

## Draft Meeting Minutes of Emneth Parish Council

Tuesday 12<sup>th</sup> December 2023 at 6.30pm held in the Committee Room at Emneth Central Hall

**Parish Councillors present:** Councillor Pearson, Councillor Howard, Councillor Curtis, Councillor Finnis, Councillor Purchase, Councillor Groves (Chair), Councillor Fry, Councillor Burgess-Lee, Councillor McCourt, Councillor Kok, Councillor Tingley and Councillor Wiles

Also present: Kate Bennett (Parish Clerk), Borough Councillor Chris Crofts, County Councillor Dawson, Harry Humphrey and five members of the public

**Apologies:** None given

### Minutes (draft)

#### 1 Welcome

The Chairman welcomed everyone to the meeting.

#### 2 To receive apologies for absence

No apologies had been given for this month's meeting.

#### 3 Members' Declarations of Interests in items on the agenda and any dispensations required considered

Councillor Finnis declared an interest in Item<sup>1</sup> 10a): Planning Application 23/02041/F.

#### 4 Open Forum for Public Participation (15 minutes)

- a) A resident of Hollycroft Road was present concerned with the speeding traffic along Hollycroft Road particularly at school drop-off and pick-up times. This is a perennial problem in the village; the SAM2 camera has been deployed at this location on several occasions but does not seem to have too much of a long-term impact on the problem. The Clerk will address the issue with NCC Highways once more on behalf of the resident but for the purpose of the Minutes historically it has been the costs involved in the requirement to carry out a feasibility study for this type of work that has made it unattainable for the Parish Council.

Councillor Finnis joined the meeting.

- b) The Chairman of the Emneth Over 60's Club was present to request a donation of £300.00 for their Christmas Party. It was resolved to approve this expenditure as a one-off payment and Members suggested that the Club encourage their Members to make a contribution to their Christmas Party next year.
- c) A resident of Mill Road was present to report his objections to Planning Application 23/02041/F detached garden room and store at Lane Cottage, 44 Church Road, Emneth; all points were noted.

#### 5 To approve the Minutes of the meeting held on 7<sup>th</sup> November 2023

It was resolved with all in favour to approve the Minutes of last month's meeting and these were signed as a true record by the Chairman.

#### 6 Clerk to provide an update on any matters not included on this month's agenda

- a) DJK Services has not yet cut the hedges in the churchyard.
- b) The Red Book Valuation on all Parish Council-owned agricultural land will be carried out early in the New Year by Maxey Grounds.
- c) Repairs to the church wall are still awaited.
- d) Still awaiting approval from the Diocese and the Borough Council for permission to pipe the dyke at the cemetery to extend the ashes plots over the dyke<sup>2</sup> to provide further burial plots for the Parish.
- e) Works to the trees in the churchyards and the cemetery will take place late December 2023.

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<sup>1</sup> Councillor Finnis arrived late to the meeting but declared an interest in this item upon joining the meeting.

<sup>2</sup> Roughly 40m long and 7m wide

## 7 To receive a report from Norfolk County Council

- a) The County Deal has been agreed in principle (to transfer key powers and funding to Norfolk) known as a level three County Deal; this includes a £20m per year investment fund plus powers and funding for transport, brownfield regeneration and skills.
- b) Councillor Wiles reported ongoing issues with flooding at Elmside.
- c) It was resolved for Councillor Groves and Councillor Burgess-Lee to attend a meeting at the School with Councillor Dawson to discuss parking issues along Hollycroft Road / Gaultree Square.
- d) It was noted that Marshland St. James Parish Council had also confirmed that several residents miss the once-weekly bus service to King's Lynn. Councillor Dawson agreed to follow up on behalf of Emneth Parish Council.

## 8 To receive a report from the Borough Council

- a) The new Corporate Strategy has recently been approved which sets out the ambitions for the next four years to May 2027 [https://www.west-norfolk.gov.uk/info/20163/corporate\\_performance\\_and\\_transparency/1090/corporate\\_strategy\\_2023\\_-\\_2027](https://www.west-norfolk.gov.uk/info/20163/corporate_performance_and_transparency/1090/corporate_strategy_2023_-_2027)
- b) West Norfolk Rural Communities Capital Grants are now available [https://www.west-norfolk.gov.uk/info/371/west\\_norfolk\\_shared\\_prosperity\\_funding/1057/west\\_norfolk\\_rural\\_communities\\_capital\\_grants](https://www.west-norfolk.gov.uk/info/371/west_norfolk_shared_prosperity_funding/1057/west_norfolk_rural_communities_capital_grants)
- c) The Planning Department is still short-staffed.
- d) The Local Plan has not yet been approved due to a lack of Gypsy / Traveller Sites in the Borough. A further 76 pitches are required over the next five years <https://democracy.west-norfolk.gov.uk/documents/g6022/Printed%20minutes%2010th-Oct-2023%2009.30%20Local%20Plan%20Task%20Group.pdf?T=1>

## 9 Finance

- a) It was resolved with all in favour to approve the December 2023 Payments List as presented.
- b) Income received since last meeting:
  - £960.00 cemetery
  - £3,060.37 land rents
- c) Councillors Purchase and Kok viewed the bank statements for internal audit purposes.

