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Minutes of Emneth Parish Council meeting held at on Tuesday 22<sup>nd</sup> February 2011 in Emneth Central Hall, Emneth at 7.00pm.

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

Cllrs: - Mrs Y Howard, Mr M Wiles, Mr N Terrington, Mr Curtis, Mrs Graham, Mr Green, Mr McCourt, Mr J Fleet, Mr R Towler & Mr M. White.

Parish Clerk: Mrs M. Meyrick

Public: 2

**230. Apologies & Reasons for Absence**

230.1. Cllr Crofts – attendance at another meeting.

230.2. Cllr Humphrey – attendance at a Borough meeting.

230.3. PCSO Steve Ross – illness

230.4. Cllr Harper

**231. Declarations of Interest**

231.1. There were no declarations of interest.

**232. Minutes**

232.1. The minutes of the Parish Meeting of the Council held on Tuesday 11<sup>th</sup> January 2011 were agreed and signed as a true record by the Chairman.

Meeting was adjourned at 7.08pm to allow the public session to take place

Meeting was reconvened at 7.30pm

**233. Reports.**

233.1. Parish Councillor Reports

Cllr Howard attended a recent Patient Participation Group; the Queen Elizabeth hospital is going to start charging for missed appointments.

Cllr Green – reported that it has been decided to finish the Youth Club because all the youth workers and support workers have lost their jobs. The two volunteers that we currently have are both male and not first aid trained. The club will finish at the end of March. The club has requested the Parish Council to look after the £500 surplus funds that it has. They will be donating their equipment to the West Walton Youth Club.

**234. Finance**

234.1 Payments since last meeting.

<b>Accounts for payment February 2011</b>						
<b>NO</b>	<b>Name</b>	<b>Chq No</b>	<b>Description</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
24, 25,26	Salaries	102011 102012 102013	Salaries - Jan	812.52	00.00	812.52
27, 28,29	Salaries	102014 102015 102016	Salaries – Feb	770.59	00.00	770.59

Chairman's Signature \_\_\_\_\_

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30	Mrs M Meyrick	102016	Expenses	89.01	00.00	89.01
31	CGM	102017	Litter Picking	28.75	5.75	34.50
32	BCKLWN	102018	Dog Waste Removal	117.52	20.56	138.08
33	MHB Services	102019	Street Light Maintenance – Jan	76.96	15.39	92.35
34	MHB Services	102020	Street Light Maintenance – Feb	76.96	15.39	92..35
<b>Total</b>				<b>1972.31</b>	<b>57.09</b>	<b>2029.40</b>

234.2. Correspondence was received regarding the timescale of invoices from the Borough. This is notification that in future the Borough will invoice Parish Councils on an annual basis in arrears for the emptying of dog waste bins. In April we will receive an invoice for Jan – March of this year and will then not receive another invoice until April 2012 for the previous year.

234.3. Report of income received & outstanding accounts.

**Income Received**

<b>Name</b>	<b>Description</b>	<b>Amount</b>
Bailey Funeral Directors	Cemetery Fees	740.00
DG Hill Masons	Memorial Fees	160.00
<b>Total</b>		<b>900.00</b>

**Invoices Produced**

<b>Name</b>	<b>Description</b>	<b>Amount</b>
Mr Cutchey - <b>Overdue</b>	Agricultural Holdings	266.22
AR Clingo	Burial Fees	25.00
GH Linnell	Memorial Fees	320.00
Mr & Mrs Barnard	Exclusive Rights	30.00
Anglia Co-op	Burial Fees	320.00
<b>Total</b>		<b>961.22</b>

234.4. Request from Tony Lucas EEAST Community First Responder

From the beginning of December to the 22<sup>nd</sup> January, Emneth has been included within the Wisbech CFR catchment area. During that time there was 464 hours of cover, attending 35 call-outs, 7 of which were in the village. What is being asked for initially is £3000 of funds to be raised within the village. Once this has been done and handed over to the Trust the team will be issued with a mobile phone, CFR bag plus approved optional pulse-oximeter & vehicle signage. Once operational, Mr Lucas anticipates only a limited need for fundraising for additional funds to support volunteer support to training & development venues. The Trusts support includes volunteer vetting (CRB checks), identification cards, high visibility clothing, training, development, assessment and accreditation. In addition to paying the mobile phone bill, the Trust will replenish used equipment such as oxygen, oxygen masks, barrier gloves, defibrillator pads and battery, anti-bacterial wipes and basic first aid supplies.

