

Pre-Meeting Business: None

Public Participation: Mr. Fraser Gillespie was present. He has expressed a desire to become a member of the Parish Council and the appropriate documents, copies of which will be circulated to the current members, have been completed. At this moment in time there are no other candidates and it is the intention to co-opt Mr. Gillespie at the next meeting in November.

NORTH ELMHAM PARISH COUNCIL

Minutes of the

MEETING OF THE PARISH COUNCIL

held in the Pavilion at 7.30 p.m. on Wednesday 2nd October, 2024

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146 Those Councillors Present Were:

Mr. P. Grainger (Chairman), Mr. M. Phillips (Vice Chairman), Miss A. Ferris, Mr. T. Fitzalan Howard, Mr. B. Gee, Mrs. A. Keeble, Mr. J. Labouchere, Mr. N. Markwell and Mr. M. Rayner.

Also in Attendance: Mr. K. Webb (Clerk), Mr. G. Bambridge (District Councillor) and one parishioner.

147 Apologies for absence:

Mr. C. Smith.

148 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.

149 Minutes of Meeting held on Wednesday, 4th September, 2024:

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

150 Land Management Matters (item 123)

- (a) Village Green A quotation had been received from NGF Play Ltd for some repairs to the zip wire (including a new cable) for £913.53 (excluding VAT). Acceptance proposed by Miss Ferris and seconded by Mrs. Keeble. All in favour. The hedges have been cut. Mr. Phillips is to attempt to obtain a lock for the gate to the play area.
- (b) Cathedral Ruins The slopes are scheduled to be cut by Hardy Landscape on 3rd October.
- (c) Cathedral Meadows The hedges have been cut.
- (d) Broom Green Nothing to report.
- (e) Millennium Wood (and Jubilee Wood) Nothing to report.
- (f) Bridleway on disused railway line and other railway linked matters Nothing to report.
- (g) Prince William Wood The bin has been emptied but it is not known who is responsible.
- (h) Church Meadow The pipe is in place and working well.

151 Allotments (item 124)

The annual rents are due to be collected on 10th October.

152 Street Lights (item 125)

Mr. Markwell reported that the light near 29 Eastgate Street has finally been reinstated by Westcotec. Unfortunately, there is a fault with the supply and UKPN has been notified. The electricity suppliers are being changed from npower to Drax. This will have the effect of reducing the annual cost from about £4.5K to £2.7K

153 Highway Matters (item 126)

The matter regarding the temporary bus stop near the County School Station junction has been passed by Matt Lines, Highways Engineer, to his colleague, Robert Pratt. Nothing has yet been heard from him so the Clerk has chased. The proposal for a permanent bus stop has the support of the members of the Parish Council. Highways approval is required.

The Chairman is to investigate the possibility of utilising solar power to charge the three SAM cameras. Mr. Phillips mentioned that all drains from the church to Eastgate Street are blocked. The Chairman is to contact Dean Shelton, Norfolk County Council with a view to action being taken to remedy the situation.

154 Pavilion and Playing Field (item 127)

The Tennis Club is to hold its AGM in the near future. A plumber is to examine the showers which are malfunctioning.

155 Eastgate Centre (item 128)

Nothing to report.

156 Brookside Development update (item 129)

Nothing to report.

157 Risk Management – considerations and updates (item 130)

The Clerk reported that the Petty Cash coffer needs to be replenished. In the past, a cheque for £200 has been written and duly cashed at Barclays Bank. With the general closing of practically all local Bank branches, this is no longer possible. Therefore, the sum is to be credited to the Clerk's personal account with a subsequent withdrawal being made from a supermarket cash machine. This course of action was supported by all members.

158 Overview of Parish Council financial situation (item 131)

Nothing to report.

159 Defibrillators (item 132)

Miss Ferris said that the defibrillator near the Doctors' Surgery had condensation and this has been reported. The cabinet is relatively old.

160 Local Plan update (item 133)

A letter had been received from Sam Chapman-Allen, Leader of Breckland Council. The development of the Local Plan has been paused following Government revisions which have introduced substantial changes. Breckland's housing requirement is proposed to increase from 661 dwellings per annum to 917 dwellings, an increase of 39%.

161 Archive Group records (item 134)

Nothing to report.

162 North Elmham Living Sustainably (NELS) Group (item 135)

Nothing to report.

163 Reorganisation of the Parish Charities (item 136)

Mr. Phillips reported that a meeting of the Trustees is to be arranged. The Jubilee Green Trust Charity is dormant, and has been for some years, with a balance of £6,752.69. Mrs. Keeble proposed that this sum be transferred to the main Parish Council account after appropriate consultation with the Charity Commission and the necessary guidance is duly obtained. This course of action was seconded by Mr. Labouchere. All in favour.

164 Churchyards – current situation and future plans (item 137)

Nurture management have visited and held a meeting with the Parochial Church Council. A quotation has been provided for grounds maintenance which is to be discussed by the PCC next week. The Parish Council will be advised of the outcome.

165 Village Hall – the Parish Council to agree to evaluate two potential sites within the village for the siting of a new memorial hall and to agree a provisional budget to cover initial advisory costs. (item 139)

The Chairman, Messrs Phillips and Rayner, and the Clerk had attended a meeting with Chris Hobson, Principal Planner at Breckland Council. The four sites (Pavilion, Eastgate Centre, Institute and Village Green) were visited as options to be considered for the provision of a new Village Hall. A list of contacts of key people is to be provided incorporating Norfolk Highways, English Heritage/Historic Buildings and Sport England. The way forward will be discussed at the next meeting.

