

NORTH ELMHAM PARISH COUNCIL

Minutes of the

MEETING OF THE PARISH COUNCIL

held at 7.30 p.m. on Wednesday 2nd June, 2021

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274 Those Councillors Present Were:

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

Also in Attendance: Mr. K. Webb (Clerk) and one parishioner.

275 Public Participation

It was asked whether progress had been made with reviewing the Community Plan. Mr. Grainger said that the pandemic had resulted in a temporary postponement but it is hoped that recommencement will occur in the not too distant future.

276 Apologies for absence: None

277 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.

278 Minutes of Meeting held on Wednesday, 5th May, 2021:

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

279 Land Management Matters (item 255)

- a) Village Green Mr. Smith reported that the cost of the footpath from Oak Avenue to Spencers Close would be in the region of £4K. A hard standing path would cost approximately £8K. It was agreed to make a decision on this matter when a full review of village facilities is carried out. Proposed by Mr. Rayner and seconded by Mr. Grainger. All in favour.
Mr. Smith said that he had cleared rubbish off the Play Area.
A letter had been received from a parishioner offering to design an alternative dog poo poster. Mr. Gee suggested using both posters for periods of a few months each. Mr. Labouchere proposed using the current poster until August which will represent a spell of about six months, with the new poster then being used for a period of similar length after this. They will subsequently be alternated. This proposal was seconded by Mr. Phillips. All in favour.
- (b) Cathedral Ruins Nothing to report
- (c) Cathedral Meadows Nothing to report
- (d) Broom Green Mr. Labouchere reported that work has been carried out. The old drain has been dug out, the new drain inserted and the road levelled. The Chairman is to write to Messrs Cook and Howes thanking them for their efforts in this matter.
- (e) Millennium Wood (and Jubilee Wood) Nothing to report
- (f) Bridleway on disused railway line and other railway linked matters
Mr. Rayner reported that the Mid Norfolk Railway continues to work on an alternative path with some terracing being put in to make it more level. There are some technical difficulties with having the railway footpath designated as a public right of way (PRoW) with one of the requirements being for the route to run between two public highways which would mean from Station Road to County School Station. Mr. Rayner is to send a holding reply to Norfolk County Council in respect of the bridleway.
- The Chairman has communicated with Frances Salway, Countryside Access Officer, on the PRoW from north of County School Station towards Broom Green. The principal concern remains with the farmer's policy each winter in allowing his cattle to roam freely across the PRoW which makes it impossible and indeed dangerous for members of the public to use it. There is a legal obligation to allow walkers and horse riders to use it at all times. It is felt that it is time for Norfolk County Council to take some positive action.
- (g) Prince William Wood A tree has been tidied up by Mr. Markwell

280 Allotments (item 256)

Nothing to report

281 Street Lights (item 257)

Mr. Markwell has introduced himself to Westcotec Ltd and Norfolk Street Lighting.

282 Highway Matters (item 258)

Mr. Grainger has chased the following three matters:-

- a) There is damage to Holt Road (near the Brookside development) with the centre of the carriageway worn.
- b) The right of way issue.
- c) The cycleway through the village green.

Some potholes are to be repaired and they have already been marked. In addition, progress in respect of the Public Partnership projects is to be chased. The Clerk will also speak to Linda McDermott, the County Programme Engineer for Norfolk County Council.

283 Pavilion and Playing Field (item 259)

The pavilion has reopened . The Slimming World Consultant has made alternative arrangements but other groups are starting to rebook. A new loft ladder has been ordered.

284 Youth Club facilities (item 260)

Mr. Fitzalan Howard thanked Elmham News for all their help with the survey. 695 surveys had been delivered to parishioners but only 24 had been returned. Of these, 21 were in support, one was against and two were uncertain. Of the positive comments, the most popular item was a skatepark. To summarise, the response was extremely disappointing.

285 Eastgate Centre (item 261)

Nothing to report.

286 Affordable Housing - update (item 262)

Nothing to report.

287 Brookside Development update (item 263)

A communication has been received from Cameron Main, Engineer (Street Lighting) of Norfolk County Council. He confirms that, following a review, the County Council does not require any street lighting on the estate. Mr. Fitzalan Howard felt that some lighting was needed at the entrance and on the car park. This view was shared by all members. Mr. Rayner is to draft a response.

288 Risk Management – considerations and updates (item 264)

The Clerk had written to the Parish Council's insurance brokers asking for confirmation that any volunteer carrying out work on behalf of the Parish Council would be duly covered. A copy of the response is detailed below:-

Further to our recent telephone conversation earlier today, we are able to confirm that providing all employees and volunteers will be working at the sole request of and under the sole control of the Parish Council, using tools materials and equipment provided by the Parish Council that the existing Public and Employers Liability Sections of the policy would apply.

We would only expect Employees and Volunteers to be involved with the less hazardous work involved in path maintenance, grass cutting or litter collection, with the use of non-powered tools only, other than lawnmowers/grass cutting equipment and strimmer's, when stout footwear should be worn and also safety goggles in the case of strimmer's. Cleaning materials must be not stronger than those available on shop shelves.

Employees and Volunteers should be between the ages of 16-75 years and must be physically fit and able to carry out the work expected of them in order for them to be covered by the Personal Accident Section of the Policy. Anyone under the age of 16 will require an adult to be present and will require parental permission.

All other work should be undertaken by Contractors, who have their own Public Liability insurance with a Limit of Indemnity of not less than £5,000,000.

All cover is subject to the terms, conditions and exclusions of the policy and the Limits of Indemnity.

