

**Minutes of the
MEETING OF THE PARISH COUNCIL
held at 7.30 p.m. on Wednesday 6th May, 2020
(via Zoom)**

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001 Those Councillors Present by Logging In Were:

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

Also in Attendance: Mr. K. Webb (Clerk)

002 Minutes of Meeting held on Wednesday, 1st April, 2020:

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

UPDATED INFORMATION AND MATTERS ARISING

003 Land Management Matters (item 378)

(a) Village Green Mr. Smith reported that some young people had been using the shelter as a meeting place. The bin has been removed. The sign advising that the facilities are closed has been ripped down on a number of occasions. Dr. Wade-Martins had noticed that the contractor hasn't been cutting the edges of the village green. The Chairman is going to ask them to carry out some strimming to remedy the situation.

(b) Cathedral Ruins English Heritage has agreed that our ruins can stay open, although at other sites where the danger of anti-social behaviour is an issue their monuments have been closed during the lockdown.

Dr. Wade-Martins has agreed with Julian Duffield that to ensure he can maintain his social distancing he should lock the gates and put up a sign saying 'closed for maintenance' during the 2/3 hours he works there early in the morning once a week. English Heritage is aware and has agreed to this arrangement.

(c) Cathedral Meadows *New information panel*

This has now been installed close to the gate leading from the ruins. Dave Appleton provided the wildlife information and there is a QR code on the panel to encourage visitors to explore the wildlife of the area further. We hope people will find the panel interesting and attractive, and it is designed to match the panel for the Millennium and Jubilee Woods.

Gates and fencing

Members will remember that at the last meeting which Jimmy Brown attended he asked that the livestock-proof kissing gates internal to the Meadows should be replaced with ordinary gates so that mothers with buggies should have easier access to the Meadows. This can work provided the gates are on compression springs so that they remain stock-proof.

In addition, some of the original fencing now needs to be replaced. Dr. Wade-Martins has asked Mr. Fitzalan Howard if he would join him in managing the Meadows, and when agreed by Parish Council, they will work out costed options and report back with proposals.

Meanwhile, the main post for the gate between the wildflower meadow and Church Loke has broken off. It will be replaced.

- (d) Broom Green Nothing to report
- (e) Millennium Wood The gate is dragging on the floor as the pole that supports it and the fence is leaning over. Two quotations to correct are to be obtained. Ben Darby is to inspect and will be asked to advise on the type and size of a new gate. There is a sign on the gate informing that the Parish Council is aware of the damage. Spraying of thistles in the Jubilee Wood is to be carried out and one damaged tree is to be removed.
- (f) Bridleway on disused railway line The Railway Company signs are still in place and Richard Cullen (Station Master) has not responded to our letter. They are incorrect in stating that it is a permissive path. It is a public footpath. A new letter will be sent to the Railway Company informing them that if the signs are not gone by a certain date, they will be removed by the Parish Council. The path from the buffers to the railway crossing is permissive.
- (g) Prince William Wood The new fencing is excellent. The legal documents have been examined and there is nothing that restricts the Parish Council from carrying out the work that has been done.

004 Street Lights (item 379)

Light number 18 possibly needs attention. Mr. Fitzalan Howard is to investigate.

005 Highway Matters (item 380)

Parish Partnership projects

Project for 2019/20 The parking improvement works on Eastgate Street, delayed until Monday 6th April to minimise disruption to the school buses, were postponed by County Highways the previous Friday and no new date is currently available. The residents most affected by the works have been kept informed about the delay, and arrangements have been made for the two vans which were parked on the designated car parking area to be moved to new locations.

For 2020/21 County Highways have awarded us 50% grants for three new schemes for this year. That must be a cause for some celebration. Our 50% has already been paid, but no date for the works is currently available. These will include:

- additional 20 mph repeater signs on the Post Office bend,
- a new ‘gateway’ to be constructed just to the east of the Worthing Turn on the Billingford Road. Care needs to be taken to ensure that the ‘gate’ on the south verge does not obscure the vision for traffic turning out of the Worthing road,
- Replacement signs at the Kings Head crossroads to give more advance warning of the need to stop at these crossroads – details of these signs have still to be agreed with Highways.

SAM2 signs These three signs have not been kept charged and are now no longer functioning. Parish Council needs to decide if that situation is to remain or if other volunteers can be recruited who will feel able to keep the signs running during the lockdown. While most drivers have been sensible, others are taking advantage of the empty roads to drive faster.

Community Speedwatch scheme

There was a suggestion that Parish Council should recruit volunteers to run a scheme on Station Road, but so far this has not been taken further.

Reporting Highway defects to Highways

County Highways have recently been notified of the following defects:

- One of the wooden posts on the pinchpoint near the surgery has been partly knocked over,
- A series of potholes is developing along the centre line of Holt Road near Spencers Close and on the lower part of Church Hill. It seems that the bonding between the tarmac of the two carriageways is breaking down,
- Potholes on the north side of Eastgate Street and on Station Road (where the tarmac has deteriorated around a street drain),
- A ghastly patch of black tarmac has been placed on the breedon gravel cycleway across the green; this needs to be removed and replaced with the correct gravel both there and elsewhere on the cycleway in the areas where the path turns muddy in wet weather.

Reporting the need to sweep roadside verges to Breckland

Breckland have been asked twice to sweep the verges of Holt Road where debris accumulated during the autumn storms. Although their contractor is required to do this regularly, it seems that prompting is still necessary otherwise street drains are more quickly blocked. The debris is particularly bad at the new buildout where the drain through the buildout has been blocked by debris from the overhanging trees – a problem we had not foreseen.

