



**Draft Minutes of an Ordinary Meeting of Emneth Parish Council, Monday 24<sup>th</sup> August 2020 at 6.30pm held at Emneth Central Hall**

**In attendance:** Councillor Groves (Chair), Councillor Purchase, Councillor Fry, Councillor Harper, Councillor Curtis, Councillor McCourt, Councillor Leakey

**Apologies:** Councillor White, Councillor Wiles, Councillor Howard, Councillor Pearson, Borough Councillor Crofts, County Councillor Humphrey

**Parish Clerk:** Kate Bennett (not present) email: [emnethparishcouncil@hotmail.co.uk](mailto:emnethparishcouncil@hotmail.co.uk) Mobile: 07825 634 672

**Public:** 2

**MINUTES**

**1 Welcome**

The Chairman welcomed everyone to the meeting.

**2 Apologies for absence**

Apologies were given as above and approved.

**3 Declarations of Pecuniary Interest**

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

**4 Notice of Resignation**

It was noted that Councillor Oliver has resigned from the parish council. Thanks to be recorded for his input into the parish and local issues over the last few years.

**5 Public Forum<sup>1</sup>**

The meeting was temporarily suspended to hold the Public Forum.

- a) A resident of Church Road was present to advise that he had received permission from the drainage board to fill in the drain at Betsy Pad and grass it. Clerk to progress the matter further.
- b) A resident of Bambers Lane was present to express an interest in the casual vacancy that the parish council is currently carrying. The Clerk will contact the gentleman during September to invite him to attend the next meeting at the end of the month.

**6 Minutes**

It was resolved to accept the Minutes of the last meeting<sup>2</sup> as a true record and these will be signed by the Chairman at a later date.

**7 Matters arising from the Minutes**

There were no matters arising.

**8 Finance**

- a. It was resolved to approve all outstanding payments as set out below. Councillors Fry and Curtis to authorise the payments online with Unity Trust Bank as uploaded by the Clerk.

Payments - August 2020					
Payee	Goods/ Services	VAT	TOTAL	dd/chq	Supplier/Service
Salaries	1305.88	0.00	1305.88	EP	Clerk, Litter Picker and Playing Field Caretaker
Clerk expenses	67.80	2.60	70.40	EP	Postage, mileage, mobile, internet, stationery etc.
Jean Eady	0.00	0.00	0.00	EP	35 hours
Nicola Lane	0.00	0.00	0.00	EP	44 hours
HM Revenue and Customs	91.40	0.00	91.40	EP	PAYE
Westcotec	87.66	17.53	105.19	EP	August street light maintenance fee
E.on	59.60	2.98	62.58	EP	Energy for footway lighting - July 2020
Advanced Payroll Services	15.00	0.00	15.00	EP	June payroll
Veolia	118.89	23.78	142.67	EP	9 loads - wc 7/7/20 to 28/7/20
CGM Group	319.25	63.85	383.10	EP	Mowing to cemetery and churchyard
CGM Group	731.15	146.23	877.38	EP	Cutting the playing field and play area (5 of 7)
CGM Group	45.00	9.00	54.00	EP	Apply glyphosate to pathways and base of church in cemetery and churchyard
PKF Littlejohn	300.00	60.00	360.00	EP	Annual limited assurance review fee (external audit)
Emneth Design	30.50	0.00	30.50	EP	Website update service
British Telecom	27.70	5.54	33.24	dd	July phone services
	<b>3199.83</b>	<b>331.51</b>	<b>3531.34</b>		

<sup>1</sup> The Public Forum is 15 minutes only

<sup>2</sup> 28<sup>th</sup> July 2020

\*salaries reported together (data protection).

b. Income since the last meeting was noted at £460.00 (cemetery).

9 **Planning Applications;** to receive and consider *Planning Applications* since last meeting

- **Planning Application 20/00822/F (amended)** log cabin at 39 Fendyke Road, Emneth; it was resolved to recommend *approval* to the application.
- **Planning Application 20/01062/O** for the construction of a 4 bedroom dwelling at Land West of 71 Church Road, Emneth; it was resolved to recommend *approval* to this application.

b) **To note any appeal notifications since last meeting;**

- APP/V2635/W/20/3254790 Longridge, 37 Elm High Road, Emneth for Outline Application with some matters reserved for a proposed residential development. It was noted that documentation had been sent to the Secretary of State to support the parish council's recommendation of *refusal* to this development.

c) **To note any decisions from the Local Planning Authority<sup>3</sup> since last meeting;**

- **Planning Application 20/00798/F** erection of a general purpose agricultural building at Land East of 53 Mill Road, Emneth; approved.
- **Planning application 20/00856/F** erection of a single storey side extension to dwelling at 67 Falklands Drive, Meadowgate Lane, Emneth; approved.

d) A response had been received from Enforcement surrounding concerns with a breach of planning permission for **Planning Application 20/00111/F** (original application 19/01102/F) Palmer, 32 Hungate Road. It was noted that paperwork originally submitted to the parish council from the Borough Council had not been correctly completed and was therefore misleading to Members.

e) **To discuss street lighting requirements at the proposed new development at 11-37 Elm High Road, Emneth;** it was resolved to advise Norfolk County Council that although the parish council felt there was a need for footway lighting at this development the parish was not prepared to take on the future maintenance and energy costs of such but to encourage the County Council to provide footway lighting at such a large development on health and safety grounds.

