

Meeting Minutes of Emneth Parish Council
Tuesday 26th October 2021 at 6.30pm held at Emneth Central Hall (draft)

Parish Councillors present: Stephen Curtis (Chair), Yvonne Howard, Brenda Poole, Mark Purchase, Michael Pearson, Dan Finnis, Julian McCourt, Roland Fry, Phil Leakey. Also present: Kate Bennett (Parish Clerk) and County Councillor Dawson, Borough Councillor Crofts and Harry Humphrey

1 Welcome

In the absence of Lloyd Groves, Steve Curtis was Chair for the meeting and Roland Fry Vice-Chair.

2 Apologies for absence

Apologies were received from Lloyd Groves.

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

No declarations of interests were given and no dispensations were required.

4 Open Forum for Public Participation: 15 minutes

There were no members of public present.

5 To approve the Minutes of the meeting held on 28th September 2021

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

6 Clerk to provide an update on matters not included on this month's Agenda

- a) It was noted that the Clerk is investigating costs and logistics of reducing the size of the spoil heap in the cemetery.
- b) No further information has been made available yet regarding Planning Application 21/01569/F proposed change of use from a hotel to a large house of multiple occupancy at Elme Hall, 69 Elm High Road, Emneth which the parish council has objected to.
- c) The Clerk is still considering prices and styles of a replacement bench for the cemetery.

7 Finance

- a) It was resolved to approve expenditure of £468.00 for 2021/22 subscription to Scribe Cemetery.
- b) It was resolved to approve all outstanding payments per the October payments list.
- c) Income since the last meeting was noted at £825.95.
- d) It was noted that 2020/21 agricultural land rent invoices have been sent out to all tenants.
- e) It was noted that the Norfolk Community Foundation have requested the return of grant monies¹ donated last year for *Victory in Europe Day* celebrations which to date have not taken place. It was noted that a joint Queen's Platinum Jubilee and belated Victory in Europe Day celebrations are planned for early summer 2022.
- f) October 2021 *Community Infrastructure Levy* payment due from the Borough Council is £1,583.73.
- g) Balance of the Current Account at 5th October 2021 was £53,937.13 and the balance of the Claude Coates fund, £34,708.08.

8 Planning

- a) To consider planning applications since last meeting;

Planning Application 1: 21/01857/F The Old Jam Factory, Chapel Lane; two storey infill extension and remodeling to form a three bedroom house with garage and dance studio/gym that is run as a business

¹ £591.00 in total

(retrospective): it was resolved to *object* to this application based on a lack of available parking for a business operation at this location with limited space for access and egress on an already congested and narrow lane.

- 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 21/01619/F, WM Morrisons, The Peel Centre, Elm High Road, Emneth, construction of a sheltered canopy for the loading of home shopping vans; permitted.
- d) Neighbourhood Plan preparations for the parish are still on-going; no report. Councillor Howard needs other volunteers to come forward and help with this project.
- e) Councillors Howard and Fry to attend the Planning Update Session being hosted by the Borough Council on Monday 15th November at 2.30pm and 5.30pm via Zoom.

9 To discuss Parish matters

- a) It was noted that the Queens Platinum Jubilee takes place on 2nd June 2022; Clerk to determine with the Village Hall Committee any planned events for this celebration.
- b) It was resolved to investigate the plethora of nitrus oxide cannisters being found in the village with Trading Standards; Harry Humphrey to action.

10 Cemetery Issues

- a) An updated grounds maintenance contract from CGM Group was considered; this now includes the spraying of the ashes section. Prices have increased by 3% since 2016: it was resolved to approve this contract for future grounds maintenance at the cemetery/churchyard.
- b) It was resolved to approve the reimbursement of £400.00 to Mr. Arthur Loveridge for the exclusive rights of burial fee for burial plot P16: Mr. Loveridge has now agreed to take plot P19 following the use of his reserved plot by A.N. Other party.
- c) Councillor Groves to provide an update with the columbarium wall for the cemetery at the next meeting.
- d) Full grave burials are being offered to *residents* of the parish *only* as of 1st January 2020². It should be noted that the provision of cemetery services within a parish is a discretionary service.

11 To discuss Village Hall issues

- a) A CCTV camera has now been installed in the front car park; the rear one will be fitted when a wifi extender has been purchased to provide coverage for the rear.