Parish seats

Parish Council has approved a rough price from Charles Seaman for treating all the seats for which the Council has some responsibility, either with teak oil or paint as appropriate. The Chairman and Vice Chairman have agreed the list of seats, and Charles Seaman has been asked to do the work when he feels lockdown conditions will permit him to do so.

006 Pavilion and Playing Field – Play Area (item 381)

No information regarding costs has been received in respect of the request for improvements to the skateboard area. Mr. Fitzalan Howard will ask if any progress has been made and Mr. Smith will also make enquiries.

007 Accounts for Payment and Schedule of Income

a)	Resolved to approve the following Accounts for payment:-	
12/4/20	E-on (street lights – March)	£202.14
6/5/20	Thinking Rural (payroll March)	£12.00
6/5/20	Anglian Water (pavilion from 2/1/20 to 1/4/20)	£28.91
6/5/20	Anglian Water (playing field from 2/1/20 to 1/4/20)	£204.47
6/5/20	J. Borgnis (Chairman’s half yearly expenses)	£50.00
6/5/20	M. Phillips (Vice Chairman’s half yearly expenses)	£50.00
6/5/20	K. Webb (Clerk’s pay for April)	£717.60
6/5/20	HMRC (tax on Clerk’s pay)	£82.00
6/5/20	HMRC (National Insurance on Clerk’s pay)	£10.86
6/5/20	J. R. Fletcher (key keeping for March and April)	£62.50
6/5/20	Chemspec East Anglia (gallup glyphosate for allotments)	£34.20
6/5/20	CGM (monthly grounds maintenance)	£781.12
6/5/20	BHIB Insurance (annual insurance)	£595.32
6/5/20	Environment Agency (general drainage charges)	£106.37
6/3/20	J. Duffield (work in Cathedral Ruins)	£312.50
6/3/20	B. Darby (fencing in Prince William Wood)	£2,160.00

(Expenditure approved by all members)

b)	Schedule of Income:	
9/4/20	Breckland Council (Precept – 6 months)	£19,144.00
20/4/20	Breckland Council (Grant – retail/leisure re covid-19)	£10,000.00
22/4/20	HMRC (refund of Petty Cash VAT from 1/4/20 – 29/2/20)	£31.06
23/4/20	North Elmham Tennis Club (rent 2018 and 2019)	£150.00
20/4/20	North Elmham Bowls Club (rent 2019)	£75.00
30/4/20	Foxburrow Farm Ltd (AMS rent – 6 months)	£2,344.50
30/4/20	D. Fish (Church Farm tenancy – 6 months rent)	£250.00

Balances (as at 17/4/20):- Current a/c - £100,317.51, Business Premium a/c £30,723.63

008 To Consider Planning Applications and Determinations:-

a) Applications

None

b) Determinations

- (i) Mr. and Mrs. Jaggard – conversion of existing building to annex – 101 The Old Homestead, Eastgate Street (3PL/2020/0143/F) - approved

009 Correspondence

Advice has been received that the annual inspection of play areas and equipment will take place in June.

010 Coronavirus crisis

There are more volunteers than people who need help. All those identified as vulnerable have been covered. There is a Facebook group – SINE (self isolation North Elmham) – and all appears to be working well.

011 Responsibilities of members

Some amendments were agreed and Mr. Phillips will collate these for submission to the Elmham News for publication. Mr. Rayner is to lead the planning group which will also include Messrs Phillips and Labouchere. Dr. Wade-Martins is to be joined by Mr. Fitzalan Howard on the management of Cathedral Meadows. Mr. Brown's roles are to be allocated as follows – Allotments (solely Mr. Phillips), Environment and Maintenance (the volunteers, directed by Mr. Phillips), Village Green (Messrs Phillips and Smith), Playing Field and Pavilion, including bookings (Miss Ferris), Footpath Warden (Mrs. Borgnis and Miss Ferris) and Memorial Institute (Miss Ferris)

012 The Camel (and other things)

Mr. Labouchere confirmed that he is in possession of the camel. He believed that the spring mounting is possibly in Mr. Brown's garage. Mr. Phillips and/or Miss Ferris will check with Mrs. Brown. The railings in front of the bus shelter are in a poor state and need refixing. The car park potholes are to be kept filled with planings. The Clerk mentioned the need for an up to date Assets Register to be produced and suggested a small team of three or four members could perhaps take on this project over the coming weeks.

013 Grants

Sums of £10K for both the Pavilion and Eastgate Centre had been received following retail/leisure applications made to Breckland Council in respect of the coronavirus crisis. It is hoped that a similar sum will be forthcoming for the Institute, an application having been submitted.

014 Memorial (Jimmy Brown)

All agreed that Mr. Brown's memorial should be sited in the garden near the shop. Mrs. Brown is to be consulted.

015 Update on volunteers

It is understood that the volunteers intend to continue with their much appreciated and very important work.

016 Proposals for dealing with annual reports of charities, etc

Due to the current circumstances, it will not be possible to hold an Annual Parish Meeting on 27th May but, over the next few weeks, reports for the various charities will be produced and circulated. A permanent record will then be prepared in the usual format.

017 Agenda items for next meeting:
None

018 Next Meeting:
Wednesday, 3rd June 2020 at 7.30 p.m. (Zoom)

There being no further business, the meeting closed at 8.59 p.m.

Chairman

Date

