

Pre-Meeting Business: None

Public Participation: Two representatives from the Institute Bowls Club attended with a view to receiving updated information regarding current plans for enhanced CCTV camera coverage. They mentioned that the fence between the tennis and bowls clubs had fallen down which increased the risk of possible vandalism. It was asked if the Parish Council would be prepared to make a contribution to the cost of a replacement fence. The Chairman advised that the Parish Council had discussed sharing responsibility for improved CCTV coverage with the tennis club. However, it transpires that it is not appropriate for us to monitor the tennis club under data protection regulations. The tennis club understands this and indicated they will look at the feasibility of an installation that can be managed by them and would meet the regulations. We are, however, committed to improving the CCTV coverage from the pavilion including a long-range camera pointing up towards the playing field. It is anticipated this would capture images adjacent to the bowls club. Taken together this should provide an extra deterrent to the type of behaviour we have all had to tolerate. A parishioner mentioned the leaning wall along the footpath at the Cathedral Ruins. It is the responsibility of English Heritage and we are aware that a representative will be visiting within the next 2/3 weeks. Two drains in the village are blocked – one on Church Hill and the other on Eastgate Street (opposite number 39).

NORTH ELMHAM PARISH COUNCIL
Minutes of the
MEETING OF THE PARISH COUNCIL

held in the Pavilion at 7.30 p.m. on Wednesday 3rd December, 2025

539 Those Councillors Present Were:

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

Also in Attendance: Mr. K. Webb (Clerk) and three parishioners (two left after “Public Participation”)

540 Apologies for absence:

Mr. N. Markwell, Mr. C. Smith and Mr. G. Bambridge (District Councillor)

541 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.

542 Minutes of Meeting held on Wednesday, 5th November, 2025:

Resolved to approve the minutes as a true and accurate record. Agreed by all, (proposed by Mr. Phillips and seconded by Miss Ferris).

UPDATED INFORMATION AND MATTERS ARISING

543 Update from North Elmham Living Sustainably (NELS) Group (item 516)

Mr. Sowinski had spoken with Mr. Ben Earle who is to formulate some proposals. A parishioner had previously written to the Parish Council about the pit and concern for deer.

544 Land Management Matters (item 517)

- (a) Village Green Concrete bases are to be put down for the picnic tables. Quotations for the concrete are to be obtained. It was decided to wait until Spring for the better weather to enable this work to be done.
- (b) Cathedral Ruins Alison Naylor, English Heritage is to visit on the 17th December. A precise time is to be requested.
- (c) Cathedral Meadows Mr. Fitzalan Howard has attempted to obtain four quotations for replacement fencing with two having been received. The preferred option was from Alec Crisp at a cost of £5K (including VAT) and with posts of a life expectancy of 15 years. Acceptance proposed by Mr. Fitzalan Howard and seconded by Mrs. Keeble. All in favour.
- (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 Mr. Rayner had contacted Breckland Council for a copy of the updated transfer deed. This has been received and will be circulated to all members. The buffers to County School section hadn't been included as a permissive path. An exception is when emergency work or maintenance is needed, in which circumstances it is closed on a temporary basis. Mr. Rayner also raised with Mr. Robinson, Railway Liaison contact, the missing level crossing warning sign and requested the formalisation of a permissive path. He also queried plans for the bridge at the bottom of Church Lane.
- (g) Prince William Wood Nothing to report.
- (h) Church Meadow Nothing to report.

545 Allotments (item 518)

Nothing to report.

546 Street Lights (item 519)

The general view is that a replacement light in Holt Road is considered to be not necessary. Drax continues to produce mistakes with the attempted renewal of the contract providing electricity for the street lights. A complaint has, therefore, been lodged. The possibility of solar powered lighting is to be investigated.

547 Highway Matters (item 520)

The Village Gates have been installed with 50% of the cost to be covered by Norfolk County Council. No funds have yet been received so the Clerk will chase David Bullock, Senior Programme Technician. Mr. Gillespie reported that the hedge in Station Road has been cut and the situation is much improved with regard to using the pavement.

548 Pavilion and Playing Field (item 521)

A fee of £300 has been advised to Breckland Council for use of the pavilion for next year's election. A socket for outside lighting has been installed. The Christmas tree is due to be delivered on 5th December. The suggested additions to the booking form for the pavilion have been added. An improved CCTV quotation has been obtained and the necessary work will be carried out in due course.

549 Eastgate Centre (item 522)

Nothing to report.

550 Brookside Development update (item 523)

The Chairman has been liaising with Norfolk County Council, (Tommy Lambert, Engineer – Electric Vehicle Infrastructure) regarding EV charging procedures. There is an option to join the Plug in Norfolk network, which is a NCC run chargepoint network.

551 Risk Management – considerations and updates (item 524)

Nothing to report.

552 Overview of Parish Council financial situation (item 525)

Nothing to report.

