

Pre-Meeting Business: None

Public Participation: The Parish Council, and Mr. Rayner in particular, was thanked for providing a regular flow of information regarding the District's Local Plan. There is a proposal for 30 new properties to be built off Eastgate Street, an area already considered as being congested. It was also felt that problems with surface water and subsequent flooding may well result. Other sites in the village were thought to be more suitable. It was acknowledged that previous examples of flooding had happened some time ago but Mr. Rayner is to be provided with full details.

## **NORTH ELMHAM PARISH COUNCIL**

### **Minutes of the**

### **MEETING OF THE PARISH COUNCIL**

**held in the Pavilion at 7.30 p.m. on Wednesday 5<sup>th</sup> June, 2024**

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#### **031 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, Mr. M. Rayner and Mr. C. Smith.

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

#### **032 Apologies for absence:**

Mr. G. Bambridge (District Councillor)

#### **033 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.

#### **034 Minutes of Meeting held on Wednesday, 1<sup>st</sup> May, 2024:**

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

It was mentioned that Mrs. Borgnis' resignation had been reported to Breckland Council. A request had been made for the co-option process to be started with an aim to locate a new member in the not too distant future.

## UPDATED INFORMATION AND MATTERS ARISING

### 035 Land Management Matters (item 007)

(a) Village Green Mr. Gee is to repair the damaged seat. The previously mentioned sign relating to dog grooming has been removed. The spring on the gate in the play area is broken. Mr. Phillips will rectify this matter.

(b) Cathedral Ruins Mr. Duffield is still out of action and his duties are being carried out by his wife. The suggestion to improve the state of the car park will be discussed at the next meeting.

(c) Cathedral Meadows Nothing to report.

(d) Broom Green Nothing to report.

(e) Millennium Wood (and Jubilee Wood) A communication had been received from a parishioner regarding the new ditch that has been dug near the entrance to Jubilee Wood. This has been put in place to accept access water and a suitable fence is to be installed in the near future for safety reasons. The architect previously wanted a longer pipe than the one now in place. As such, an easement has been requested which means that the architect will not be responsible or liable for any problems which may subsequently result from the pipe going across Parish Council land. The responsibility for maintaining the pipe and ditch, together with any associated expenditure, will lie with the Parochial Church Council.

Mr. Fitzalan Howard proposed that the easement be signed by the Chairman on behalf of the Parish Council and that the architect would not be responsible for any problems resulting from the change of the pipe route. This was seconded by Mr. Phillips with all members being in favour.

(f) Bridleway on disused railway line and other railway linked matters Nothing to report.

(g) Prince William Wood The rubbish bin is no longer being emptied by a parishioner. Mr. Markwell will ask Breckland Council to attend to this matter.

(h) Church Meadow Nothing to report.

### 036 Allotments (item 008)

The mirror to enable traffic to be seen when exiting the site has been installed.

### 037 Street Lights (item 009)

It has been established that there is no legal obligation to keep the lights on. There are, however, no savings to be made from switching them off as the supply is unmetered. Mr. Markwell is to chase Westcotec regarding the light which has still not been reconnected.

### **038 Highway Matters (item 010)**

The Community Speedwatch coordinator has asked for a new sign to be erected. It is apparent that the local police have no desire to get involved with this matter and, as such, it will be put in place with Mr. Gee creating the appropriate North Elmham design, subject to Highways approval.

A recent survey from the County Council lists three grit bins as being in the village. There are actually two more and the Chairman will make an appropriate response.

The temporary bus stop sign near the County School has been removed.

Messrs Braybrook and Fletcher are no longer going to look after the SAM cameras. The Chairman is to collect them from Mr. Braybrook. Volunteers are needed to carry out this important work for the village. The possibility of utilising solar charging is to be investigated.

### **039 Pavilion and Playing Field (item 011)**

The Football Club has a charity event at the ground this coming weekend. Mr. Smith is to speak to them regarding the fees owed for most of the season just finished. A charge of £265 has been quoted to Breckland Council for the hire of the pavilion for the forthcoming General Election. It is disappointing to note that no funds have been received in respect of the Police Election on 2<sup>nd</sup> May.

### **040 Eastgate Centre (item 012)**

Nothing to report.

### **041 Brookside Development update (item 013)**

Nothing to report.

### **042 Risk Management – considerations and updates (item 014)**

Nothing to report.

### **043 Overview of Parish Council financial situation (item 015)**

The existing mandates for both Barclays Bank and Cambridge Building Society are to be signed by Miss Ferris and Mr. Rayner.

### **044 Defibrillators (item 016)**

Miss Ferris has collected various items from Mrs. Borgnis and has also spoken to Martin Fagan of the Community Heartbeat Trust.

### **045 Call for Sites update – Breckland Council (item 017)**

It is felt that the consultation on the Breckland Council website is not particularly user friendly. In addition, there is a strong view that the opinions given by residents in response to the last consultation were basically ignored. Mr. Rayner is to draft a response which will be circulated to all members before the next meeting. The District Council's preferred sites for North Elmham are off Eastgate Street (30 houses) and off Back Lane (10 houses). It is surprising that the brownfield site at Station Road has not been mentioned.

### **046 Archive Group records (item 018)**

Mr. Smith is looking for second hand storage equipment.

## **047 North Elmham Living Sustainably (NELS) Group (item 019)**

Nothing to report.

