

Meeting Minutes of Emneth Parish Council
Thursday 24th June 2021 at 6.30pm held at Emneth Central Hall

Parish Councillors present: Lloyd Groves (Chair), Roland Fry, Yvonne Howard, Mark Purchase, Philip Leakey, Michael Pearson, Julian McCourt, Michael White. Also present: Kate Bennett (Parish Clerk), Harry Humphrey (District Councillor) Chris Crofts (Borough Councillor) and two members of the public

1 Welcome

The Chairman opened the meeting and welcomed everyone.

2 Apologies for absence

Apologies were received from Chris Dawson, Dan Finnis and Steve Curtis.

3 Members' Declarations of Interests in items on the agenda and any dispensations required considered

There were no declarations of interests given for any item on this month's agenda and no dispensations were required.

4 Open Forum for Public Participation: 15 minutes

No report.

5 To consider the two casual vacancies

One of the members of public present expressed an interest in the current parish councillor vacancies recently advertised. He introduced himself and told Members a little bit about himself and his interests. Two other written representations were read out by the Chairman. A discussion on all candidates to take place after Item 20 on this Agenda. This member of public then left the meeting.

6 To receive a report from the Chairman of Emneth Playing Field Committee

It was noted that £40,000.00 of grant money from the National Lottery had been received this year to enable the entire play equipment to be replaced. Prices to improve the car park are now being sought. Only one football team remains at the Playing Field and its future is also questionable. The only revenue currently is the £3,000.00 annual grant from the parish council. The bank balance is currently in a good position due to recent grant income (as at 4th June 2021 £31,290.68) but once this is spent on outstanding projects, funds are limited.

7 To approve the Minutes of the meeting held on 27th May 2021

It was resolved to accept the Minutes of the last meeting as a true record and these were signed by the Chairman.

8 Finance

- a) It was resolved to approve all outstanding payments per the Payments List attached to these Minutes. Councillors Fry and Howard to authorise the payments online with Unity Trust Bank after the meeting.
- b) Income since the last meeting was noted at £750.00 (cemetery).
- c) It was resolved to allocate the most recent £3,376.29 of Community Infrastructure Levy receipts to the cemetery/churchyard to maintain some memorials and complete tree works.
- d) Balance of Current Account at 31/5/2021 was £78,311.93 and the balance of the Claude Coates fund was £34,052.52.

9 Planning

- a) To consider planning applications since last meeting;
Planning Application 21/01040/O Erection of two dwellings at Pal-Mar, Chapel Lane, Emneth; it was resolved to object to this application based on over-intensive development of the site.

- b) To note any planning appeal notifications since last meeting: no report
- c) To note any decisions from the Borough Council since last meeting:
 - Planning Application 21/00854/F, side extension at 10 The Lovells, Emneth, application permitted.
- d) A meeting to progress a Neighbourhood Plan for the parish will take place after 19th July 2021 once covid regulations have relaxed.
- e) The Borough Council had recently hosted several online Local Plan update sessions. It was noted that some sites have been deallocated from the Plan due to the requirement of 750 houses per annum requiring to be built reducing to 528. If the parish council wishes to deselect any of their suggested sites for the parish from the Plan, a case needs preparing in time for the next consultation which starts in July 2021; Councillor Howard to action.

10 To discuss internal parish council issues

- a) Clerk to investigate the cost of purchasing some hi-viz tabards and some 'please don't park here' cardboard cut out signs for use at the playing field during events and for Hollycroft Road at school drop-off times when road safety is a major concern.
- b) It was resolved to create a wildlife area on one of the football pitches at the playing field making use of any free trees that Norfolk County Council are currently offering. A request to also be made for some trees to replace the poplars that were felled last year at the playing field.

Councillor Leakey joined the meeting.

11 Cemetery Issues

- a) Still awaiting confirmation from the Diocese to fell some trees.
- b) CGM Group to carry out a survey of the ash trees mid-summer.
- c) Councillor Groves to progress the idea of a columbarium wall.
- d) Nine memorials are still unsafe and require attention; Clerk to action.
- e) Councillor Groves and Fry to make a site visit to the churchyard to consider its current condition. Comments were made that it is in a poor state.
- f) Full grave burials are being offered to *residents* of the parish *only* as of 1st January 2020¹. It should be noted that the provision of cemetery services within a parish is a discretionary service.

12 Playing Field Issues; no further report from Item 6 of these Minutes.

13 To discuss Norfolk County Council issues including highways; no report.

14 To discuss Agricultural Allotment issues

- a) The Clerk had visited Grays Lane allotment land on 14th June 2021 and the vehicles were still in situ. She met with the tenant who agreed that these would be removed by the end of the month. Clerk to revisit early July.
- b) Councillor White agreed to contact Country Land Owners to ask for their assistance in providing information on current agricultural land rent prices for parish council allotment land at Grays Lane, Hungate Road and Lady's Drove to determine whether or not we are offering tenants competitive rents.

