

**Minutes of the
MEETING OF THE PARISH COUNCIL
held at 7.30 p.m. on Wednesday 3rd June, 2020
(via Zoom)**

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019 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) and Mr. B. Borrett (County and District Councillor)

020 Minutes of Meeting held on Wednesday, 6th May, 2020:

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

UPDATED INFORMATION AND MATTERS ARISING

021 Land Management Matters (item 003)

(a) Village Green Some young people have again been causing problems by riding bicycles in prohibited areas. A chain and padlock has been placed on the gate but they have gained access to the Play Area. An ash tree has had some bark peeled off which will probably result in it dying. The tree will be monitored. Mr. Grainger said that this was yet another example of the anti-social behaviour that was discussed at a previous meeting. It was agreed to cut the grass on the edge of the village green, up to the fence on the Spencer's Close side. The Chairman has mentioned this to the contractors (Mark Wyatt). Mr. Smith is to keep the shelter tidy and will dispose of cans, cigarette stubs, etc. The Chairman is to chase up the new tree (an English oak) to replace the dead one. A potted plant is to be purchased for Mr. Fletcher's assistant on key keeping duties.

(b) Cathedral Ruins There is nothing to report, and there has been no suggestion from English Heritage that we need to close the site during the lockdown. Dr. Wade-Martins has now ordered the first of the two grass cuts of the steep slopes with the remote-controlled cutters from Hardy Landscapes.

Gate keeper Clare Budget has been unlocking the gate each morning and Bob Fletcher has been locking up in the evening for a long time. With Clare's departure at about the end of July, George and Corinne Moore, who will be moving into Clare's house, have kindly agreed to take on that role. Bob Fletcher will continue to lock up as before. We are extremely grateful to Clare, and indeed to Bob, for their years of service to the village. (Please refer to 021 (a) above).

(c) Cathedral Meadows Hedges and fencing Dr. Wade-Martins and Mr. Fitzalan Howard have reviewed the fencing and decided that, although some posts are rotted through and need replacing, nothing can be done about assessing the need for fence repairs until after the hedges are cut in the autumn. We were unable to cut the hedges in January and February because of the excessive levels of rain and then we were not allowed by Natural England to cut the hedges in March because that would be too late in the season. We were, however, told that this year we could cut in September, whereas usually the cutting window is limited to January and February. *Kissing gates* In order to meet Jimmy Brown's wishes, Mr. Fitzalan Howard and Dr. Wade-Martins believe it is possible to modify all the kissing gates to make them child buggy friendly while at the same time ensuring that they remain stock-proof. We will be asking two contractors to quote for doing this.

At our last meeting Dr. Wade-Martins reported that the main post for the kissing gate between the wildflower meadow and Church Loke had rotted through. This has now been replaced

(d) Broom Green Nothing to report

(e) Millennium Wood (and Jubilee Wood) Millennium Wood gate An assessment has been carried out on the Millennium Wood heavy metal gate and it was agreed that it needed to be re-hung on a fresh post. Julian Duffield was asked to do this for £150, which included providing a tall new post and new hinges. Unfortunately, it has been hung too high so that dogs off leads in the wood could escape. Julian has now agreed to re-hang the gate at a lower level. A suggestion was made to site a new picnic table in the middle of the clearing in the wood. This did not receive support as it was felt that it would encourage litter and it would not be possible to have a rubbish bin at this location. *Jubilee Wood thistles* Rory Hart, who sprayed Church Meadow last year, has now sprayed in Jubilee Wood to remove the heavy infestation of thistles to stop the seed spreading back out into Church Meadow and into Cathedral Meadows. While in the wood he will be removing the old tree guards, several of which have been falling off.

(f) Bridleway on disused railway line There had been no response from Richard Cullen (Station Master) and it is understood that the Railway Company is to seek legal advice from their solicitors.

(g) Prince William Wood Nothing to report.

(h) Parish seats The seats have all been treated by Charles Seaman as per his quote and an invoice will be submitted. There is, however, a problem with the seat at the bottom of Orchard Close. One slat needs replacing, but the concrete support needs replacing too in due course. It was agreed to look at the possibility of obtaining a new seat and Dr. Wade-Martins is to investigate alternatives.

022 Street Lights (item 004)

The problem with light number 18 has been solved. It is possible that there will not be a bill. Light number 17 requires a new cover.

023 Highway Matters (item 005)

Parish Partnership projects NCC Highways are not yet able to give us any information on when these projects are likely to resume.

Highway repairs We continue to report highway defects and County Highways continues to carry out repairs and clear blocked drains, albeit at a slightly slower pace.

SAM2 signs It is good to see that the SAM2 signs are now working again, and it is interesting that the sign near the Post Office corner does seem to discourage northbound traffic from overshooting the buildout.

Mr. Grainger produced some traffic reports which had been circulated to members in advance of the meeting. It is clear that the effectiveness of the build-out is governed by the volume of traffic passing through it. In general terms, a decrease in the amount of traffic results in a similar increase in measured speeds. The impact of the build-out is lessened with lower volumes of traffic. Mr. Grainger is to draft, and circulate, a letter to the parishioners who queried this matter and will also write a piece for Elmham News.

024 Pavilion and Playing Field (item 006)

It had been noticed that a group of as many as ten young adults had been playing football on the field. This is in direct contravention of the coronavirus regulations including the social distancing rules. The position is to be monitored.

It is clear that there is not a published tariff for hiring the pavilion. Miss Ferris and Mr. Smith will discuss rates and submit a proposal for the next meeting.