10 **Cemetery Issues**

- a) Progressing the columbarium wall will recommence once the current coronavirus pandemic has eased and social distancing measures relaxed to allow a site meeting with potential suppliers.
- b) Councillor McCourt agreed to obtain a further quote for works to the medium risk trees; awaiting quote.
- c) Full grave burials are being offered to *residents* of the parish *only* as of 1<sup>st</sup> January 2020<sup>4</sup>. It should be noted that the provision of cemetery services within a parish is a discretionary service.

11 **To note any progress with the grinding out of the poplar tree stumps<sup>5</sup> at the playing field**

Work to be carried out after the school summer holidays.

12 **To note any progress with the bid to the 2021/22 Parish Partnership Scheme with Norfolk County Council<sup>6</sup>**

- a) It was noted that the proposal to extend the formal footpath along Church Road in front of the church had been approved and a quote for the project is now awaited from Norfolk County Council.
- b) The proposal for a crossing point along Church Road, somewhere near to 52 and 54 Church Road is being progressed.

13 **To discuss the relocation of the painted stones from the village sign at the church to Central Hall**

It was noted that the Central Hall Management Committee is very happy to install the stones at the Hall and have found someone to do the work for them free of charge.

<sup>3</sup> Borough Council of King's Lynn and West Norfolk

<sup>4</sup> Ashes interments are still permitted to non-residents, just full grave burials restricted to *residents* only.

<sup>5</sup> £2520 + VAT

<sup>6</sup> Bids need to be submitted by 4<sup>th</sup> December 2020

#### 14 General Correspondence

- a) Correspondence from the *Friends of Elm & Emneth Towpath* was noted regarding a loose gate post and some fencing at the Chapel Lane end of the entrance to the towpath. Clerk to arrange a quote to get it repaired and to share the cost of such with Elm Parish Council.
- b) Correspondence from the *Norfolk Community Foundation* was noted requesting any *unspent* grant monies received for financial relief during the Coronavirus pandemic be returned for use elsewhere. It was noted that a proportion of the £400.00 received had already been spent and it would be prudent to hold onto the balance in the current climate as the pandemic is clearly not yet over.
- c) A telephone call from an agricultural land tenant had been received concerning issues with livestock at the Grays Lane allotment land. Councillor Curtis and the Clerk had a meeting with all concerned and hopefully the matter is now resolved. It was noted that there is a considerable amount of scrap and old vehicles at these allotments that needs clearing.

15 To receive a report from the Borough Council; no report.

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

#### 17 To note any communications from the Police since last meeting

- a) The regular *Community Update* Newsletter from the *Downham Market Safer Neighbourhood Team* will be circulated when received.
- b) For the purpose of the Minutes it should be noted that several cases of antisocial behaviour to the rear of the village hall in the evenings have been reported this month.
- c) Residents are encouraged to report any anti-social behaviour issues on the Police 101 non-urgent number.

#### 18 To approve the new payscale for the Clerk

It was noted that Councillors Groves and Curtis had met with the Clerk on Thursday 2<sup>nd</sup> July to discuss her role, objectives and performance. It was resolved to approve the new payscale for the Clerk as of 1<sup>st</sup> April 2020.

#### 19 Agenda Items for the next meeting

- To co-opt a new councillor to fill the casual vacancy
- To arrange a budget meeting date
- To discuss a further quote for works to the *medium risk* trees at the cemetery
- To note progress with the grinding out of the poplar trees at the playing field (£2520.00 + VAT)
- To note any progress regarding extending the formal footway in front of the Church; Parish Partnership Scheme 2021/22
- To note any progress regarding a potential crossing point along Church Road; Parish Partnership Scheme 2021/22
- Grays Lane allotment land; to arrange to clear scrap vehicles etc.
- To discuss antisocial behaviour issues to the rear of the village hall

#### 20 Date of Next Meeting

The next meeting will be Monday 28<sup>th</sup> September 2020 at 6.30pm in the Main Hall at Emneth Central Hall.

Meeting closed at 7.30pm

Chairman's signature .....