12 To discuss Norfolk County Council issues including highways

- a) It was resolved to not pursue with the provision of a new litter bin for the bus stop at Gaultree Square at this time. Clerk to ensure thanks are passed on to the owner of the Premier shop for offering to purchase one but the logistics of emptying a bin of this size are not practical.
- b) Clerk to pass on the Playing Field Chairman email address to Chris Dawson for follow up on the 1m trees for Norfolk project.
- c) i) It was resolved to approve expenditure to Westcotec Ltd. for a replacement bus shelter opposite the junction to Elmfield Drive; this will be via the 2022/23 Norfolk County Council Parish Partnership Scheme and the parish council's financial contribution will be £2,497.50.
ii) It was resolved to delay the purchase of a replacement shelter for outside The Peel Centre at Elm High Road until the current shelter has been cleaned down and possibly repainted. Clerk to approach B&Q and Morrisons for a donation towards a replacement shelter.

13 To receive a report from the County Councillor

- a) A public meeting regarding the Welney Wash is being held in November.

² Ashes interments are still permitted to non-residents, just full grave burials restricted to *residents* only

- b) It is believed that there will be an increase in council tax for the next financial year.

14 To receive a report from the Borough Councillor

- a) The application process to the general Community Infrastructure Levy fund is being reviewed: £1.4m has been allocated to this fund this year.
- b) It is believed that there will be an increase in council tax next year.
- c) Borough Council staff have been given a 2% increase in their wages plus one further days holiday per year.
- d) Smaller organisations e.g. internal drainage boards and the Middle Level Commissioners who used to be able to use red diesel for their machinery are now not able to and have to use white diesel.
- e) The review of the Local Plan closed end September.

15 To note any communications from the Police since last meeting

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

16 Items for the next meeting agenda

- To consider 2022/23 Budget figures
- To provide an update on a new bench for the cemetery
- Update on the installation of the CCTV at the rear of the village hall
- 1m trees for Norfolk; proposal to be with Chris Dawson by end November
- To discuss Playing Field issues
- To discuss Allotment issues
- To discuss purchasing a new projector/monitor for the Committee Room

17 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

18 To report on breach of planning permission by a caravan on parish land (towpath)

The Clerk reported recent correspondence from Elm Parish Council requesting an update on Emneth's position with this breach; it was resolved for the Clerk to respond to Elm Parish Council's queries as discussed.

19 Date of Next Meeting

The next meeting will be held on Tuesday 30th November 2021 at 6.30pm in the Committee Room at Central Hall.

Meeting closed at 8.05pm

Chairman's signature

Emneth Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
133	Internal transfer	01/10/2021		Unity Current Account		Internal transfer	Internal transfer	Z	25.00		25.00
115	Playing Field	22/10/2021		Unity Current Account		Playing Field	CGM Group	S	731.15	146.23	877.38
116	Cemetery and Churchyard	22/10/2021		Unity Current Account		Cemetery	CGM Group	S	140.00	28.00	168.00
117	Cemetery and Churchyard	22/10/2021		Unity Current Account		Cemetery	CGM Group	S	270.25	54.05	324.30
118	Stationery	22/10/2021		Unity Current Account		Stationery	Hussey Knights Ltd.	S	33.48	6.70	40.18
121	Street light maintenance	22/10/2021		Unity Current Account		Street lights	Westcotec Ltd.	S	87.66	17.53	105.19
123	British Telecom	22/10/2021		Unity Current Account		Telecoms	British Telecom	S	37.45	7.49	44.94
125	Cemetery and Churchyard	22/10/2021		Unity Current Account		Cemetery	Veolia Ltd.	S	105.68	21.14	126.82
128	Subscriptions	22/10/2021		Unity Current Account		Cemetery	Scribe	S	468.00	93.60	561.60
119	Training	22/10/2021		Unity Current Account		Training	Norfolk Parish Training Suppx	Z	40.00		40.00
120	Website	22/10/2021		Unity Current Account		Expenses	Emneth Design PC Repair Sei	Z	25.50		25.50
122	Village Hall Hire	22/10/2021		Unity Current Account		Expenses	Emneth Central Hall	Z	22.50		22.50
124	Unity Bank Charges	22/10/2021		Unity Current Account		Bank	Bank	Z	3.00		3.00
126	Payroll	22/10/2021		Unity Current Account		Payroll	Advanced Payroll Services	Z	15.00		15.00
127	Clerk Salary	22/10/2021		Unity Current Account		Salary	Kate Bennett	Z	708.40		708.40
129	Litter Picker	23/10/2021		Unity Current Account		Salary	Jean Eady	Z	307.28		307.28
130	Playing Field Caretaker	23/10/2021		Unity Current Account		Salary	Nicola Lane	Z	241.48		241.48
131	Expenses	24/10/2021		Unity Current Account		Expenses	Kate Bennett	L	86.02	2.50	88.52
132	PAYE	24/10/2021		Unity Current Account		Salary	HM Revenue and Customs	Z	79.40		79.40
134	Internal transfer	26/10/2021		Unity Current Account		Internal transfer	Internal transfer	Z	138.89		138.89
Total									3,566.14	377.24	3,943.38