

Page 113

Minutes of Emneth Parish Council meeting held at on Tuesday 6th December 2011 in Emneth Central Hall, Emneth at 7.00pm.

In attendance: Cllr R. Waterfield (in the Chair)

Cllrs: - Mr S. Curtis, Mr J. Fleet, Mrs O. Graham, Mrs G. Harper, Mrs Y Howard,
Mr J. McCourt, Mr P. Oliver, Mr N Terrington, & Mr M Wiles

Parish Clerk: Mrs M. Meyrick
County & Borough Council: Cllr H. Humphrey
Norfolk Constabulary: PCSO Ross
Emneth Playing Field Assoc: Mr M. Clayton

Public: 0

382. Apologies & Reasons for Absence

382.1. Cllr Towler.

382.2. Cllr White.

382.3. Cllr Crofts – attendance at another meeting.

383. Declarations of Interest

383.1. There were no declarations of interest.

384. Minutes

384.1. The minutes of the meeting of the Full Council held on Tuesday 25th October 2011 – amendments – page 107, decision box, line 3 to include '*Waterfield*' and page 107 item 365.1, item 01633 to include '*The votes were recorded as follows: - Councillors: - Curtis, Fleet, Harper, Howard Oliver, Towler & Wiles voted to support this application. Councillors: - Graham, McCourt, Terrington & Waterfield abstained from voting*'- subject to these amendments the minutes were agreed and signed as a true record by the Chairman.

384.2. The minutes of the extraordinary meeting of the Council held on Wednesday 2nd November – amendment – page 112, item 380 should read - '*380.4. Cllr Waterfield declared a prejudicial interest on item 380, land proposal 389*' - subject to this amendment the minutes were agreed and signed as a true record by the Chairman.

There was no public session as there was no public in attendance.

It was agreed to allow Mr Clayton to speak on the subject of the Playing Field Committee at this point.

385.1. Mr Clayton reported of the work carried out by the Playing Field Committee and that it has not requested an increase of its annual grant for a number of years. Mr Clayton requested the Parish Council give consideration to increasing the annual grant of £2500 to £3000 for the next financial year. There were a number of questions raised by Councillors which Mr Clayton answered. The Council thanked Mr Clayton for his report, a decision will be made later in the meeting.

386. Reports.

386.1. Police Reports – There has been 3 incidents from the 1st November – 6th December which included burglary dwelling, other criminal damage and theft from motor vehicle. Cllr Terrington stated that he had reported a theft from a motor vehicle which PCSO Ross had not on his incident report. PCSO Ross explained that Cllr Terrington's incident might not have been on the system until after the 6th

Chairman's Signature _____

Page 114

December as it takes a certain time frame to be on the complete system. Cllr Terrington reported that the cones that were reported at a previous meeting are still there and wanted to know what PCSO Ross has done about them. PCSO Ross stated that if they are orange cones they belong to the Highway Authority and their responsibility but if they were yellow then he can deal with them. The cones in question are orange – Cllr Humphrey volunteered to contact Highways to request they remove them.

386.2. Borough & County Councillor Report - Both authorities are looking at budgets at the present time. The judicial review was heard yesterday but the judge has not given his view yet.

386.3. Parish Councillor Reports/Correspondence – Cllr Waterfield reported that he and the Clerk attended the joint conference held by Norfolk ALC and SLCC recently at Sandringham Visitor Centre. It covered various issues such: - The Diamond Jubilee, road closures, governance of your council, Fields in Trust, policies of your council & car park enforcement.

387. Recorded Votes – requested by Cllr Terrington.

387.1. Cllr Terrington explained that he asked for this to be placed on the agenda to clarify the procedure of recorded votes. The Clerk clarified that under the Local Government Act 1972, sch 12, paras 13 and 29 that members vote by a show of hands. If any member so requires the manner in which each member voted on any particular question must be recorded in the minutes; and a member who wishes the voting to be recorded may make his demand either before or after the vote.

It was noted that Cllr Howard left the room at 7.30pm and returned at 7.45pm.