Jimmy Brown's family have mentioned to Miss Ferris the possibility of having a seat. They are agreeable to the idea of a memorial garden as previously discussed. There is to be a wooden sign and Mr. Labouchere is to obtain a price. Proposed by Mr. Grainger and seconded by Mr. Phillips. All agreed with this action and that the Parish Council will pay for the seat which will be positioned somewhere near the football pitch. Dr. Wade-Martins will investigate options.

All have agreed that, on the resumption of local football, Longham F.C. will be able to play matches on a Sunday with a cost of £30 per game being levied.

025 Zoom meetings – enhanced access

As always, the Parish Council is determined to fully meet its transparency obligations at all times. With this in mind, it was agreed by all to invite a member of Elmham News to be present at the next and future Zoom meetings. Should they so wish, they would be able to take notes in order to provide news to the community, in addition to the official minutes produced of the meeting.

026 Accounts for Payment and Schedule of Income

a)	Resolved to approve the following Accounts for payment:-	
12/5/20	E-on (street lights – April)	£195.62
3/6/20	Mandrake (payroll April)	£24.00
3/6/20	K. Webb (Clerk’s pay for May)	£717.60
3/6/20	HMRC (tax on Clerk’s pay)	£82.00
3/6/20	HMRC (National Insurance on Clerk’s pay)	£10.86
3/6/20	CGM (monthly grounds maintenance)	£781.12
3/6/20	CGM (monthly grounds maintenance)	£781.12
3/6/20	CGM (extra cut of cricket outfield on 17 th April)	£36.00
3/6/20	J. Duffield (work in Cathedral Ruins and Millennium Wood)	£405.00
3/6/20	Norfolk Parish Training and Support (Internal Audit)	£90.00
3/6/20	Darren Brown Property Maintenance (pavilion rail repairs)	£90.00

(Expenditure approved by all members)

- b) Schedule of Income:
None

Balances (as at 19/5/20):- Current a/c - £95,300.24, Business Premium a/c £30,973.63

027 AGAR approval and submission

The annual accounts have been examined by the Internal Auditor. The figures show income of £69,979 (£55,433), expenditure of £46,418 (£94,522) and Bank balances of £100,234 (£76,673). Recommendations have been made and some have already been implemented. Remaining action will be taken in the near future. It was agreed by all to approve the 2019/2020 Annual Governance Statement and also to approve the 2019/2020 Statement of Accounts. The return will be forwarded to the external auditors.

028 Assets Register

The internal audit has recommended an update of the Assets Register. It had previously been identified that this action would be taken. Messrs Phillips and Grainger kindly volunteered to work on this important task.

029 To Consider Planning Applications and Determinations:-

a) Applications

- (i) Ms. L. Simkins – proposed new cartlodge/garage – 53 Eastgate Street (3PL/2020/0471/HOU) – no objections but Case Officer is to be asked to fully assess the impact on the neighbouring property.
- (ii) Icon Architectural – side and rear extension and external refurbishment of existing house – Station House, Eastgate Street (3PL/2020/0497/HOU) – no objections.

b) Determinations

- (i) Mr. and Mrs. Grainger – erection of dwelling and garage – The Post Office, 62 Holt Road (3PL/2020/0242/F) – approved

Brookside Development

A response had been submitted to the S106 agreement and Mr. Chris Hobson (Principal Development Management Planner) had replied. Two issues were discussed:-

- (i) It is considered that LED lighting should be included. Proposed by Mr. Fitzalan Howard and seconded by Dr. Wade-Martins (all in favour). Advice from Breckland is that street lighting is normally only considered in association with estate scale developments which are of nine or more houses and where the road is being designed to an adoptable standard.
- (ii) Dr. Wade-Martins asked if there were to be raised pavements. Mr. Labouchere agreed that there should be for safety reasons with a suitable footpath on one or both sides. Mr. Rayner is to check the meaning of the dotted line on the plan. It was agreed to press for a raised kerb on one side of the roadway. All in favour except Mr. Rayner and Miss Ferris who abstained. Thanks were expressed by all to Mr. Rayner for all his hard and valued work on this matter.

A letter had been received from Mr. Thomas, Principal Ecologist of Riverdale Ecology Ltd, who is working on the ecological mitigation and management plan for Brookside Farm. He asks if the Parish Council would be interested in including a community orchard on part of the site. After appropriate discussion, it was unanimously agreed that this was not something with which the Parish Council wished to be involved.

030 County School access

A reply had been received from Stefan Malherbe (chairman of the residents' association). The upkeep of the roadway is paid for by the residents and there has been a significant increase in footfall over the last few weeks. It was agreed that the Parish Council could contribute to the provision of a more robust sign at eye level warning drivers that there is no vehicular access. We would wish to liaise with Bintree Parish Council over this suggestion. The Chairman would contact Mr. Malherbe for a further discussion.

031 Repainting the village sign

Dr. Wade-Martins felt that the sign needed a repaint. Mr. Fitzalan Howard is to obtain a price.

032 Correspondence

- (a) Mr. Phillips had written to Brown and Co regarding the annual BPS (Basic Payment Scheme) application which has been submitted.
- (b) A parishioner had queried whether the new road from the end of Larch Grove onto the green is a private road or a public right of way. He has been informed that it is a private access to the green.

033 Agenda items for next meeting:

None

034 Next Meeting:

Wednesday, 1st July 2020 at 7.30 p.m. (Zoom)

There being no further business, the meeting closed at 9.45 p.m.

Chairman

Date

DRAFT

DRAFT