



Draft Minutes of an Ordinary Meeting of Emneth Parish Council, Tuesday 12<sup>th</sup> December 2017 at 6.30pm at Emneth Central Hall

**In attendance:** Councillor Waterfield (Chair), Councillor Howard, Councillor Wiles, Councillor Graham, Councillor Curtis, Councillor Towler, Councillor McCourt, Councillor Groves, Councillor Fleet

**Apologies:** Councillor Oliver, Councillor Harper, Councillor White, Borough Councillor Crofts, County Councillor Humphrey

**Parish Clerk:** Kate Bennett

**Public:** 0

## MINUTES

### 1 Apologies for absence

1.1 Apologies were given as above and accepted.

### 2 Declarations of Pecuniary Interest

2.1 No declarations of pecuniary interest were made on any item on this month's agenda.

### 3 Minutes

3.1 It was resolved to accept the Minutes of the Ordinary Meeting of 31<sup>st</sup> October 2017 as a true record of the meeting. These were signed by the Chairman.

### 4 Public Forum<sup>1</sup>

4.1 There were no members of public present so there was no requirement to suspend the meeting for a public forum.

### 5 Reports

#### 5.1 Police Report

5.1.1 Following the submission of SAM2 results, sensors have been installed at Church Road and Hungate Road. Many cars are exceeding the speed limit.

5.1.2 The monthly newsletter from the Police has been received and circulated.

5.1.3 The text message alert system to advise Parish Clerks of ongoing incidents and investigations within the parish has been in operation.

5.1.4 Only four volunteers have come forward to date to set up a Speedwatch team for the parish which is enough for one team only. More volunteers are required.

#### 5.2 Borough Councillor Report

No report.

#### 5.3 County Councillor Report

No report.

#### 5.4 Parish Councillor Reports/Correspondence

5.4.1 It was resolved with all in favour to approve the Planning Minutes of 5<sup>th</sup> December 2017.

5.4.2 The proposed 2018 meeting dates were circulated.

5.4.3 It was noted that the £5,000.00 donation previously resolved to donate to the Village Hall Committee for repairs to the car park was no longer required as funding from the *Big Lottery Fund* and *Norfolk Community Foundation* had been acquired. It was resolved to donate £2,000.00 to help towards the cost of the new boiler and tables at the village hall.

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

## 6 Finance

6.1 It was resolved, with all in favour, to approve the list of payments for the month.

Payments - December 2017					
Payee	Goods/ Services	VAT	TOTAL	dd/chq	Supplier/Service
JH Bees	215.00	0.00	215.00	102912	Already paid - Flail mowing churchyard, playing field and allotments
Kate Bennett*	1,304.90	0.00	1,304.90	d/d	Monthly salary
Kate Bennett Expenses	79.44	7.64	87.08	102913	Stamps, mileage, photocopying, batteries, stationery, monthly allowance
Jean Eady*	0.00	1.33	375.33	102914	60.5 hours plus £7.98 expenses
Nicola Lane*	0.00	0.00	0.00	102915	55 hours
HM Revenue and Customs	170.00	0.00	170.00	102916	PAYE
E.on	153.21	30.64	183.85	102917	October's energy charges
E.on	148.27	29.65	177.92		November's energy charges
Glazewing	193.72	38.74	232.46	102918	October and November trade refuse charges
British Telecom	44.00	8.80	52.80	102919	October and November charges
Advanced Payroll Services	15.00	0.00	15.00	102920	October payroll charges
Emneth Design	88.98	0.00	88.98	102921	£66.48 Annual website hosting & domain fee, £22.50 website update service
Emneth Central Hall	96.00	0.00	96.00	102922	Village hall hire
Emneth Playing Field Committee	750.00	0.00	750.00	102923	Quarterly grant
Yvonne Howard	34.28	1.72	36.00	102924	Mileage to CPRE meeting
Westcotec	175.32	35.06	210.38	102925	November and December street light maintenance fees
Upwell Parish Council	23.33	0.00	23.33	102926	Third share of GDPR training and Employment Seminar for Clerk in Swaffham
NorfolkALC	27.50	5.50	33.00	102927	Cemetery Management Training for Clerk (didn't attend, 50% of bill)
CGM	130.25	26.05	156.30	102928	Mowing of cemetery and churchyard - October
Terry Wiles	730.00	0.00	730.00	102929	Cut hedges in cemetery (£650), clear 2 trailer loads of ivy in cemetery (£50), remove leaves and cut branches on path at Church Road (£30)
	<b>4,379.20</b>	<b>185.13</b>	<b>4,938.33</b>		

