

Pre-Meeting Business: None

Public Participation: It was asked if a photographer could be provided for the Platinum Jubilee celebrations. There was no objection to this suggestion but it was felt by all that the photographs should be made available in a digital format to facilitate easy accessibility.

NORTH ELMHAM PARISH COUNCIL

Minutes of the

MEETING OF THE PARISH COUNCIL

held at 7.30 p.m. on Wednesday 1st June, 2022

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035 Those Councillors Present Were:

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

Also in Attendance: Mr. K. Webb (Clerk) and two parishioners

036 Apologies for absence:

Mr. J. Labouchere and Mr. N. Markwell

037 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.

038 Minutes of Meeting held on Wednesday, 18th May, 2022:

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

UPDATED INFORMATION AND MATTERS ARISING

039 Update on Affordable Housing Scheme (item 007)

A public information session is to be held in the Pavilion on 6th July between 3.00 p.m. and 7.00 p.m. This will be advertised in the Elmham News and on both the website and Facebook page.

040 Police Visit (item 008)

Nothing to report.

041 Land Management Matters (item 009)

- a) Village Green Mr. Gee was thanked for all his work on the signs and entrance gates. It was noted that a resident of Cedar Close has cut the hedge and the area next to the hedge which is on Parish Council land. The Chairman will forward a letter to residents in the locality reminding them of requirements.
- (b) Cathedral Ruins Hardy Landscape have cut the banks using the remotely controlled mower. One of the horse chestnut trees has fungi. English Heritage has confirmed that it is being monitored.
- (c) Cathedral Meadows Nothing to report.
- (d) Broom Green The grass has been cut. There is an issue with potholes. A resident has caused some problems with parking.
- (e) Millennium Wood (and Jubilee Wood) Messrs Brown and Duffield are proceeding with work on the two new seats.
- (f) Bridleway on disused railway line and other railway linked matters
A copy of the notes/minutes of the meeting from Breckland Council has been obtained. The following points have been reproduced from the notes:-
1. The variation was agreed subject to Mid Norfolk Railway not registering the land as a permissive footpath. Trustees of Mid Norfolk Railway will need to agree to this.
 2. Mid Norfolk Railway representatives at the meeting had no issue with the footpath remaining open and they were happy to remove signage, they just need flexibility on the covenant to close the footpath occasionally to safely undertake works. North Elmham Parish Council was happy with this.
 3. Look at whether it is possible to remove the clause regarding 'horseback'.
- (g) Prince William Wood Nothing to report.

042 Allotments (item 010)

Nothing to report.

043 Street Lights (item 011)

Nothing to report.

044 Highway Matters (item 012)

Mr. Grainger reported that Westcotec had advised that the old cameras are too old to convert. It is possible, however, to purchase an enhanced battery incorporating solar charging for about £50.

045 Pavilion and Playing Field (item 013)

Mr. Smith reported that the Football Club officials are content with the proposed fees as previously advised. The barrier and basketball hoop are being repaired.

046 Youth Club facilities (item 014)

Nothing to report.

047 Eastgate Centre (item 015)

A lunch for Ukraine had raised over £700.

048 Brookside Development update (item 016)

Nothing to report.

049 Risk Management – considerations and updates (item 017)

The Parish Council policies are to be reviewed with the aim of them being renewed at the next meeting.

050 Overview of Parish Council financial situation (item 018)

Nothing to report.

051 Defibrillators (item 019)

Nothing to report.

052 Village Green board displaying names of contributors to the fund raising (item 020)

Please refer to item 041 (a) above.

053 Improvements to the frontage of North Elmham School (item 021)

The bill of £200 to make gate access in the railings at the front of the school has been paid by both the Parish Council and the school. Mr. Winterbourn is to make a refund of £200 to the school.

054 Mid Norfolk Railway – Transfer Deed, footpath and other matters (item 022)

Please see item 041 (f) above.

055 Eastgate Street drains (item 023)

Nothing to report.