388. Finance

388.1. Finances since last meeting.

NO	Name	Chq No	Description	Net	VAT	Total
137	Mrs Eady	102115	Salary - October	142.32	0	142.32
138	Mr S Ross	102116	Bench Maintenance	184.00	0	184.00
139	Mrs Meyrick	S/O	Salary - November	508.20	0	508.20
140	Mrs Meyrick	S/O	Salary - December	508.20	0	508.20
141	Mrs Meyrick	102117	Expenses	51.50	0.00	51.50
142	Mrs Eady	102118	Salary - November	179.92	0.00	179.92
143	Mrs Melton	102119	Salary - October	100.32	0.00	100.32
144	Mrs Lane	102120	Salary - November	182.40	0.00	182.40
145	SLCC	102121	Subscription	39.25	0.00	39.25
146	CGM	102122	Grounds Maintenance - Sept	344.25	68.85	413.10
147	CGM	102122	Grounds Maintenance - Oct	354.75	70.95	425.70
148	CGM	102122	Old Burial Ground - Hedge	370.00	74.00	444.00
149	CGM	102122	Tree Work - Cemetery	106.00	21.20	127.20
150	CGM	102122	Removal of Bush - Churchyard	225.00	45.00	270.00
151	CGM	102122	Play Area Project	8500.00	1700.00	10200.00
			Total	9900.00	1980.00	11880.00
152	BT	102123	Internet Provision	39.00	7.80	46.80
153	E-On	102124	Street Light Electric Oct	138.72	27.74	166.46
154	MHB Services	102125	Street Light Maint - Dec	76.96	15.39	92.35
155	Eibe	102126	Play Area Project	18424.80	3684.96	22109.76
156	Norfolk Accident	102127	Grant	25.00	0.00	25.00

Chairman's Signature _____

Page 115	Rescue Service					
157	All Type Fencing	102128	Play Area Fencing	6355.00	1271.00	7626.00
158	N.E. Boldero	102129	Play Area Project	1800.00	0.00	1800.00
Total				48555.59	8966.89	57522.48

It was agreed to pay the accounts for December as listed.

At this point in the meeting the Clerk asked to be excused for 5 minutes.

388.2. Income received & outstanding accounts.

Income Received

Name	Description	Amount
Coates	Memorial Fee	160.00
Hanchetts	Memorial Fee	160.00
Big Lottery Funding	Play Area Grant	15000.00
Big Lottery Funding	Play Area Grant	26924.80
Total		£42244.80

Invoices Outstanding - There were no invoices outstanding.

388.3. The 6 monthly internal audit report was given to each councillor prior to the meeting. There are 3 recommendations made by the Internal Auditor which need to be completed by the end of the financial year.

It was agreed to note the recommendations and to deal with them by the end of the financial year.

388.4. A copy of quarter 2 accounts was given to each Councillor which included receipts & payments, bank reconciliation and a summary of accounts. The Chairman congratulated the Clerk on the clarity of the accounts.

388.5. Notification was received from the Borough Council that the Parish Council's precept request must be submitted to them by the 31st January 2012. The finance working party is due to meet to discuss the budget with a recommendation to be put to the January meeting.

389. Planning

389.1. Planning Applications.

11/01852/F – Two storey extension – 97a Hollycroft Road

It was agreed with 1 abstention to Support this application.

389.2. Planning Decisions.

11/01635/F – Permission granted for extension & alterations – 17 The Wroe	11/01511/CU – Permission granted for change of use of touring caravan site for retention use as parking for 5 HGV Rigid Vehicles – 178 Hungate Road.
11/01385/F – Permission granted for erection of dwelling, provision of 2 parking spaces, new access & turning area – 16 Elm High Road	

Chairman's Signature _____

Page 116

389.3. Notification was received of the withdrawal of planning application for Land North of Whiteacres, 54 Elmside.

389.4. Premises Licence application was received for B & M Stores, The Peel Centre, Elm High Road. A discussion took place regarding this and it was highlighted that the Parish Council were only contacted out of courtesy, there is no obligation to note the parish council's comments. There was concern expressed as the establishment would be selling alcohol. It was pointed out that there is no jurisdiction that would allow the planning authority to limit the number of a particular establishment in any one area.

390. General correspondence.

390.1. Correspondence was received from S M Web Designs regarding the Council website. The company that created the website has now ceased due to personal circumstances. The contract ends in January so the council will need to find an alternative after then. Cllr Waterfield reported that he has approached a local firm and will report back at the next meeting.

It was agreed for Cllr Waterfield to organise the setting up of a new website and report back at the next meeting.

390.2. A copy of the Autumn Newsletter from the Playing Field Association was received.

390.3. The November edition of The Clerk magazine was received.

390.4. A copy of the Clerks & Councillors Direct November edition was received.

390.5. Correspondence was received from a company called Assets who is interested in placing an advert in a local newsletter. Cllr Graham reported that the local newsletter is predominately for local groups etc. and is quite full at the moment.

