

Parish Councillors present: Lloyd Groves (Chair), Roland Fry, Yvonne Howard, Dan Finnis, Mark Purchase, Steve Curtis (Vice-Chair), Philip Leakey, Michael Pearson, Julian McCourt. Also present: Kate Bennett (Parish Clerk), Harry Humphrey (District Councillor) Chris Crofts (Borough Councillor) and one member of the public

## **1 Welcome**

The Chairman opened the meeting and welcomed everyone.

## **2 Apologies for absence**

No report.

## **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 Approval of the Minutes held on 30<sup>th</sup> March 2021**

It was resolved to accept the Minutes of the last meeting as a true record and these will be signed by the Chairman at a later date.

## **6 Progress update on items since last meeting not on this month's Agenda**

- a) Victory in Europe Day celebrations are now planned for 10<sup>th</sup> July 2021
- b) Four out of the thirteen memorials in need of repair in the cemetery have now been repaired
- c) A quote from the Friends of Elm and Emneth Towpath (FEET) for a new 330m path was noted
- d) Signage to deter parking outside the school is still on-going
- e) Progress with quotes for new footpaths in the village are still awaited from Highways
- f) A new noticeboard in the cemetery has been installed

## **7 Finance**

- a) It was resolved to approve all outstanding payments as Payments List attached to these Minutes. Councillors Fry and Howard to authorise the payments online with Unity Trust Bank as uploaded by the Clerk.
- b) Income since the last meeting was noted at £38,000.00 (the annual precept for the parish)
- c) Balance of Current Account at 31/3/2021 was £39,726.87 and the balance of the Claude Coates fund was £33,724.74. Total across all banks £73,451.61.
- d) It was resolved to approve expenditure up to £100.00 for three new signs at the canal towpath to deter motorized vehicles from using it.
- e) A quote from Elm Parish Council for two kissing gates and a stile at the towpath was noted at £1,620.00 + Vat. It was resolved to not progress with these at this stage but to monitor the situation with quad bikes using the towpath and revisit next year if necessary.

## **8 Planning**

- a) To consider planning applications since last meeting: no report.
- 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 21/00116/F The Homelands, 60 Gaultree Square, demolition of existing conservatory and proposed two storey rear extension; permitted.

- d) Two mobile home units at the A47 lorry wash have been reported to Enforcement for investigation.
- e) Amey Consulting have now provided final footway lighting layout drawings for the proposed new development at 11-37 Elm High Road. Clerk to continue to investigate the commuted sum from the developers for 30 years+ of maintenance costs; on-going.

**9 To discuss internal parish council issues**

- a) The new email address for the parish council is [clerkemnethparish@hotmail.com](mailto:clerkemnethparish@hotmail.com)
- b) Correspondence from the Borough Council reported that legislation has now been approved for local authorities to continue to meet virtually via Zoom until 25<sup>th</sup> June 2021. For the purpose of the Minutes this information from the Borough Council now seems questionable; Clerk is yet to determine the exact legal position.
- c) A current BBC news item was noted regarding the automatic disqualification of councillors for not attending six consecutive meetings of the parish council. It was noted that the coronavirus pandemic had made meeting physically impossible but virtual meetings had been going ahead for 12 months and their lack of enthusiasm to try to embrace the technology to enable them to join virtual meetings had sadly resulted in their automatic disqualification from being a councillor. It was noted that this applies to two Emneth parish councillors; Chairman to advise the two councillors accordingly.

**10 To note key correspondence received since last meeting:** no report.

**11 Cemetery Issues**

- a) It was resolved to approve a six monthly tree inspection for the ash trees in the churchyard in order to manage the ash die back situation.
- b) A faculty has been applied for from the Diocese for the two trees that need felling: on-going.
- c) Full grave burials are being offered to *residents* of the parish *only* as of 1<sup>st</sup> January 2020<sup>1</sup>. It should be noted that the provision of cemetery services within a parish is a discretionary service.

**12 Playing Field Issues**

- a) It was noted that the new play equipment at the play area is looking fantastic. Thanks to be recorded to Alex Lane for all his hard work in achieving this.

**13 To discuss Norfolk County Council issues including highways**

- a) It was noted that County Councillor Humphrey is retiring in May 2021. The Chairman thanked him for all of his support over the years and wished him all the very best in his retirement.