\*salaries shown together

6.2 Income since the last meeting - £7,878.97.

6.3 The proposed 2018/19 budget figures had been previously considered by the *Finance Working Party* and it was resolved to set the precept for 2018/19 at £33,000.00. This is an increase of £1,000.00 which will cover the increase in costs to the parish council for the maintenance of the playing field and play area, national minimum wage increases and energy charges. It was noted that if the current parish council footway lighting stock of 49 lamps was changed from sodium lamps to LEDS the current annual £2,900.00 cost to the parish could potentially be reduced to about £900.00 per annum.

## 7 Planning Applications

7.1 To receive and consider *Planning Applications* and *Decisions* since the last meeting

**Planning Application 17/02024/O**, Two single storey dwellings including the demolition of the existing bungalows at Palmar, 32 Hungate Road, Emneth. It was resolved with all in favour to recommend *refusal* to this application as an over-intensive form of development for the size of the plot.

### Decisions

**Planning Application 17/02086/RM**, 56 Elm High Road, Emneth. Two pairs of semi-detached dwellings with associated parking. Application withdrawn.

**Planning Application 17/01596/F**, 28 Hawthorn Road, Emneth. Proposed 2 storey side extension, first floor rear extension and demolition and construction of new garage. Application permitted.

**Planning Application 17/01672/F**, land at Fendyke Field, Hungate Road, Emneth. Two 4 bedroom chalet bungalows. Application refused.

The appeal at Chantilly, 175 Outwell Road, Emneth has been withdrawn.

## 8 General Correspondence

No report.

## 9 Borough Council of King's Lynn and West Norfolk Issues

9.1 Nominations for the *Mayor's Design Awards* for 2018 were noted.

## 10 Norfolk County Council issues

10.1 Clerk had contacted Morrisons and B&M at the trading park in relation to the future maintenance costs for the bus shelter at Elm High Road. To date there has not been a response from Morrisons but B&M has declined to offer any support.

## 11 Norfolk County Council Highways Issues

11.1 Clerk to report a pothole in the middle of the road outside the Gaultree Inn driveway, in front of the Spa Shop and a loose manhole cover in the middle of the road outside Concorde tyres.

## 12 Footway Lighting issues

12.1 It was resolved with all in favour to change the current sodium lamp footway lighting stock to LED bulbs with potential savings of up to 75% in maintenance costs and 66% in energy charges. The cost will be £90.00 + VAT per lamp for all 49 lamps = £4410.00 + VAT. The cost to the parish will be recouped within 2.5 years.

**13 Playing Field issues**

13.1 It was resolved to obtain a quote from CGM Group for the maintenance of the football pitches and play area before the new contract prices from Norse for 2018 are agreed.

13.2 It was noted that a Playing Field Fun Day will take place on Saturday 26<sup>th</sup> May 2018.

**14 Agricultural Holdings**

14.1 Annual invoices have now all been paid.

**15 Cemetery Issues**

15.1 It was resolved with all in favour to accept the quote from CGM of £475.00 + VAT to remove an area of footpath from the cemetery and turf.

15.2 The Clerk reported two graves in the cemetery that have placed white stones on graves. Both parties concerned were written to but to date no action has been taken. Clerk to write again to advise that these white stones need removing and if they are not removed then councillors will take action themselves to have them removed.

**16 Date of Next Meeting**

16.1 The next meeting will be Tuesday 30<sup>th</sup> January 2018 at 6.30pm at Central Hall, Emneth.

Meeting closed at 7.30pm

Chairman's signature .....

DRAFT