Billingford Road street signs to be installed by Breckland.
- b. The new system for reporting road defects set up by the Clerk is working well. Blocked drains on Church Hill have been cleared and a vision problem at the intersection of Heath Road and Pump Street was quickly dealt with. The poor road surface under the Broom Green arch was not considered by Highways as being bad enough to justify repair. This area continues to worsen and Dr. Wade-Martins will ask them to reconsider.
- c. Dr. Wade-Martins has asked Breckland for details of the specification they use in the contract for street sweeping in villages. Gordon Bambridge has offered to help in these discussions with Breckland if he can.

- d. County Highways have acknowledged our order and the cheque for the installation of the Eastgate Street parking scheme. No start date is available yet for the work and it is not clear if a road closure or traffic lights will be necessary.
- e. Members are asked to come up with suggestions for projects under the next Parish Partnership Scheme and they are asked particularly for ideas for what more we can do to reduce traffic speeds in the village, particularly in Eastgate Street.
- f. The letter to Bill Borrett, drafted by Mr. Grainger and Dr. Wade-Martins, asking for help in correspondence with the Chief Constable and Leader of the County Council over the use of SAM2 data for setting police speed traps and the installation of elevated transverse yellow strips at the Kings Head crossroads has been sent.
- g. It was agreed to consider including in the budget for next year the cost of the Parish Council doing its own pavement weedkilling in the spring. A rough estimate indicates that the cost will be in the region of £500 plus. Dr. Wade-Martins will obtain quotes.
- h. Dr. Wade-Martins will investigate the concerns of a resident near the new buildout because the new work is partly obstructing her drive entrance.

**098 Eastgate Centre (item 067)**

A parishioner opposite the Centre has asked if a mirror could be put up to assist with traffic movements. This is currently being considered by parishioners.

**099 Pavilion and Playing Field – Play Area (item 068)**

Mr. Seaman is due to visit in October to decorate the pavilion. The quotation was for £875. Repairs are to be carried out to the skate park and the kick wall.

**100 Allotments (item 069)**

Nothing to report

**101 Volunteers (item 070)**

Nothing to report

**102 Website (item 072)**

Mr. Rayner's profile has been placed on the website.

**103 Traffic and parking issues in Eastgate Street (item 073)**

Nothing to report

**104 Church Meadow update (item 074)**

A Risk Assessment on trees has been carried out (including the Millennium Wood). There are five ash trees on Church Lane requiring attention with the one nearest to the church needing to be felled within six months. Various work is recommended for the other four trees with the first one receiving treatment in six months and the others in eighteen months. Quotations are to be obtained. Dr. Wade-Martins proposed cutting the thistles in Jubilee Wood. Seconded by Mr. Fitzalan Howard. All in favour except Mr. Brown who was against and Mr. Grainger who abstained.

**105 V.E.T.S. (item 075)**

The new defibrillator pads have been fitted.

- 106 Draft agreement re the sale of land at Brookside Farm (item 076)**  
A planning application has been submitted by Orchard Developments Ltd with Breckland Council asking for comments by 22<sup>nd</sup> August. Mr. Rayner proposed making a request for a deferment and this was seconded by Mr. Smith. All in favour. The drawings submitted are not consistent and there are matters requiring clarification. In addition, a discussion is due to be held with the School. Mr. Phillips is to liaise with Mr. Labouchere and will then contact Mr. Jason Barber.
- 107 Plans for all weather footpath from Oak Avenue to Spencer Close (item 077)**  
Mr. Smith is in the process of obtaining quotations.
- 108 Pump at the north end of the village (item 078)**  
Mr. Phillips is dealing with this matter.
- 109 Plaque for the King's Head pump (item 079)**  
The plaque has been received.
- 110 Rental assessment (item 080)**  
The meeting, to review the rents and assets, between the Chairman, Vice Chairman and Mr. Grainger will be carried forward and discussed at a future meeting.
- 111 Memorial Hall (item 081)**  
No annual accounts have yet been produced.
- 112 Welcome – VE Day 75 (item 082)**  
Mr. Smith reported that the Institute has organised an event for the evening of Friday, 8<sup>th</sup> May, 2020, with entertainment booked. Breckland has funds available for villages and Mr. Bambridge will provide the link for making a grant application. The contact is Steve James. Other thoughts of what can be done are to be made known at the next meeting.
- 113 New Information Panel (item 84)**  
The new panel has been ordered.
- 114 The Memorial Hall Working Group (item 85)**  
Mr. Grainger has been to Lyng and has also spoken to Bawdeswell representatives. The recommendation is to first focus on the activities within the community which we wish to provide whilst assessing what is currently being offered and what can't be presently given. Nothing is to be placed in the Elmham News at this stage.
- 115 Report from District Councillor**  
Mr. Bambridge said that the Planning Inspector has again put back the date for approving the Local Plan. It is now likely to be at the end of the year before the matter is finalised.
- 116 Junior football coaching**  
Chris Reeve, a P.E.teacher who lives in the village, is proposing to offer football coaching for children in the age range of five to eight years (boys and girls). A taster day is to be held, possibly on 14<sup>th</sup> September at 10.00 a.m. Mr. Phillips said that Swanton Morley Swans are looking forsomewhere to play. Seven children from North Elmham play for this team (U12s)

**117 Eastgate Street – one-way possibilities**

It was agreed to carry this matter forward to the next meeting.

