



**Draft Minutes of an Ordinary Meeting of Emneth Parish Council, Tuesday 15<sup>th</sup> December 2020 at 6.30pm via Zoom**

**In attendance:** Councillor Groves (Chair), Councillor Fry, Councillor McCourt, Councillor Leakey, Councillor Howard, Councillor White, Councillor Finnis, Councillor Pearson, Borough Councillor Crofts

**Apologies:** Councillor Harper, Councillor Wiles, Councillor Purchase, County Councillor Humphrey

**Parish Clerk:** Kate Bennett email: [emnethparishcouncil@hotmail.co.uk](mailto:emnethparishcouncil@hotmail.co.uk) Mobile: 07825 634 672

**Public:** 0

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

There was no need to suspend the meeting to hold a Public Forum.

**5 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.

**6 Matters arising from the Minutes**

Councillor Howard requested that future meetings via Zoom and going forward, the Chairman allows more time for each Member to voice their opinion on agenda items for discussion; noted.

**7 To discuss unresolved internal parish council issues**

- It was resolved to approve the annual expenditure for a wreath for the war memorial every year on Remembrance Sunday and for a Member of the parish council to lay the wreath.
- The purchase of signage to deter parking outside the school is on going; awaiting a response from the Head Teacher before this can be progressed.
- Councillor Groves agreed to check the batteries and/or the pads in the defibrillator at the Spar Shop to ensure they do not need replacing.

**8 Finance**

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

Payee	Goods/ Services	VAT	TOTAL	dd/EP	Supplier/Service
British Telecom	27.70	5.54	33.24	dd	November phone services at village hall
Salaries	1173.00	0.00	1173.00	EP	Clerk, Litter Picker, Playing Field Caretaker
Kate Bennett Expenses	65.60	0.00	<b>65.60</b>	EP	Mileage, mobile, broadband, stationery, postage etc.
Jean Eady	0.00	0.00	<b>0.00</b>	EP	27 hours
Nicola Lane	0.00	0.00	<b>0.00</b>	EP	33 hours
HM Revenue and Customs	58.60	0.00	<b>58.60</b>	EP	JE £42.80, NL £15.80
E.on	57.67	2.88	<b>60.55</b>	EP	November energy charges
Advanced Payroll Services	15.00	0.00	<b>15.00</b>	EP	October payroll services
Emneth Playing Field Committee	750.00	0.00	<b>750.00</b>	EP	Quarterly grant
Veolia Ltd.	105.68	21.14	<b>126.82</b>	EP	x8 collections 3/11/20 - 24/11/20
Emneth Design	66.48	0.00	<b>66.48</b>	EP	Website hosting annual fee
Westcotec	87.66	17.53	<b>105.19</b>	EP	December street lighting maintenance fee
Terry Wiles	200.00	0.00	<b>200.00</b>	EP	Ivy/elder removal from graves in old churchyard
Scribe	468.00	93.60	<b>561.60</b>	EP	Annual licence to Scribe cemetery management package
Scribe	288.00	57.60	<b>345.60</b>	EP	Annual software licence to Scribe Accounts
CGM Group	480.00	96.00	<b>576.00</b>	EP	To build up and re-turf x4 graves in the cemetery
	<b>3,843.39</b>	<b>294.29</b>	<b>4,137.68</b>		

\*salaries reported together (data protection).

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

<sup>2</sup> 24<sup>th</sup> November 2020

- b. Income since the last meeting was noted at **£887.94**.
- c. Allocation of the *Community Infrastructure Levy* payment from the Borough Council to be deferred to the January 2021 meeting.
- d. A copy of the *Claude Coates bequest* from the 1980's has been requested from Fraser Dawbarns for the parish council's files.
- e. It was noted that the parish's tax base for 2021/22 is 902.9 and the Council Tax Support grant for the next financial year will be £333.00.

Councillor Finnis joined the meeting.

