

Meeting Minutes of the Annual Meeting of Emneth Parish Council (draft)
Tuesday 31st May 2022 in the Committee Room at Emneth Central Hall at 6.30pm

Parish Councillors present: Lloyd Groves (Chair), Roland Fry, Yvonne Howard, Dan Finnis, Mark Purchase, Michael Pearson, Julian McCourt, Mick White, Mike Wiles and Steve Curtis. Also present: Kate Bennett (Parish Clerk), Chris Dawson (District Councillor), Chris Crofts (Borough Councillor) and four members of the public

Apologies: Harry Humphrey, Brenda Poole

1 Welcome

The Chairman welcomed everyone to the meeting.

2 To receive nominations for and to elect a Chairman for 2022 2023

By a majority vote, proposed by Councillor Curtis and seconded by Councillor Purchase it was resolved to appoint Lloyd Groves as the Chairman for 2022 2023 and he signed a declaration of acceptance of office and code of conduct form.

3 To receive nominations for and to elect a Vice-Chairman for 2022 2023

By a majority vote, proposed by Councillor Purchase and seconded by Councillor McCourt it was resolved to appoint Councillor Curtis as Vice Chairman for 2022 2023.

4 To receive and approve apologies for absence

Apologies were received and approved as above.

5 Members' Code of Conduct

Members were reminded of their requirement to ensure the details on their Register of Interests forms are up to date and to advise the Clerk of any revisions required.

6 Members to declare any conflict of interests in items on the agenda and to consider any dispensations

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

7 Open Forum for Public Participation: 15 minutes

Three members of the public were present to provide representation regarding their interest in a recent planning application for a House of Multiple Occupancy at Elme Hall Hotel which had been refused by the Borough Council of King's Lynn & West Norfolk. They confirmed that all prospective tenants would be fully referenced by the Letting Agent prior to their six month contract being signed; cameras would be on-site to provide security and the property would be 'manned' 24 hours per day. Weekly inspections would be carried out by the Letting Agent. Their target market is contractors / starter homes / the elderly / divorcees etc. providing an affordable solution for those not able to enter the property market; some disabled units are also being provided. The applicants confirmed that their Business Model had been based on less than 100% occupancy. The Parish Council resolved to consider the detail of the application again if a further application is submitted for consultation but concerns still remain surrounding anti social behaviour / security / tenant selection. These three members of public left the meeting.

Julia McCourt provided an update on plans for the Platinum Jubilee celebrations. It was noted that only 140 out of the 500 mugs purchased had been applied for; it was agreed that the balance could be sold over the Jubilee weekend festivities at £2.50 per mug.

8 To approve the Minutes of the last meeting held on 28th April 2022

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

9 Clerk to provide an update on matters on the Agenda; if necessary

- a) It was noted that Giant Hogweed growing at the rear of a resident's garden is causing issues along the towpath which is jointly owned by Emneth and Elm Parish Councils. The Clerk has written to the Occupier but to date not had a response; it was resolved for the Clerk and Councillor Purchase to attempt to pay a visit to the house to request their assistance with spraying / treating the hogweed; ongoing.
- b) It was noted that the CGM Group, the current contractor at the cemetery / churchyard are currently providing a terrible grass cutting service; as at 31st May their last visit was 28th April and their contract is to cut / litter pick / strim every two weeks. Clerk to investigate alternative contractors.

10 To consider and approve the 2021 / 2022 Statement of Receipts & Payments

It was resolved to approve the Statement of Receipt and Payments for 2021 2022 as seen.

11 To consider and complete Section 1 of the Annual Governance and Accountability Return 2021 / 2022

Section 1 of the Annual Governance and Accountability Return was considered and agreed, completed and signed by the Chairman.

12 To approve Section 2 of the Annual Governance and Accountability Return 2021 / 2022: Accounting Statements

Section 2 of the Annual Governance and Accountability Return was considered and agreed and signed by the Chairman.

13 To appoint representatives on the following Working Party Groups: a) Finance, b) the Cemetery and c) former canal towpath

- a) It was resolved that Lloyd Groves, Steve Curtis, Yvonne Howard and Roland Fry be on the Finance Working Party group for 2022 / 2023.
- b) It was resolved that Roland Fry, Steve Curtis and Dan Finnis would be representatives on the Cemetery Working Party group for 2022 / 2023.
- c) It was resolved that Mark Purchase and Lloyd Groves would be representatives for the former canal towpath.

14 To appoint representatives on outside bodies for 2022 / 2023: a) Emneth Central Hall Management Committee, b) the Playing Field Committee and c) Police

- a) It was resolved that Mark Purchase would be the parish council representative on Emneth Central Hall Management Committee.
- b) It was resolved that Lloyd Groves, Julian McCourt, Dan Finnis and Mark Purchase would be parish council representatives on the Playing Field Committee.
- c) It was resolved that Mick Wiles and Roland Fry would be the Police representatives.