## 10 Planning

- a) To consider any outstanding planning applications since last meeting:
  - **Planning application 23/02041/F<sup>3</sup>** detached garden room and store at Lane Cottage, 44 Church Road, Emneth. It was resolved to object to this application based on over-development of the site, the proposal being too close to the boundary and a recommendation for any development to take place on the existing footprint at the property.
  - **Planning application 23/02072/CU** agricultural barn to B2 at Appleyard Farm, Outwell Road, Emneth. It was resolved to support this application.
  - **Planning application 23//02015/F** retrospective application for change of use from residential to part residential part tearoom at Sweet Things Savoury, 33 Gaultree Square, Emneth; it was resolved to support this application.
  - To note any planning decisions made by the Local Planning Authority
    - 23/01123/F The Old Vicarage, 76 Church Road, Emneth; permitted.
    - 23/01751/LDP Snowdrop Cottage, 25 The Wroe, Emneth; lawful.

Not all decisions on planning applications for the Parish are resolved upon at a monthly meeting; some are considered during the course of the month and resolved upon online. Details of all planning applications considered by Emneth Parish Council can be viewed on the Borough Council's planning

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<sup>3</sup> Councillor Finnis left the room during debate and vote.

portal by visiting <https://online.west-norfolk.gov.uk/online-applications/> and referencing the relevant planning application number.

**11 Parish Matters**

- a) As no Members of the Bowls Club were present and only one quote had been sent to the Clerk for hedge removal and security fencing installation it was agreed to defer this item until more quotes have been received from the Bowls Club.
- b) It was resolved to approve a first draft of a proposed Biodiversity Policy for the Parish Council.
- c) It was resolved to complete an Expression of Interest Form for a *Sheffield Cycle Stand* which is 100% funded by the Borough Council.
- d) It was noted that the *Friends of Emneth and Elm Towpath* group has a new Chairman.

**12 To note general correspondence received since last meeting;** no report.

**13 To discuss Playing Field issues;** no report.

**14 Cemetery Issues**

- a) It was noted that there are approximately 14 full grave burial plots left.
- b) The Chairman thanked all Members for attending the Remembrance Service on Remembrance Sunday.

**15 Allotment Land issues**

- a) All annual land rent payments have now been received.
- b) A Red Book Valuation of all Parish Council-owned land will be carried out early January 2024 by Maxey Grounds.

**16 To discuss Central Hall issues;** no report.

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

- a) Residents are reminded to report pot holes directly via the Norfolk County Council website / link here refers; [Potholes - Norfolk County Council](#)

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

- a) Emneth's Beat Manager is PC Andy Wise.
- b) The Community Engagement Officer for Emneth is Paula Gilluley [paula.gilluley@norfolk.police.uk](mailto:paula.gilluley@norfolk.police.uk)
- c) 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 consider quotes from Emneth Bowls Club for the removal of the perimeter hedge / fence and to replace with security fencing
- D-Day 80 Event
- Playing Field Maintenance Plans / future plans
- Resurfacing of the Playing Field car park
- Playing Field Working Group to include the Playing Field Committee and the Bowls Club
- To consider creating a Parish Council Facebook page
- To arrange a date for the Clerk's appraisal and to consider correspondence received from Norfolkcalc relating to the 2023/24 Local Government Services Pay Agreement
- To discuss scrap cars at Grays Lane allotment land
- Renewal of land rent tenancy agreement for land at Hungate Road

**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;** no report.

**21 Date of Next Meeting**

The next meeting will be on Tuesday 30<sup>th</sup> January 2024 at 6.30pm in the Committee Room at Emneth Central Hall.

Meeting closed at 8.15pm

Chairman's signature .....

**Emneth Parish Council**  
**PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
152	08/11/2023		Unity Current Account		Broadband / telephone line Oc	British Telecom	S	45.25	9.05	54.30
153	09/11/2023		Unity Current Account		Pension M7	NEST	X	17.19		17.19
154	15/11/2023		Unity Current Account		Salary	Kate Bennett	X	998.40		998.40
164	15/11/2023		Unity Current Account		Salary	Kate Bennett	X			
156	23/11/2023		Unity Current Account		Signage for churchyard	Amazon	S	16.34	3.27	19.61
155	23/11/2023		Unity Current Account		Village Hall Hire	Emneth Central Hall	Z	16.00		16.00
157	23/11/2023		Unity Current Account		Bank charges	Unity Trust	X	3.00		3.00
158	24/11/2023		Unity Current Account		Playing Field Insurance costs	Playing Field Committee	X	157.23		157.23
159	27/11/2023		Unity Current Account		Street lights / energy	npower business solutions	L	113.06	5.65	118.71
160	27/11/2023		Unity Current Account		Refuse collection	Veolia Ltd.	S	136.08	27.22	163.30
161	27/11/2023		Unity Current Account		Street lights monthly maintena	Cozens (UK) Limited	S	45.00	9.00	54.00
162	27/11/2023		Unity Current Account		Salary	Nicola Lane	X	233.56		233.56
163	27/11/2023		Unity Current Account		Salary	Jean Eady	X	271.05		271.05
165	27/11/2023		Unity Current Account		PAYE / NI	HM Revenue and Customs	X	158.97		158.97
167	09/12/2023		Unity Current Account		Street lights monthly maintena	Cozens (UK) Limited	S	45.00	9.00	54.00
169	09/12/2023		Unity Current Account		Refuse collection	Veolia Ltd.	S	170.10	34.02	204.12
166	09/12/2023		Unity Current Account		Website	Emneth Design PC Repair Se	Z	80.98		80.98
170	09/12/2023		Unity Current Account		Expenses	Kate Bennett	X	71.00		71.00
168	09/12/2023		Unity Current Account		Playing Field	Playing Field Committee	X	750.00		750.00
171	11/12/2023		Unity Current Account		Village Hall Hire	Emneth Central Hall	X	48.00		48.00
<b>Total</b>								<b>3,376.21</b>	<b>97.21</b>	<b>3,473.42</b>