166 Annual Budget

Mr. Phillips produced an initial draft Budget for the year commencing 1st April, 2025. This showed projected income of £59,150 and expenditure of £57,437. A number of items were subjected to some initial discussion and members were asked to give all matters full consideration in readiness for a further detailed assessment at the next meeting.

Miss Ferris asked if it would be possible to consider the provision of a path on Back Lane towards the King’s Head. The Clerk suggested that such a provision may be possible with a trod under the Parish Partnership (50/50) Scheme. Time is tight this year with all detailed bids having to be submitted by 6th December, 2024. Therefore, it was recommended that a project could be considered for next year.

167 Dates for meetings in 2025

The Clerk produced a draft list of dates for meetings to be held in 2025 as follows:-

January	Wednesday 8th
February	Wednesday 5th
March	Wednesday 5th
April	Wednesday 2nd
May	Wed 7th (AMPC), Wed 28th (APM)
June	Wednesday 4th
July	Wednesday 9th
August	Wednesday 6th
September	Wednesday 3rd
October	Wednesday 1st
November	Wednesday 5th
December	Wednesday 3rd

These dates were approved by all members.

168 Report from District and County Councillor (item 138)

Mr. Bambridge advised that the Wards, which are currently being discussed, will change. The situation with car parks is progressing with Breckland proposing some charging. The precise details are still to be determined but it is the intention for there to be a designated area for free parking in each town. The Local Plan has been paused and the Western link has not yet been approved. Work on the A47 has, however, commenced and the project is going ahead. Flooding remains a major issue with some 700 incidents in Norfolk last year. There will almost certainly be a new Call for Sites following the revised housing numbers. The new Local Plan should be in place by the end of the year.

169 Accounts for Payment and Schedule of Income

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

18/9/24	Npower (street light electricity from 1/8/24 to 31/8/24)–(d/d)	£368.04
22/9/24	Biffa (wheelie bin service from 24/8/24 to 27/9/24) - (d/d)	£76.56
17/9/24	E-on Next (pavilion from 1/8/24 to 31/8/24) – (d/d)	£116.51
2/10/24	D. Tyson (pavilion cleaning for September)	£137.28
2/10/24	Mandrake (payroll services – August, 2024)	£27.72
2/10/24	Nurture (grounds maintenance – August)	£399.25
2/10/24	K. Webb (Clerk’s pay for September)	£826.64
2/10/24	HMRC (Tax and N.I. on Clerk’s pay)	£244.58
2/10/24	K. Webb (Clerk’s travel expenses from 1/4/24 to 30/9/24)	£86.40
2/10/24	K. Webb (annual fee for Cloud Backup of files)	£60.00
2/10/24	Jones Electrical (maintenance for Oct, Nov and Dec 2024)	£110.26
2/10/24	T. H. Scott and Son (hedge cutting)	£1,281.00
2/10/24	J. Duffield (work in Cathedral Ruins)	£235.00
2/10/24	J. R. G. Fletcher (key keeping – August and September)	£62.50
2/10/24	CPRE (annual membership)	£36.00
2/10/24	Petty Cash (K. Webb)	£200.00

(Expenditure approved by all members; proposed by Mr. Phillips and seconded by Mr. Fitzalan Howard)

b) Schedule of Income:-

12/9/24	North Elmham Tennis Club (annual rent 2024)	£75.00
27/9/24	Breckland Council (Precept – 6 months)	£20,317.50
30/9/24	North Elmham Bowls Club (annual rent 2024)	£75.00
30/9/24	Rural Payments Agency (Basic Payment Scheme)	£733.64

Balances (at 1/10/24):- Current a/c - £70,759.20 Business Premium a/c - £45,148.59

(Cambridge Building Society - £80,197.04)

170 To Consider Planning Applications and Determinations:-

- a) Applications**
 - i) Railway Lodge, Broom Green Road – TRE/2024/0194/TCA – fell Portuguese Laurel which appears to have fungal disease affecting the trunk.

- b) Determinations**
 - i) 75 Eastgate Street – 3PL/2024/0627/HOU – proposed installation of black larch wood cladding boards to front and rear elevations – Mark Sparrow- approved.
75 Eastgate Street – TRE/2024/0143/TCA – tree work (felling pines) – no objection.
 - ii) Elmham Surgery, 59 Holt Road – 3PN/2024/0034/PV – prior approval for the installation of solar photovoltaic system on roof of non-domestic building – prior approval is not required.
 - iii) Railway Lodge, Broom Green Road – TRE/2024/0194/TCA – fell Portuguese Laurel which appears to have fungal disease affecting the trunk – permitted.

171 Correspondence

- 1) Norfolk’s PCC Sarah Taylor running a Police and Crime Plan Consultation from 2/9/24 to 1/11/24.
- 2) Finn Geotherm UK Ltd offering a free of charge service to identify any areas where boilers could be replaced by heat pumps.
- 3) Littlethorpe Ltd – match funding available for bus shelters and street furniture.

172 Any Other Matters (for information only)

None.

173 Agenda items for next meeting:

- a) Village Hall
- b) Co-option of new member
- c) Possible Trod (path) on Back Lane.

174 Next Meeting:

Wednesday, 13th November, 2024 at 7.30 p.m.

There being no further business, the meeting closed at 9.34 p.m.

Chairman

Date