- 9 a) Planning Applications;** to receive and consider *Planning Applications* since last meeting
- **Planning application 20/01951/O** demolition of existing warehouse/showroom and construction of residential development of up to 16 plots at Land at Elm High Road. It was resolved to recommend *refusal* to this application based on ground contamination and stability concerns as a large part of this site is on the old in-filled Wisbech Canal.
- b) **To note any planning appeal notifications since last meeting;** no report.
- c) **To note any decisions from the Local Planning Authority<sup>3</sup> since last meeting;**
- Planning application 20/01302/F Budget Store and Post Office, 22 Gaultree Square, Emneth two storey extension and alterations to provide enlarged shop at ground floor level with enlarged flat at first floor level; approved.
- d) It was noted that Elm Parish Council has reported a breach of planning permission to the Borough Council of King's Lynn & West Norfolk of a caravan on the land jointly owned by them and Emneth Parish Council. It was resolved to defer this issue for further discussion at the January meeting once Members have had the time to further investigate the siting of the caravan at the location in question.
- e) It was noted that Alan Gomm part of the *Local Plan Task Group* at the Borough Council had responded to our enquiry surrounding the deallocation of Site G34.1 at Elmside. It was noted that further discussions surrounding this *might* be possible in March/April 2021 but not at the present time.

#### **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) *Tindle Tree Care* carried out a tree survey on 7<sup>th</sup> December 2020; survey awaited.
- c) A large elder/ivy bush has been removed from five grave spaces at the old churchyard.
- d) 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 Playing Field Issues**

- a) It was noted that the *Playing Field Committee* had received a grant of £20,000.00 for the Playing Field. £5,000.00 is to be spent on repairs to the roof of the pavilion and the remaining £15,000.00 to replace the very old play equipment. It had been resolved at a previous parish council meeting to match this by approving expenditure of £15,000.00 from the *Claude Coates*<sup>5</sup> fund in order to completely renew all the play equipment in the play area and make it safe. On going.

#### **12 To discuss Norfolk County Council issues including highways**

- a) It was noted that a complaint had been received regarding fly tipping in the grass verges at the bottom of Hungate Road; Clerk to action.

#### **13 To discuss Agricultural Allotment issues**

- a) It was noted that clearance of the allotment land at Grays Lane is still outstanding. The tenant is to be asked to remove the vehicles by February and to suggest to him that he acquires a twenty foot container to store his boxes rather than old vehicles.

<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> Money entrusted to the parish council for '*the benefit of the playing field*'; fund currently stands at £32,110.77

**14 To discuss Village Hall issues**

- a) Councillor Groves agreed to further investigate the possible installation of CCTV for the front and rear of the village hall in a bid to try and deter anti-social behaviour in this area.

**15 To receive a report from the Borough Council**

- The *Local Plan* is currently under review; it should be noted that it is *the plan* itself that is under review *not* the sites allocated for development. Borough Councillor Crofts outlined the robust and thorough scrutiny that the plan goes through before being approved.
- Metal recycled from Mintlyn Crematorium has raised £10,000.00 for charity.

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

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

- a) Any *Community Update Newsletter* from the *Downham Market Safer Neighbourhood Team* will be circulated when received.
- b) Residents are encouraged to report any anti-social behaviour issues on the Police 101 non-urgent number.
- c) There will be a virtual Superintendent's District Briefing on 17<sup>th</sup> December 2020.
- d) It was noted that a spate of thefts of catalytic converters is currently being experienced in the locality.

**18 Agenda Items for the next meeting**

- To determine whether or not replacement pads/batteries are needed for the defibrillator
- To discuss any progress with the purchase of signage to discourage parking outside the school
- To resolve where to allocate the Community Infrastructure Levy payment of £1101.60
- To receive a copy of the *Claude Coates bequest* from Fraser Dawbarns
- To discuss an increase in agricultural land rents at parish council land
- To further discuss the provision of CCTV at the village hall
- To further discuss the reported breach of planning permission by a caravan at former canal towpath land owned by the parish council

**19 Date of Next Meeting**

The next meeting will be held on Tuesday 26<sup>th</sup> January 2021 at 6.30pm via Zoom.

Meeting closed at 7.40pm

Chairman's signature .....