056 Update on village facilities (item 024)

Nothing to report.

057 North Elmham Football Club proposals (item 025)

Please see item 045 above.

058 The Queen's Platinum Jubilee in 2022 (item 026)

Arrangements, as previously advised, are proceeding.

059 Local Green Space Designations by Breckland District Council (item 027)

Nothing to report.

060 Approval of the Annual Governance and Accountability Return (AGAR)

Mr. Phillips and the Clerk had attended a meeting with the Internal Auditor, Mr. George Murray, at which he presented the Annual Internal Audit Report for 2021/2022. Copies of this document were subsequently circulated to all members.

- (a) The Annual Governance Statement for 2021/2022 was submitted for consideration. All agreed to approve this document. (Proposed by Mr. Fitzalan Howard and seconded by Mr. Smith)
- (b) The Accounting Statements for 2021/2022 were also accepted by all. (Proposed by Mrs. Keeble and seconded by Mr. Fitzalan Howard).

The above documents, together with required additional reports, will be forwarded to the External Auditors.

061 Accounts for Payment and Schedule of Income

a) Resolved to approve the following Accounts for payment:-	
23/5/22 Npower (street light electricity from 1/4/22 to 30/4/22)–(d/d)	£284.99
23/5/22 Biffa (wheelie bin service from 23/4/22 to 20/5/22) - (d/d)	£37.78
1/6/22 Mandrake (payroll service for May)	£26.40
1/6/22 J. Duffield (work in Cathedral Ruins – April and May)	£157.50
1/6/22 G. Murray (Internal Audit)	£100.00
1/6/22 Norfolk Playing Fields Association – (annual membership)	£25.00
30/5/22 Public Works Loan Board (Village Green repayment) – s/o	£626.45
1/6/22 J. Borgnis (tee shirts – Jubilee fancy dress prizes)	£75.54
1/6/22 D. Tyson (pavilion cleaning – five weeks)	£142.50

It was decided to withhold payment to the CGM Group until the contracted work is satisfactorily carried out. A site meeting is to be requested to confirm the grounds maintenance requirements. The Chairman, Vice Chairman, Mr. Gee, Mr. Smith and the Clerk will attend.

(Expenditure approved by all members)

b) Schedule of Income:		
26/5/22 Pavilion takings		£23.00
31/5/22 Coif Charity Investment		£28.45
31/5/22 Coif Charity Investment		£46.02

Balances (as at 31/5/22):- Current a/c - £127,729.99 Business Premium a/c -£36,991.33

062 To Consider Planning Applications and Determinations:-

a) Applications

- (i) Erection of single-storey, oak-framed orangery to rear – 3PL/2022/0613/HOU – 4 Spring Meadow – no objections.

b) Determinations

- (i) Proposed installation of 14 solar panels (rear roof elevation) – Certificate of Lawfulness – Grey Gables, Pump Street – approved.
- (ii) Non material amendment to 3PL/2019/0874/F – Brookside Farm, 74 Holt Road – approved.

063 Correspondence

- 1) Biffa advice of rate increases with effect from 25/6/22 (visits £11.72, up from £10.92 and rental £1.05 per week, up from £0.84).
- 2) Acknowledgement from BHIB of renewal of insurance.
- 3) Request from 2nd Dereham (Toftwood) Scout Group to use Millennium Wood for a wide game on 1st July, 2022- agreed.

064 Any Other Matters (for information only)

General concern was expressed regarding an anonymous complaint in Elmham News which was acknowledged as an excellent publication. It was felt that the criticism was unfair and inaccurate. It was disappointing that the Parish Council had not been given the opportunity to comment.

A request had been received from a parishioner to plant a tree in memory of a resident who had passed away. It was agreed to ask for further information, e.g. the type of tree.

065 Agenda items for next meeting:

Annual review of policies.

066 Next Meeting:

Wednesday, 6th July 2022 at 7.30 p.m.

There being no further business, the meeting closed at 8.40 p.m.

Chairman

Date