553 Defibrillators (item 526)

Miss Ferris reported that the defibrillator at the surgery is not working and has to be regarded as defunct. It was issued in 2013 and this type is no longer manufactured. The Community Heartbeat Trust has been informed and a price is to be obtained for a new machine.

554 Local Plan update (item 527)

There are two sites in the Draft Plan:-

- a) Site NEL 1, which was previously site 205, is for 30 houses, with access onto Eastgate via the demolishing of a bungalow on Eastgate. This site, which was included in the last version of the draft plan, is opposed. The proposal is for it to be replaced by the Old Station Yard
- b) Site NEL 2 is for 50 houses and is supported.

Appropriate comments will be forwarded to Breckland Council by the deadline of 15th December as responses to the Local Plan consultation process.

555 New Village Hall (item 528)

The Chairman stressed the importance of the financial aspects and that the property valuations are crucial. A small working group is to be set up in January, concentrating on financial matters.

556 The future of the churchyard (item 529)

Nothing to report.

557 North Elmham Football Club facilities (item 530)

Nothing to report.

558 Location of skate ramp and associated repairs (item 531)

The three alternatives for this facility were as follows:-

- i) Leave the ramps in their current position and carry out repairs at a cost of about £5K.
- ii) Dispense with the facility and encourage parents to take their children to better equipped alternative sites such as the one in Dereham.
- iii) Relocate to another position in the village, e.g. to the village green.

Option ii) was agreed (removal of the skate ramp). Proposed by Mr. Sowinski, seconded by Mr. Fitzalan Howard. All in favour.

559 Report from District and/or County Councillors

Reports received can be read in full on the website.

560 Accounts for Payment and Schedule of Income

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

18/11/25	Drax (electricity for street lights – 1/10/25 to 31/10/25) – (d/d)	£399.65 **
23/11/25	Biffa (wheelie bin service from 25/10/25 to 21/11/25) - (d/d)	£81.36
28/11/25	E-on Next (pavilion from 5/10/25 to 31/10/25) – (d/d)	£156.31
12/11/25	E-on Next (electricity for Boars Hill – 7/10/25 to 27/10/25) –(d/d)	£6.62
28/11/25	Public Works Loan Board (Village Green – half yearly) – s/o	£626.45
3/12/25	D. Tyson (pavilion cleaning for November)	£146.52
3/12/25	K. Webb (Clerk's pay for November)	£900.87
3/12/25	HMRC (Tax and N.I. on Clerk's pay)	£331.33
3/12/25	Darren Brown (guttering and new tiles at the pavilion)	£660.00
3/12/25	Mrs. S. L. Hines (key keeping – Sept, Oct and Nov)	£93.75
3/12/25	Norfolk Parish Training & Sup (AGAR Assertion 10 training)	£43.20

** This figure is suspect and has been queried with Drax.

(Expenditure approved by all members – (proposed by Mr. Rayner and seconded by Mr. Philips)

b) Schedule of Income:-

7/11/25	Pavilion lettings	£30.00
14/11/25	North Elmham Bowls Club (annual rent)	£75.00
5/11/25	North Elmham F.C. (payment for referee's room)	£75.00
7/11/25	U.K. Power Networks (wayleave payment – land at Holt Road)	£8.03
28/11/25	Foxburrow Farm Ltd (A.M. Smith – half yearly rent)	£1,844.50
28/11/25	HSBC (coif inc div)	£30.62
28/11/25	HSBC (coif inc div)	£49.53

Balances (at 1/12/25):- Current a/c - £69,190.72, Business Premium a/c - £49,295.51
(Cambridge Building Society - £82,483.96)

Mr. Phillips presented a Draft Budget for 2026/2027 which showed predicted income of £63,841 and expenditure of £64,232. The revised tax base for the coming year is 533.9 (up from 523.4) and it was agreed by all to retain the Band D contribution at £80.64, giving a Precept of £43,054.

561 To Consider Planning Applications and Determinations:-

a) Applications

None

b) Determinations

None

562 Correspondence

- 1) Barclays Bank current account being switched to a Charity and Impact Account on 13/2/26 (free from charges remains).
- 2) Abnormal loads (re construction of underground cable routes) being transported through the region in the coming months, commencing 8/12/25.
- 3) Breckland Council consulting virtually on Regulation 18 of the Draft Local Plan on 8/12/25.
- 4) Information from North Elmham Bowls Club regarding vandalism and damage.
- 5) Parish Online newsletter with details of Assertion 10 and council-owned email addresses.
- 6) Quarterly newsletter from Norfolk's Police and Crime Commissioner.

563 Any Other Matters (for information only)

The highly valued work done throughout the year by volunteers is acknowledged by all. A Christmas gift of some wine will be given as a gesture of appreciation.

564 Agenda items for next meeting:

None

565 Next Meeting

Wednesday, 7th January 2026 at 7.30 p.m.

There being no further business, the meeting closed at 9.15 p.m.

Chairman

Date

DRAFT