## **048 S106 monies (£15.1K) received from Breckland Council (item 020)**

The grass is to be cut very low before installation and Mr. Phillips will check with both NGF Play and Nurture to ensure the suitability of the intended action.

## **049 Reorganisation of the Parish Charities (item 021)**

This matter is to be progressed over the next few weeks.

## **050 Maintenance of Churchyards (item 022)**

Mr. Labouchere is to speak to Nurture to establish whether they would be willing to provide a quotation for cutting the grass in the churchyards.

## **051 Sennowe Park Rave (item 023)**

Following a consultation, slides from the organisers have been circulated. The event is scheduled to take place on 16<sup>th</sup>, 17<sup>th</sup> and 18<sup>th</sup> of August.

## **052 Report from District and/or County Councillors (item 024)**

None

## **053 Accounts for Payment and Schedule of Income**

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

17/5/24	Npower (street light electricity from 1/4/24 to 30/4/24)–(d/d)	£426.06
26/5/24	Biffa (wheelie bin service from 27/4/24 to 24/5/24) - (d/d)	£61.25
29/5/24	E-on Next (pavilion from 5/4/24 to 4/5/24) – (d/d)	£107.11
5/6/24	Mandrake (UK) Ltd – payroll services for April	£27.72
5/6/24	Mandrake (UK) Ltd – payroll services for May	£27.72
5/6/24	D. Tyson (pavilion cleaning for May)	£137.28
5/6/24	J. R. Fletcher (key keeping – April and May)	£62.50
5/6/24	J. Duffield (work in Cathedral Ruins)	£130.00
5/6/24	Nurture Landscapes (grounds maintenance – April)	£325.96
5/6/24	Nurture Landscapes (grounds maintenance – May)	£317.92
5/6/24	K. Webb (Clerk’s pay for May)	£826.64
5/6/24	HMRC (Tax and N.I. on Clerk’s pay)	£244.58
5/6/24	Darren Brown (refurbishment of rebound wall)	£500.00
5/6/24	Darren Brown (refurbishment of skateboard ramp)	£800.00
5/6/24	M. Phillips (driveway mirror for the allotments)	£53.93
5/6/24	G. Murray (Internal Audit)	£100.00
5/6/24	T T Jones Electrical Ltd (street lighting July to September)	£475.48

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

a) Schedule of Income:-		
13/5/24	HMRC (refund of VAT from 1/4/23 to 31/3/24)	£3,878.38
31/5/24	Foxburrow Farm Ltd (A. M. Smith – half yearly rent)	£2,344.50
31/5/24	HSBC (coif inc div)	£46.74
31/5/24	HSBC (coif inc div)	£28.89
3/6/24	Allotment rents	£30.00
3/6/24	Bank interest (4/3/24 to 3/6/24)	£162.05
Balances (at 4/6/24):- Current a/c - £75,946.32, Business Premium a/c - £43,983.13		

## **054 Approval of the Annual Governance and Accountability Return (allocated reference 7 for AGAR identification purposes)**

The Annual Accounts had previously been circulated and showed an income of £75,746 (£58,948), expenditure of £53,647 (£53,296) and balances of £178,592 (£156,493). Mr. Murray had again carried out the Internal Audit and his report, together with the Annual Governance Statement, the Accounting Statements and associated documentation, is to be submitted to the External Auditors. The Notice of Public Rights for the required length of time will be published on the website in the normal way. The Clerk expressed his thanks to Mr. Murray for his highly valued professional work and assistance.

Mr. Fitzalan Howard proposed that the Annual Governance Statement, the Accounting Statements and other supporting documents be accepted. This was seconded by Mr. Phillips. All in favour.

## **055 To Consider Planning Applications and Determinations:-**

### **a) Applications**

- i) 11 Larch Grove – Mr. and Mrs. J. Hodson – 3PL/2024/0409/HOU – proposed single storey extension to rear (no comments).

### **b) Determinations**

- i) Nelson House, High Street – Mr. and Mrs. Earle – 3PL/2024/0137/F and 3PL/2024/0138/LB – conversion of outbuilding to create annex accommodation (approved).
- ii) Flint Cottage, Broom Green – TRE/2024/0085/TCA – felling of two softwood trees (permission granted)
- iii) Land at Brookside Farm, 74 Holt Road – 3NM/2024/0020/NMA – amendment to planning application 3PL/2023/0751/VAR – double garage for Plot 18 (permission granted).

Miss Ferris mentioned that a pavement in the village was being encroached upon by a private hedge. Mr. Rayner will draw the matter to the attention of the homeowner.

## **056 Correspondence**

- 1) E-mail from parishioner expressing concern regarding a barking dog in the village (response made)
- 2) Notification of review of Breckland's boundary arrangements by The Local Government Boundary Commission for England.
- 3) Parishioner query regarding the new trench in Jubilee Wood (fence to be erected).
- 4) Breckland Council announcing a series of exclusive workshops for town and parish councils for the Preferred Options phase of Breckland's Local Plan.
- 5) Request to support the campaign to improve the safety of lithium batteries and their disposal (no action to be taken).
- 6) Update from Leon Cole regarding Field Maneuvers 2024 consultation (the rave at Sennowe Park in August).

## **057 Any Other Matters (for information only)**

None

## **058 Agenda items for next meeting:**

Car Parks in the village (Church and Pavilion) and other matters at the Pavilion.

## **059 Next Meeting:**

Wednesday, 3rd July, 2024 at 7.30 p.m.

There being no further business, the meeting closed at 9.21 p.m.

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Chairman

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Date