15 Finance

- a) It was noted that the quote for the Parish Council Annual Insurance Premium had increased by 21% from last year; it was resolved to approve the quote of £1.674.22 from Hiscox Insurance. *For the purpose of the Minutes it should be noted that during and post the coronavirus pandemic many parish councils have been claiming for smaller items / issues than previously and this is allegedly why premiums have increased so much plus the increase in the cost of repairs / national living wage / national insurance / fuel / energy.*

- b) It was resolved to approve all of the outstanding payments per the May 2022 Payments List. Councillors Fry and Howard to authorise the payments online after the meeting.
- c) It was resolved to approve a quote for £1,200.00 to carry out maintenance works in the churchyard, to the perimeter hedges and to the church's perimeter wall.
- d) Income since the last meeting was noted at £600.00: £400.00 from the cemetery and a £200.00 grant from Norfolk Community Foundation Small Grant Scheme.
- e) Councillor Fry and Councillor Howard signed a letter to Unity Trust Bank to increase the limit on the multipay credit card to £500.00.

16 Parish Matters

- a) It was resolved to appoint Councillor Fry as the Litter Picker's Line Manager.
- b) It was resolved to approve the installation of a tram memento in the location as seen at the site meeting on 27th September 2022 at Birds Corner attended by the Clerk, Councillor Groves, White, Howard, Fry and Poole. It was resolved to approve a grant of £400.00 towards the memento.
- c) A grant of £200.00 has been received from the Norfolk Community Foundation's Small Grant Scheme to purchase a tree/s to commemorate the Platinum Jubilee. Councillor Groves agreed to investigate suitable varieties and costings.
- d) The replacement bus shelter on the A1101 opposite Elmfield Drive is now in situ; invoice awaited.
- e) Councillor Groves agreed to clean the bus shelter on the A1101 outside Morrisons.

17 To consider planning applications and decisions since last meeting

- a) To report planning applications since last meeting¹
 - Planning Application 22/00612/F proposed agricultural barn conversion to residential dwelling including demolition of rear lean-to and new extension at 91 Church Road, Emneth; it was resolved to initially seek clarification from the Borough Council if this 'barn' has been used continuously for the last ten years for agricultural purposes to qualify for conversion rights before submitting a comment to the application.
- 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 21/01569/F Elme Hall Hotel, 69 Elm High Road, Emneth proposed change of use from a hotel to a large house of multiple occupancy; refused by the Local Planning Authority.
 - Planning Application 22/00616/F 45 Fendyke Road, Emneth single storey extension to dwelling; approved by the Local Planning Authority.
 - Planning Application 22/00554/F Land East of 11 to 37 Elm High Road, Emneth construction of temporary construction access road to serve approved development of 117 houses; approved by the Local Planning Authority.

18 To discuss Agricultural Allotment issues

Councillor Finnis agreed to take a look at the allotment land at Grays Lane to determine how many unauthorized vehicles are still occupying parish council land.

¹ Most planning applications are considered online inbetween monthly meetings so as not to miss the statutory 21-day consultation period provided by the government

19 Correspondence

- a) A letter from Norfolk Accident Rescue Service (NARS) was noted.

20 Playing Field Issues

- a) Councillor White agreed to seek a quote for a further set of goals for the playing field.

21 To receive any Norfolk County Council highways issues

- a) Clerk to report to Highways the overgrown verge at the top of Hawthorn Road.

22 To receive a report from the Borough Council

- a) The next opportunity to apply for funds from the Community Infrastructure Levy Fund is from 1st July 2022.
- b) Entrance fees to Leisure Centres in King’s Lynn, Downham Market and Hunstanton during the school summer holidays for children will be just £1.00.

23 To receive a report from the County Council

- a) There is an opportunity to apply for further funding for a replacement bus shelter at The Peel Centre via both the Parish Partnership Scheme and the Community Infrastructure Levy fund.
- b) Chris Dawson has a site meeting at Lady’s Drove to address amongst other issues the breaking up at the edges of the road and the positioning of a telegraph pole.
- c) A new Transport Plan is being written which will include the use of electric vehicles / buses.
- d) The County has now written a statement regarding the proposed incinerator for Wisbech detailing that they feel there is an over-supply already in the County and they do not support the proposed location.

24 To note any Police matters since last meeting

- a) The next Safer Neighbourhood Action Panel meeting is 20th July online via TEAMS.

25 Items for the next meeting agenda

- Community Infrastructure Levy application
- Neighbourhood Plan
- Line Manager for Playing Field Caretaker

26 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; no report

27 Date of Next Meeting

The next meeting will be held on Tuesday 5th July 2022 at 6.30pm at Central Hall.

Meeting closed at 8.30pm

Chairman’s signature