391. Borough Council of KL & WN issues.

391.1. There was no correspondence received.

392. Norfolk County Council issues.

392.1. Information was received regarding Vehicle Activated Signs. The advice from Andy Wallace, Highway Engineer is that an accident record or evidence of a speeding problem is needed before any application for funding is considered. It was reported that all the funding available for this has now been allocated.

392.2. Cllr Terrington requested Highway issues to be added to the agenda.

392.3. Highway Issues

392.3.1. A holly bush is growing out into the road on Conrad Corner (110 Hollycroft Road). Cllr Humphrey will report this to Highways.

392.3.2. There is still a pot hole between the school and Elmside – The Clerk stated that this has been reported previously to Highways but will chase this up.

392.3.3. It was noted that there is a hard core driveway into the back of the buildings of 3 The Wroe. This issue of an entrance or exit was of concern when the planning application was considered. Concern was expressed that a right of way would be established if the hard core standing was to remain.

It was agreed for the Clerk to contact planning enforcement to request they look into the hard core standing to the rear of 3 The Wroe. It was also agreed for Cllr Waterfield to contact the Rights of Way officer at the Borough Council.

393. Footway Lighting issues.

393.1. It was reported that there is still a problem with a light on Elm High Road. The Clerk will check with contractor to find out what the problem is.

394. Playing Field issues.

394.1. Consideration was given to the request from Mr Clayton on behalf of EPFC earlier in the meeting to increase the annual grant to from £2500 to £3000. Cllr McCourt proposed and Cllr Harper seconded to increase the annual grant.

It was agreed with 1 against to increase the annual grant to the Emneth Playing Field Committee to £3000 from the 1st April 2012.

394.2. A quote was received to remove the existing chain link fencing and replace with V guard mesh fencing at a cost of £1570 + VAT. Cllr Curtis proposed and Cllr Harper seconded to accept the quote.

It was unanimously agreed to accept the quote to replace the chain link fence and for it to be funded from the Claude Coates fund.

394.3. Consideration was given for the Parish Council to be the accountable body for the Playing Field Committee in relation to the sustainability grant for the play area. This is to ensure that the money received from Community Spaces is used solely for the sustainability of the play area project.

It was agreed for the Parish Council to be the accountable body for the sustainability grant to be received in relation to the play area project.

394.4. It was reported that CCTV was discussed previously by the committee but there has been other projects on the go, this will be looked at in the future. It was also reported that since the gates have been installed unsociable activity has reduced.

394.5. Cllr Howard requested clarification regarding the Fields in Trust application and that the front area of the playing field was not included in the protection. Cllr Waterfield clarified that it was not included and the Clerk provided a map showing the area that was.

394.6. Cllr Howard informed the Council that the committee has produced a calendar to try and raise funds for the playing field.

395. Cemetery issues.

395.1. A request was received from Mr Creed regarding a reduction in fees. Mr Creed's mother in law was the organist for the Parish Church and a long term member of the choir. The family are asking if the council would consider her to be a resident even though she did not live in the village in recognition for all voluntary work she did for the village. There followed a discussion and Cllr Curtis proposed and Cllr Harper seconded to reduce the fee to a resident fee.

It was agreed with 6 votes for, 1 against and 3 abstentions to waiver the full fee for interment to a resident fee in this instance only.

395.2. The Clerk gave a report on the recent cemetery inspection carried out by the Clerk and Cllr Graham. It was highlighted that a number of relatives have been written to request them to conform to the rules and regulations of the cemetery. Some have adhered to the request but some have not. The Council were asked if they were happy for the Clerk to carry out the removal of certain items not allowed once the relatives have been informed.

It was agreed for the Clerk to organise the removal of items from the Cemetery that do not conform to the rules and regulations once the families have been informed.

Page 118

395.3. The Clerk reported that contact has been made with grounds maintenance contractors to seek alternative quotes for the next season. This is to compare with the existing contractor as well as trying to reduce costs.

396. Open Spaces Issues

396.1. Cllr Waterfield thanked Steve Ross for installing the dog bins at the playing field.

396.2. The state of the bus shelter was highlighted and it was felt that a coat of treatment was needed.

It was agreed for ask Steve Ross to carry this out with the materials already purchased.

397. Royal Celebrations for 2012.

397.1. Cllr Waterfield reported on the latest meeting whereby Hungate Rovers have stated they will come along on the day with volunteers to run certain events as well as the car park.

398. Date of Next Meeting

398.1. The next meeting will take place on the 10th January 2012.

398.2. Cllr Graham gave her apologies for the January meeting.

Meeting closed at 9.00p.m.

Chairman's Signature_____