**118 Bowls Club request to hold a car boot sale**

It is planned to hold this event during next march or in early April. Further discussions will be held nearer that time.

**119 Accounts for Payment and Schedule of Income**

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

11/7/19	E-on (street lights – June)	£195.62
7/8/19	D. Tyson (pavilion cleaning for July)	£98.52
7/8/19	Thinking Rural (payroll services for June)	£12.00
7/8/19	K. Webb (Clerk’s pay for July)	£693.44
7/8/19	HMRC (tax on Clerk’s pay)	£77.40
7/8/19	HMRC (National Insurance on Clerk’s pay)	£15.22
7/8/19	J. Duffield (work in Cathedral Ruins)	£256.77
7/8/19	Ace Engraving (engraved sign for King’s Head pump)	£39.60
7/8/19	Community Heartbeat (defibrillation electrodes)	£45.60
7/8/19	CGM (grounds maintenance – incs. credit note of £216.00)	£565.12
7/8/19	Brown and Co (work on Basic Payment Scheme application)	£732.00
7/8/19	Breckland Council (uncontested elections fee – May, 2019)	£75.00
7/8/19	Edit Websites (annual fee for website hosting and support)	£270.00
7/8/19	Anglian Water (Pavilion from 3/4/19 to 2/7/19)	£28.80
7/8/19	Anglian Water (Playing Field from 3/4/19 to 2/7/19)	£327.55
7/8/19	K. Webb (Clerk’s travel expenses from 1/4/19 to 31/7/19)	£91.80
7/8/19	Ravencroft Tree Services (risk assessment)	£354.00

(Expenditure approved by all members)

**b) Schedule of Income:**

5/7/19	Rural Payments Agency (Higher Entry Level Stewardship)	£674.71
15/7/19	HMRC (VAT reclaim)	£5,500.55
17/7/19	Aviva Ins (new street light following RTA in August, 2018)	£1,351.00
18/7/19	English Heritage (Management Fee- Cathedral Ruins)	£5,100.00
6/8/19	Pavilion takings	£40.00

Balances (as at 5/8/19):- Current a/c - £71,285.37, Business Premium a/c £28,684.41

**120 To consider Planning Applications and Determinations:-**

**a) Applications**

- (i) Orchard Developments Ltd – residential development for 25 dwellings at Brookside Farm, 74 Holt Road – (3PL/2019/0874/F). Comments to be made by 22<sup>nd</sup> August – extension to be requested (see item 106)

**b) Determinations**

- (i) Mr. and Mrs. Borgnis – erection of a canopy over front door at The White House, 57 Holt Road (3PL/2019/0603/LB) - approved
- (ii) Mr. J. Ashford – brick build double garage at Orchard House, Pump Street – (3PL/2019/0537/F) – approved.
- (iii) Mr. and Mrs. Jensen – extension to provide additional bathroom at Threshing Barn, Worthing Road (3PL/2019/0330/HOU) - approved

**121 CORRESPONDENCE –7/8/19**

- 1) Police Crime Update report for June 2019
- 2) Request from Norfolk and Norwich Hospitals Charity re Parish magazine
- 3) Letter from CPRE advising a change in strategy
- 4) Letter from Norfolk Boreas Offshore Wind farm – notice of accepted application
- 5) E-mails from potential parishioner asking details of Brookside development and the Garden Town (Chairman to respond)
- 6) Letter from parishioner regarding traffic problems in Station Road (Mr. Grainger to respond)

**122 Announcements**

Jazz on the Lawn to celebrate the 50<sup>th</sup> Anniversary of the Gurkha Welfare Trust on Friday, 6<sup>th</sup> September.

**123 Agenda items for next meeting:**

- a) North Elmham Community Plan
- b) Footpath on railway line
- c) Eastgate Street – one-way possibilities
- d) Parish Partnership options for 2020
- e) Heritage railway
- f) Brookside development

**124 Next Meeting:**

Wednesday, 4<sup>th</sup> September 2019 at 7.30 p.m.

There being no further business, the meeting closed at 9.46 p.m.

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Chairman

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Date