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Mr Lucas is happy to get recruitment of volunteers on the go which would be in his own time; it is the fundraising side of things that he would need help with. His role is purely voluntary and it is his aim to recruit more volunteers for this role. There was concern from the Council regarding the funding and if they would be able to help in any way. It was suggested that it would be beneficial to wait until the next meeting where a clearer picture of the accounts year to date will be available. Cllr Howard will find out if there would be any funding available from the doctor's surgeries in the area. Cllr Graham will contact Mr Lucas to find out if he is covering the adjoining parishes in the area also.

**It was agreed to place this item on the next agenda for discussion.**

234.5. Setting of regular payments by Standing Order.

This was brought up at the last meeting. The question was asked if the Council want to pay any regular invoices by Standing Order or Direct Debit.

**It was agreed to set up Standing Orders for regular payments.**

Cllr Terrington asked how the recording of personnel payments will be made in light of Councils having to publish payments over £500. The Clerk did not think this ruled was covered on personnel payments but would have to seek advice on this and report to the next meeting.

Late financial issues

234.6. A request was received from Hungate Rovers to support the hire of a Marquee for the Summer Football Gala to be held in June. A quote was received in November from Royal Marquees with a cost of £395.

**It was agreed in principle to pay the cost of the marquee but this would have to be placed on the next agenda for ratification.**

234.7. A request for funds from Norfolk Age UK (new name for Norfolk Age Concern) was received. They are asking for help in their new 3 year project, 'Campaign for Later Life in Norfolk'. This campaign will centre on their charitable services to maintain & develop information, advice & advocacy services.

**It was agreed to give a grant of £50 to the Norfolk Age UK towards their 'Campaign for Later Life project.**

234.8. A letter was received today regarding refuse and recycling collection services 2011/12. If you wish to continue with the contract with BCKLWN then you do not have to do anything. To cancel or change the existing arrangements contact must be made by the 14<sup>th</sup> March.

**It was agreed to carry on with the contract with the Borough Council for the collection of waste but to review this in the next financial year.**

## **235. Planning**

235.1 To receive Planning Applications.

**11/00148/F** – Proposed extension – Walnut Tree Farm, Fendyke Road

**It was agreed to SUPPORT this application**

**11/00178/F** - Change use of existing garage to create first floor bedroom/ensuite and ground floor living room ext – Westfield Cottage, 87 Elm High Road

Chairman's Signature \_\_\_\_\_

<b>Page 56</b>	<b>It was agreed to SUPPORT this application</b>
<b>11/00203/F</b> - New domestic vehicle access to farm barn - Gaultree Farm, 78 Gaultree Square	
<b>It was agreed to SUPPORT this application</b>	

#### 235.2. Planning Decisions.

<b>10/02053/F</b> - Planning permission granted for alterations and extension to dwelling – 5 Elmfield Drive.	<b>10/01502/F</b> – Planning permission granted for extension & reconfiguration of retail units including removal & replacement of mezzanine floor – The Peel Centre, Elm High Road
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### **236. Additions to the Council's website**

236.1. This was brought forward from the last meeting. For information, from the 20<sup>th</sup> January – 19<sup>th</sup> February there was 696 individual e-mail addresses visit the Council's website. There followed a discussion on ideas to add to the site. The addition of a map was discussed, new and old.