289 Defibrillators (item 265)

The Chairman and Miss Ferris have investigated the current situation. The defibrillator is in working order and sited on the wall at the front of the surgery car park. It has not been used since it was bought in 2016. The East of England Ambulance Service (EEAS) does not support the VETS system but the Community Heartbeat Trust (CHT) is attempting to get them to do so. A new system called Circuit is to be launched shortly but there is doubt at this early stage as to how effective this is likely to be. It was agreed by all to invite Chris Neill, the chairman of NARS, to a future meeting but to carry forward this matter until September. Proposed by Miss Ferris and seconded by Mr. Grainger.

290 Village litter pick (item 266)

A news item has been placed in Elmham News.

291 Village Green proposal for a tree planting scheme (item 267)

Nothing to report

292 Overview of Parish Council financial situation (item 268)

Nothing to report

293 Accounts for Payment and Schedule of Income

a) Resolved to approve the following Accounts for payment:-		
11/5/21	E-on (street lights – April) – (direct debit)	£195.62
23/5/21	Biffa (wheelie bin service from 24/4/21 to 21/5/21) = (d/d)	£35.57
2/6/21	K. Webb (Clerk’s pay for May)	£678.00
2/6/21	HMRC (tax and N.I. on Clerk’s pay)	£184.64
2/6/21	Mandrake (payroll service for April)	£24.00
2/6/21	Mole Country Stores (lawn seed)	£16.49
2/6/21	CGM (monthly grounds maintenance)	£804.55
2/6/21	Norfolk PFA (annual membership)	£25.00
2/6/21	Ravenscroft Tree Services (Oak tree pruning – Cedar Close)	£390.00
2/6/21	Di Dann (internal audit fee)	£90.00
28/5/21	PWLB (village green repayment) – direct debit	£626.45
1/6/21	PWLB (street lights repayment) – direct debit	£1,753.41
2/6/21	J.R.G. Fletcher (key keeping – April and May)	£62.50
2/6/21	D. Tyson (pavilion cleaning – 15 hours in May)	£133.65

(Expenditure approved by all members. Proposed by Mr. Labouchere and seconded by Mrs. Keeble)

a) Schedule of Income:		
5/5/21	Rural Payments Agency (FDM reimbursement)	£16.32

Balances (as at 19/5/21):- Current a/c - £111,758.56, Business Premium a/c £33,987.85

294 Approval of Annual Accounts for the year ended 31/3/21 and AGAR

The Clerk submitted the annual accounts for the year ended 31st March, 2021 which had previously been circulated to members. These showed income of £80,110 (£69,979), expenditure of £48,882 (£46,418) and a General Fund balance of £131,462 (£100,234). These figures will be transferred to AGAR which will be forwarded to the External Auditors together with the Certification and Report from the Internal Auditor, the Bank Reconciliation Report and the Explanation of Variances sheet. Acceptance of the Annual Governance Statement and the Accounting Statements was proposed by Mr. Phillips and seconded by Mr. Smith. All in favour. The Clerk will also include a report detailing the ring fencing of various funds for a number of identified future projects.

295 To Consider Planning Applications and Determinations:-

a) Applications

- (i) Mr. J. Ashford – conversion of one half of double garage to dog grooming parlour – 3PL/2021/0727/F – Orchard House, Pump Street – no objections.
- (ii) Mr. M. Hammond – demolish concrete panel garage and replace with new garage and office – 3PL/2021/0764/LU – 48 Station Road – no objections.
- (iii) Mr. C. Fish – dismantle brick work, rebuild gable, repair crack and repair roof – 3PL/2021/0582/LB – College Farm, Broom Green – no objections.

- (iv) Billingford Lakes Ltd – discharge of various conditions on 3PL/2016/0533/H - 3DC/2021/0117/DOC – Billingford Lakes, North Elmham Road – no objections.
- (v) Mr. R. Ravencroft – confirmation that planning permission ref. 3PL/2017/1056/F has been implemented and is extant – certificate of lawfulness existing use – 3PL/2021/0778/EU – Oakleigh Garden Shop, 25 Station Road – no objections.
- (vi) Oakleigh Garden Shop, 25 Station Road – 3PL/2021/0778/EU – confirmation that planning permission ref. 3PL/2017/1056/F has been implemented and is extant.

b) Determinations

- (i) Orchard Homes Ltd – proposed sub-station to approved development (3PL/2019/0874/F) – 3PL/2021/0400/F – land east of Brookside Farm, Holt Road – approved
- (ii) Mr. and Mrs. Leeder – erection of single storey bungalow and detached garage – 3PL/2021/0230/F - garden land to the rear of 38 Oak House, Station Road – declined

A parishioner had raised a query regarding a barn conversion on Church Lane (planning permission ref. 3PL/2020/0940/VAR). Concerns have been expressed about the installation of nine large low posts to retain wooden planks with soil behind. It is possible that these posts have been placed outside the site boundary and may be within the Church Lane public right of way. The matter will be drawn to the attention of Breckland Council (Planning Enforcement) who will be asked to investigate.

296 Correspondence

- 1) Dereham Safer Neighbourhood Team – Community update for May, 2021
- 2) Notification from RoSPA of Play Areas booked for inspections in June
- 3) Confirmation from brokers of insurance arrangements for working volunteers
- 4) Advice from NCC that they do not require street lighting on the Brookside Farm development.

297 Agenda items for next meeting:

- a) The Queen’s Platinum Jubilee in 2022.

298 Next Meeting:

Wednesday, 7th July 2021 at 7.30 p.m. – Pavilion.

The Annual Parish Meeting to is to be held on Wednesday, 23rd June 2021 (7.30 p.m.) at the Memorial Hall (to facilitate Covid requirements by utilising the extra space available)

There being no further business, the meeting closed at 8.58 p.m.

Chairman

Date