**14 To discuss Agricultural Allotment issues**

- a) It was noted that the scrap vehicles from the Grays Lane allotment land have still not been removed. It was resolved to advise the tenant that if the vehicles are not removed he will be served with a notice to quit the land in October of this year giving him one year to vacate the land.

**15 To discuss Village Hall issues**

- a) Councillor Groves to investigate putting a camera on the side of the building.

**16 To receive a report from the County Councillor:** please refer to the Report from the Annual Parish Meeting which took place just before this meeting when a report was given on the year's activities.

**17 To receive a report from the Borough Councillor:** please refer to the Report from the Annual Parish Meeting which took place just before this meeting when a report was given on the year's activities.

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

**18 To note any communications from the Police since last meeting**

- a) Our new Community Engagement Officer as of 4<sup>th</sup> May 2021 will be Paula Gilluley [paula.gilluley@norfolk.poloce.uk](mailto:paula.gilluley@norfolk.poloce.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**

- To elect a Chairman
- To approve the end of year accounts year ending 31<sup>st</sup> March 2021
- To approve the Annual Governance Accountability Return 2020 2021
- To discuss any progress with the purchase of signage to discourage parking outside the school
- To further discuss the provision of CCTV at the village hall
- To discuss the annual £3,000.00 donation to the Playing Field Committee
- To approve a contract for the Playing Field Caretaker

**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 discuss a contract for the Playing Field Caretaker**

- a) The content of the job description and contract for the caretaker was agreed

**22 To note progress regarding the breach of planning permission at the canal towpath by an illegally sited caravan on parish land**

- 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 within the next 6-8 weeks. Both Clerks from Emneth and Elm Parish Councils have diarised a further meeting in early June 2021 to meet with the occupant to note any progress with the moving of the caravan.

**23 Date of Next Meeting**

The next meeting will be held on Thursday 27th May 2021 at 6.30pm in the Main Hall at Central Hall.

This will be the Annual Meeting when the accounts for year ended 31<sup>st</sup> March 2021 will be approved and a Chairman elected for the incoming year.

Meeting closed at 8.50pm

Chairman's signature .....

## Emneth Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1 Training	22/04/2021		Unity Current		Training	Norfolk Parish Training	Z	80.00	0.00	80.00
2 British Telecom	22/04/2021		Unity Current		Telecoms	British Telecom	S	37.45	7.49	44.94
3 Payroll	22/04/2021		Unity Current		Payroll	Advanced Payroll	Z	15.00	0.00	15.00
4 Energy (electricity)	22/04/2021		Unity Current		Electricity	e.on	L	59.60	2.98	62.58
5 Street light maintenance	22/04/2021		Unity Current		Street lights	Westcotec Ltd.	S	87.66	17.53	105.19
6 Cemetery and	22/04/2021		Unity Current		Refuse collection	Veolia Ltd.	S	52.84	10.57	63.41
7 Cemetery and	22/04/2021		Unity Current		Noticeboard	Greenbarnes Ltd.	S	391.30	78.26	469.56
8 Cemetery and	22/04/2021		Unity Current		Refuse collection	Veolia Ltd.	S	0.00	0.00	0.00
9 Playing Field	22/04/2021		Unity Current		Refuse collection	Veolia Ltd.	S	52.84	10.57	63.41
10 Internal transfer	22/04/2021		Unity Current		Internal transfer	Internal transfer	Z	25.00	0.00	25.00
11 Internal transfer	22/04/2021		Unity Current		Internal transfer	Internal transfer	Z	138.89	0.00	138.89
12 Clerk Salary	22/04/2021		Unity Current		Salary	Kate Bennett	Z	708.40	0.00	708.40
13 Playing Field Caretaker	22/04/2021		Unity Current		Salary	Nicola Lane	Z	355.64	0.00	355.64
14 Litter Picker	22/04/2021		Unity Current		Salary	Jean Eady	Z	289.60	0.00	289.60
15 Expenses	25/04/2021		Unity Current		Expenses	Kate Bennett	Z	96.20	0.00	96.20
16 PAYE	26/04/2021		Unity Current		Payroll	HM Revenue and	Z	103.20	0.00	103.20
17 Cemetery and	27/04/2021		Unity Current		Cemetery	T Wiles	Z	70.00	0.00	70.00
<b>Total</b>								<b>2,563.62</b>	<b>127.40</b>	<b>2,691.02</b>