**It was agreed for Mr Pickles to be approached for the use of his map and for the Clerk to find out the costs of adding multimap to the website.**

### **237. Street Lights owned by the Parish Council**

237.1. This was brought forward from the last meeting when discussing Norfolk County Council's proposal to switch the lights they maintain to part night lighting. A discussion took place to consider doing the same with the Parish Council's lights. The issue of cost was brought up and it was highlighted that County are able to switch to part night lighting as the current street lights are at the end of their maintenance life and have to be replaced. This could something the future Parish Council considers when they have to replace their own.

**It was agreed, due to cost, not to pursue this at the present time.**

### **238. General correspondence.**

238.1. An e-mail from Upwell Parish Council was received regarding a Joint Meeting of Local Councils. Upwell has sent this to Outwell, Emneth, Nordelph and Marshland St. James parish councils to see whether they would be interested in holding a joint meeting. Upwell parish council can see the benefit of sharing experiences and discussing local issues in a way which could result in real and positive actions being taken - to mutual benefit.

**It was agreed for the Chairman, Cllr Terrington and the Clerk to attend an initial meeting of the joint councils.**

238.2. A request was received from MHB Services Ltd regarding adding a positive comment on their website. MHB are setting up a website and are asking if you would be willing to endorse them by allowing a statement from you on their website.

**It was agreed for a statement to go on MHB's website from the Parish Council endorsing their services.**

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238.3. Details regarding the Resourcing Rural Norfolk March 2011 Seminar was received. The seminars are about raising issues, sharing information and good practice. The event is to take place on the 14<sup>th</sup> March.

238.4. A copy of the SLCC February newsletter was received. This was e-mailed out, if anyone wishes to have a hard copy to let the Clerk know.

238.5. Details regarding a Norfolk ALC Coffee & Chat event to be held on the 2<sup>nd</sup> March were received

238.6. Details regarding an End of Year Training Event to be held on the 22<sup>nd</sup> March were received.

238.7. Correspondence regarding a Large Vehicle travelling through area was received. A large vehicle will be travelling to the Walpole substation on the 20<sup>th</sup> and 27<sup>th</sup> February. This is mainly for people that are living in the direct route of the vehicle.

**239. Borough Council of KL & WN issues.**

239.1. Late correspondence – The election packs was received and distributed from the Borough for each Councillor.

**240. Norfolk County Council issues.**

240.1. A letter was received from Derrick Murphy, Leader of NC Council regarding the Consultation on Government owned Forests. This item is not necessary now as the government have dropped their plans to sell off government owned forests.

240.2. Details regarding a Boost for Norfolk Businesses from 2012 Olympics were received. A special networking event is being organised by N.C.C. to encourage small businesses to strike gold in the 2012 London Olympics. The free event will highlight business opportunities presented by the 2012 Olympics. N.C.C is inviting businesses from across Norfolk, including those in the tourism sector to an early evening reception at Hethel Engineering Centre on Wednesday 9 March.

240.3. Details regarding a Consultation: Norfolk's 3rd Local Transport Plan, Connecting Norfolk was received. Connecting Norfolk will set the new strategy and policy framework for transport in Norfolk up to 2026. The document will be used as a guide for transport investment in Norfolk as well as considered by other agencies when determining planning or delivery decisions. They are nearing completion of the document and will submit this to Government at the end of March 2011. Prior to this they are consulting with the public. The consultation is requesting comments on both the draft strategy and Sustainability Appraisal. These are both available to download on our website at [www.norfolk.gov.uk/connectingnorfolk](http://www.norfolk.gov.uk/connectingnorfolk).

240.4. Correspondence regarding the proposed Willows Recycling facility was received. This is a general letter from Derrick Murphy going to all parishes explaining that as the body responsible for the procurement of the facility there are prescribed legal frameworks which apply to the procurement handling of all the necessary contract negotiations and they will adhere to them.

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A letter from Cllr Ann Steward was also received stating that information on the proposed recycling facility is available on-line but printed copies will also be available at all five of the county's libraries and the reception areas of Priory House in Kings Lynn & Borough Council offices.

