

NORTH ELMHAM PARISH COUNCIL

**Minutes of the
MEETING OF THE PARISH COUNCIL
held at 7.30 p.m. on Wednesday 4th November, 2020
(via Zoom)**

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109 Those Councillors Present by Logging In Were:

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

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

Apologies for absence: None

110 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.

111 Minutes of Meeting held on Wednesday, 7th October, 2020:

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

UPDATED INFORMATION AND MATTERS ARISING

112 Land Management Matters (item 090)

(a) Village Green Work on the tree bordering Cedar Close and the Green is to be carried out at a cost of £780 (£650 plus £130 VAT). Mr. Phillips is to chase Norfolk Frames and Games to ensure that the slide is inspected. Mr. Smith is to check the state of the bin and shelter. The purchase of a replacement tree, a quercus palustris, 5m high with a girth of 20/30cm at a cost of £325 including VAT and delivery, is to proceed. The Slimming World Consultant had asked for a banner to be displayed at the pavilion. All agreed that this request should be refused and apply to any future queries. It was recommended that the website, Elmham News and notice boards be utilised for advertising purposes. Proposed by Mr. Grainger and seconded by Mr. Fitzalan Howard. All in favour.

(b) Cathedral Ruins Hardy Landscape have cut the slopes with their remote controlled mower. Mrs. Keeble has arranged a walk round with Julian Duffield. Some tree pruning work is to be carried out by English Heritage.

- (c) Cathedral Meadows Nothing to report
- (d) Broom Green Nothing to report
- (e) Millennium Wood (and Jubilee Wood) The split oak tree is to be taken down. There will be no charge as the contractor is to keep the wood.
- (f) Bridleway on disused railway line and other railway linked matters
Nothing to report
- (g) Prince William Wood Nothing to report

113 Allotments (item 091)
All rents have been collected.

114 Street Lights (item 092)
Nothing to report

115 Highway Matters (item 093)

The road sign on Back Lane has been reinstated. No update has been received from Highways Department regarding the flooding in Eastgate Street. Police have spoken to the owners of vehicles which have been parked on the bend at the eastern end of Eastgate Street. As a result, their new parking positions are considered to be safer. A complaint has also been made regarding the parking of vehicles on the bend near the church. The PCC is to place a notice on the church railings. Comment has also been made in respect of the vision on the bend opposite the school. The hedge is overgrown and it is known that the house owner previously cut it. It was felt that no further action is required at this time.

Mr. Grainger reported that a complaint had been received in respect of Station Road which has been closed for three days. He stressed that the Parish Council plays no part whatsoever in the closing of roads. Norfolk County Council has responsibility for deciding which roads are to be closed and when. They then implement the policy they have decided upon. It is worth mentioning for all interested parishioners that **NOTIFICATION HAS BEEN RECEIVED OF ANOTHER ROAD CLOSURE.** This will involve the B1145 Bawdeswell Road/The Street/Elmham Road in Billingford. **THE ROAD WILL BE TEMPORARILY CLOSED FROM 23RD NOVEMBER TO 4TH DECEMBER FOR CARRIAGEWAY RESURFACING WORKS.**

Highways are investigating the damaged verge in Cathedral Drive. No information has yet been received. They are still to inspect the problem near the pinch point in Holt Road.

116 Pavilion and Playing Field (item 094)

There have been no payments forthcoming from any of the football teams using the field. North Elmham F.C. (seniors and juniors) wish to place a three feet square sign on the pavilion (on the side facing the pitch) and this has been agreed. It is disappointing that Ms. Ferris has received no response from Longham F.C. despite them having played another match. They have ignored all correspondence and no funds have been received for pitch hire. The Clerk will attempt to make contact.

The hedges will be cut in February. The mole man will be asked to make a visit and the new bench is due to arrive within the next six weeks. The cost of this has been negotiated down from £292 to £250 due to its late arrival. It appears that the supplier mislaid our order! The Chairman is to write to Mr. Ballman, Chairman of North Elmham Cricket Club, to advise him that the season's invoice cannot be reduced again. The amount payable is £245.66 and this lower than usual amounts reflects the shorter than normal season. A Christmas tree, (12 foot spruce), is to be purchased from Mr. Saunders' plantation in Bilney at a cost of about £50. Some additional lights are also to be purchased.

117 New bin for the skate ramp area (item 095)

The new bin has been successfully installed. It appears that something has smashed into the bin on Back Lane. Darren Brown is to inspect it.

118 Youth Club facilities (item 096)

Mr. Fitzalan Howard has had a meeting with Michelle Bibby, a member of Norfolk's Youth Advisory Board. Youth are classed as young people aged 11 to 19 years. Her role is to champion the voice of youth in projects which are to their benefit and to help coordinate such projects. A number of key points have been made which can be summarised under the headings of proven engagement with the youth involved, mental health issues, funding, land availability and process. Consultation, bearing in mind Covid restrictions, is vital. A survey, to be published in Elmham News, is to be produced. A number of suggested items from initial meetings held at the Eastgate Centre include skate park, outside table tennis table, rugby H, basketball hoop, simple outside gym, pump track/BMX cycle track and simple foul weather shelters. Mr. Fitzalan Howard is also to visit other villages with existing good facilities.