15 To discuss Village Hall issues

- a) Two CCTV units have now been purchased and delivered; awaiting delivery of batteries and then the units can be installed.

¹ Ashes interments are still permitted to non-residents, just full grave burials restricted to *residents* only

16 To receive a report from the County Councillor; no report.

17 To receive a report from the Borough Councillor;

- The new leader at the Borough Council is Stuart Dark.
- Lynnsport, Hunstanton and Downham Market to offer half price entry to children during the summer to encourage them to participate in sport.
- Chris Crofts is no longer Chair of Planning; he is now on the Regeneration and Development Panel and is the Borough representative for the Middle Level Commissioners.

18 To note any communications from the Police since last meeting

- a) Our new Community Engagement Officer is Paula Gilluley [paula.gilluley@norfolk.police.uk](mailto:Paula.gilluley@norfolk.police.uk)
- b) Residents are encouraged to report any anti-social behaviour issues on the Police 101 non-urgent number.

19 Items for the next meeting agenda

- Councillor Curtis to sign his Declaration of Acceptance of Office Form
- Councillor Wiles to sign his Declaration of Acceptance of Office and Code of Conduct Form
- To invite anyone present interested in the casual vacancy to introduce themselves to Members
- To consider the condition of the churchyard
- To consider the condition of the footpath at Elmside behind The Wroe

20 To consider excluding the public and press under the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the items to be discussed

21 To receive an update on the breach of planning permission at the canal towpath by an illegally sited caravan on parish land and to consider the future of the towpath

- a) A meeting had taken place with the relevant individual and an amicable solution is hoped for. The caravan occupant agreed to move his caravan off parish council land. Both Clerks from Emneth and Elm Parish Councils have diarised a further meeting in early July 2021 to meet with the occupant to note any progress with the moving of the caravan.
- b) Councillor Purchase had attended a recent FEET meeting and updated Members on recent activities.
- c) Councillor Groves and Councillor Purchase to have a meeting with representatives from Elm Parish Council concerning future plans for the towpath.

22 To discuss a contract for the Playing Field Caretaker

- a) The contract had been returned and signed; Clerk to action.

23 To discuss the representations for the two casual vacancies

- a) It was resolved to co-opt the member of public who was present onto the parish council; Mick Wiles of Elmside.
- b) The two candidates providing written representations to be invited to the July meeting to meet Members before any further decision is made to fill the further vacancy.

24 Date of Next Meeting

The next meeting will be held on Tuesday 27th July 2021 at 6.30pm in the Committee Room at Central Hall.

Meeting closed at 8.25pm

Chairman's signature

Emneth Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
37	Internal transfer	01/06/2021		Unity Current Account		Internal transfer	Internal transfer	Z	25.00	0.00	25.00
39	Village Hall Hire	02/06/2021		Unity Current Account		Expenses	Amazon	S	233.32	46.66	279.98
43	Premises Licence P/F	07/06/2021		Unity Current Account		Playing Field	Borough Council of King's Ly	E	70.00	0.00	70.00
40	Parks and Open Spaces	07/06/2021		Unity Current Account		Open spaces	Amazon	Z	46.44	0.00	46.44
41	Parks and Open Spaces	07/06/2021		Unity Current Account		Open spaces	Amazon	Z	46.44	0.00	46.44
42	British Telecom	08/06/2021		Unity Current Account		Telecoms	British Telecom	S	37.45	7.49	44.94
49	Clerk Salary	15/06/2021		Unity Current Account		Salary	Kate Bennett	Z	708.40	0.00	708.40
44	Village Hall Hire	20/06/2021		Unity Current Account		Expenses	Emneth Central Hall	E	30.00	0.00	30.00
51	Playing Field Caretaker	20/06/2021		Unity Current Account		Salary	Nicola Lane	E	241.28	0.00	241.28
47	Energy (electricity)	20/06/2021		Unity Current Account		Street lights	e.on	L	59.60	2.98	62.58
45	Stationery	20/06/2021		Unity Current Account		Expenses	Hussey Knights Ltd.	S	57.32	11.46	68.78
48	Street light maintenance	20/06/2021		Unity Current Account		Street lights	Westcotec Ltd.	S	87.66	17.53	105.19
46	Payroll	20/06/2021		Unity Current Account		Payroll	Advanced Payroll Services	Z	15.00	0.00	15.00
53	Expenses	20/06/2021		Unity Current Account		Expenses	Kate Bennett	Z	86.84	0.00	86.84
50	Litter Picker	25/06/2021		Unity Current Account		Salary	Jean Eady	E	346.48	0.00	346.48
52	PAYE	25/06/2021		Unity Current Account		Salary	HM Revenue and Customs	E	89.40	0.00	89.40
54	Parks and Open Spaces	25/06/2021		Unity Current Account		Open spaces	Elm Parish Council	Z	17.00	0.00	17.00
38	Internal transfer	28/06/2021		Unity Current Account		Internal transfer	Internal transfer	Z	138.89	0.00	138.89
Total									2,336.52	86.12	2,422.64