### **Late Correspondence**

240.5. A new timetable for the Library Bus that comes to Emneth was received. Every Councillor will be sent this direct and all customers of the service will be given a copy.

240.6. Highway Services – NCC are asking if the Council wish to take on any services that are currently being carried out by them. They say that they have had over 50 councils expressing an interest in exploring further the scope for take on some activities with 2 councils taking on footway gritting.

**It was agreed that the Parish Council are unable to take on extra services due to limited resources and staff.**

### **241. Playing Field issues**

241.1. The Clerk reported for information that she will be signing on the Council's behalf 2 documents that are going to be submitted to the Big Lottery. These are the Landowner permission form and the Accountable Body declaration.

241.2. The issue of funding to the Playing Field for the damage to the downpipes was discussed. Cllr Waterfield proposed and Cllr Graham seconded to fund the repairs of the damage caused to the downpipes.

**It was agreed in principle to fund the repairs of the damage caused to the downpipes, this would have to go on the next agenda for ratification.**

241.3. It was suggested that ideas for the use of the old pavilion be asked at the Annual Parish Assembly. It was also requested that posters are produced to advertise the APM.

### **242. Footway Lighting issues.**

242.1. Light 9029 on The Wroe/Hawthorn was reported to be out.

### **243. Cemetery issues**

243.1. The pricing structure for the Cemetery has not been looked at for a couple of years. It was suggested that this could be done before the next meeting.

**It was agreed for the finance committee to meet to discuss the cemetery prices and to put a recommendation before the March Full Council meeting.**

243.2. Cllr Graham requested the permission of the Council to remove the Christmas wreaths from graves.

**It was agreed for Cllr Graham and Mrs Eady to remove the Christmas wreaths from graves in the Cemetery.**

### **244. Royal Celebrations for 2011.**

244.1. It was reported that Cllr Waterfield has sent the 2002 literature out to Councillors to remind them of what was organised for that event.

Chairman's Signature \_\_\_\_\_

**It was agreed for Cllr Waterfield to produce a leaflet to go in the messenger.**

**245. Date of Next Meeting**

245.1. The date of the next meeting will be on the 29<sup>th</sup> March 2011.

**246. Admission to Meetings Act (PUBLIC BODIES) 1960 – following the exclusion of the public and press:**

246.1. Clerk's contract of employment – this is an on-going issue and will be discussed at a future meeting.

Meeting closed at 9.47p.m.      Chairman's Signature\_\_\_\_\_

**Notes from the Public Session**

Play Area – Michael Clayton gave an update to the Council on the current project. The consultation that took place went very well and proved to be useful exercise. There has been a problem with a Capital bid from the Capital grants of the Borough Council. Technically their requirements are that you submit 3 quotes with your application along with the final design scheme. The committee were not at that stage and could not fit in with the Borough's timescales. The Borough is going to look at the application in their next financial year. The design of the scheme will be firmed up into a final design and approved by the committee. The tenders will be formally opened on the 15<sup>th</sup> March but a final decision will not be made until the 28<sup>th</sup> March. The Lottery application will be submitted on the 6<sup>th</sup> April for a decision in mid-June. More help is needed not just attendance at committee meetings, if anyone is interested to contact Michael.

The latest problem is that the damage to the pipes and guttering has got worse. The cost of the repairs is £579. Funding from SNAP has been agreed at £667 for having the pipes protected and boxed in with galvanised steel. It will cost £1246 for the whole job to be done and completed by the 31<sup>st</sup> March. The committee asked if the Council would consider funding the balance of the cost of the recent damage. The issue of the play area was discussed within the meeting.

Complaint – A complaint was put forward on behalf of a parishioner by a Councillor concerning the recording of staff pay in the minutes. The Clerk explained that Councillors will still continue to have details of individual staff pay on a monthly basis but the minutes will record the total salary figure paid each month. The Clerk offered to speak to the complainant personally on this issue if she is given their contact details.

Chairman's Signature\_\_\_\_\_