119 Eastgate Centre (item 097)

Nothing to report

120 Brookside Development update (item 099)

The S106 agreement has not yet been received.

121 Accounts for Payment and Schedule of Income

a)	Resolved to approve the following Accounts for payment:-	
12/10/20	E-on (street lights – September)	£195.62
4/11/20	K. Webb (Clerk's pay for October)	£729.96
4/11/20	HMRC (tax on Clerk's pay)	£89.60
4/11/20	HMRC (National Insurance on Clerk's pay)	£16.02
4/11/20	J. Borgnis (monthly Zoom meeting)	£14.39
4/11/20	Anglian Water (pavilion from 2/4/20 to 1/10/20)	£32.59
4/11/20	Anglian Water (playing field from 2/4/20 to 1/10/20)	£298.87
4/11/20	Darren Brown (refurbishment of rubbish bin)	£95.00
4/11/20	J. R. Fletcher (key keeping – September and October)	£62.50
4/11/20	Birkett Long LLP (professional charges - S106, VAT only)	£850.00
4/11/20	CPRE (annual membership)	£36.00
4/11/20	D. Tyson (pavilion cleaning – 12 hours)	£104.64

(Expenditure approved by all members)

b) Schedule of Income:

29/9/20	HMRC (reclaimed VAT from 1/2/20 to 30/6/20)	£1,139.44
13/10/20	J. Rainbow, Slimming World (hire of pavilion)	£85.00
19/10/20	J. Rainbow, Slimming World (hire of pavilion)	£15.00
22/10/20	Allotment rents	£190.00

Balances (as at 19/10/20):- Current a/c - £95,982.04, Business Premium a/c £32,236.23

122 Virtual meetings with Housing Associations (item 101)

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

123 New parking area in Eastgate Street (item 103)

There was a suggestion that the area of tarmac is not quite wide enough. It was confirmed that the maximum width has been obtained and it cannot be extended as the hedge belongs to the home owners. A van continues to take up a lot of the available space.

124 Risk Management – considerations and updates

Policies in respect of standing orders, financial regulations and general risk management have been reviewed and duly updated. Approval to this course of action was proposed by Mr. Labouchere and seconded by Mr. Phillips. The appropriate documentation has been placed on the website.

125 Budget for the year 2021/2022

Members were asked to advise requirements in respect of areas of responsibility in readiness for the next meeting. Items mentioned included refurbishment of the pavilion car park, new notice boards and youth facilities. A further discussion is to be held at the next meeting in December with the matter to be finalised at the January meeting. Our Precept documentation has to be submitted by 31st January, 2021. The tax base has increased from 474.8 to 484.0.

126 Parish Partnership applications

There are three approved applications which are due to be actioned this year. It was agreed by all that, in the circumstances, no applications would be submitted for the following year.

127 Website – update on accessibility rules requirements

Guidance has been given by the providers of the website as follows:-

The only action you will need to take to meet the accessibility requirements is to add the ‘alt’ text to your images. Our system provides a way for you to do this but, as ‘alt’ text is used to give a brief description of an image, it can’t be added automatically.

To add ‘alt’ text to your images, you will need to log in to Global Office, to edit the site, click Web Pages in the menu at the top and locate the page that contains the image, or images, you wish to add the text to. You will then need to click the orange pencil icon to edit the page and double click the image. You will see a field labelled ‘Alternative Text’, enter the ‘alt’ text here, click ‘OK’ and then ‘Save Page’.

Other requirements for the accessibility of the site are met by the software and don’t require any action by you.

This information has been sent on to our webmasters who have confirmed that they will take the necessary action.

128 To Consider Planning Applications and Determinations:-

a) Applications

- (i) Mr. C. Pittom – two single storey rear extensions – Well Cottage, Broom Green (3PL/2020/1107/HOU) – no objections
- (ii) Garrod Developments Ltd – single storey rear extension – 36 Station Road (3PL/2020/1122/HOU) – no objections

b) Determinations

None.

Breckland Council has asked for photographs to be taken of the widening gap in the hedge where the Billingford Road ends, (reference ENF/344/20/PAR), east of the Worthing junction. Mr. Rayner offered to provide these.

129 Correspondence

- i) Queries have been received from two parishioners living in the Orchard Close area. The general view is that, if the right service provider is selected, acceptable broadband speeds can be obtained.
- ii) Concerns have been expressed about a van taking up a sizeable portion of the space in the new parking area in Eastgate Street. Hopefully this matter can be resolved in the not too distant future.
- iii) A request was received (prior to second lockdown) to use part of the village green as an occasional “twin group” – a stay and play for families with multiples. Agreement was given, in principle, subject to receiving a risk assessment completed in accordance with Government guidelines.

130 Agenda items for next meeting:

- a) Budget for the year 2021/2022
- b) Affordable Housing
- c) On-line Banking

131 Next Meeting:

Wednesday, 2nd December 2020 at 7.30 p.m. (Zoom)

There being no further business, the meeting closed at 9.30 p.m.

Chairman

Date

