

Parish Councillors present: Lloyd Groves (Chair), Roland Fry, Julian McCourt, Yvonne Howard, Dan Finnis, Michael Pearson, Mark Purchase, Steve Curtis (Vice-Chair), Philip Leakey. Also present: Kate Bennett (Parish Clerk), Chris Crofts (Borough Councillor), Harry Humphrey (District Councillor) and one member of the public

## 1 Welcome

The Chairman opened the meeting and welcomed everyone.

## 2 Apologies for absence

No apologies were received for this month's meeting.

## 3 Members' Declarations of Interest in items on the agenda

There were no declarations of interests given for any item on this month's agenda.

## 4 Open Forum for Public Participation – 15 minutes only

There was no need to hold a Public Forum as the Member of Public was present to observe only.

## 5 Approval of the Minutes held on 26<sup>th</sup> January 2021

It was resolved to accept the Minutes of the last meeting as a true record and these will be signed by the Chairman at a later date.

## 6 Progress update since last meeting on any items not on this month's Agenda: no report.

## 7 Finance

- a) 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.

Payments - February 2021					
Payee	Goods/ Services	VAT	TOTAL	dd/EP	Supplier/Service
Salaries	1,458.92	0.00	1,458.92	dd	Clerk, Litter Picker, Playing Field Caretaker
Kate Bennett Expenses	106.15	5.95	112.10	EP	x6 hazard cones for cemetery, white envelopes, mobile, mileage, working from home allowance
Litter Picker	0.00	0.00	0.00	EP	46 hours
Playing Field Caretaker	0.00	0.00	0.00	EP	55 hours
HM Revenue and Customs	130.20	0.00	130.20	EP	PAYE
E.on	59.60	2.98	62.58	EP	January 2021 energy charges
Advanced Payroll Services	15.00	0.00	15.00	EP	Payroll services for December 2020
British Telecom	27.71	5.54	33.25	dd	January 2021 phone line and broadband charges
Veolia Ltd.	105.68	21.14	126.82	EP	8 collections w/c 7/1/21- 28/1/21
Westcotec	87.66	17.53	105.19	EP	February 2021 street light maintenance fee
Emneth Design	42.75	0.00	42.75	EP	Website update service
Information Commissioner's Office	40.00	0.00	40.00	dd	Annual data protection fee renewal
Hussey Knights Ltd.	33.48	6.70	40.18	EP	Inkjet cartridge for printer
Norfolk Parish Training Support	102.00	0.00	102.00	EP	Training costs for Councillors and Clerk - Role of the Councillor (Councillor Fry), Lawful Agendas/Minutes (Clerk)
Resident	250.00	50.00	300.00	cheque	Replacement cremation tablet broken when limb fell from oak in high winds last year
	<b>2,459.15</b>	<b>109.84</b>	<b>2,568.99</b>		

\*salaries reported together (data protection).

- b) Income since the last meeting was noted at £1790.00.  
 c) Balance of Current Account at 28/01/2021, £44,688.92. Balance of Claude Coates fund, £33,421.89.

- d) It was resolved to approve expenditure of £199.61 to purchase a new noticeboard for the cemetery.
- e) Following a request for three quotes it was resolved to approve expenditure of £6,265.00 + VAT for remedial tree works to be carried out in the churchyard following approval from the Diocese.

**8 a) Planning Applications for consideration:**

The following comments will be sent to the Borough Council of King's Lynn and West Norfolk.

Planning application 1: reference 21/00116/F Demolition of existing conservatory and proposed two storey rear extension at The Homelands, 60 Gaultree Square. It was resolved with all in favour to support the application.

Planning application 2: reference 21/00165/F Proposed side and rear single storey extension to form new utility room, snug, wc and kitchen at 29 Elmside. It was resolved with all in favour to support the application.

Planning application 3: reference 21/00260/F Replacement garage with room over for recreational use existing garage to be demolished at 160A Elm High Road. It was resolved to object to the application based on detrimental development for the neighbours; light deprivation and concerns with the access arrangements for the proposal.

- b) To note any planning appeal notifications since last meeting: no report.
- c) To note any decisions from the Borough Council since last meeting:

Planning Application 1: reference 20/01778A External illuminated elevated sign at Spar Stores, 25 Gaultree Square, refused.

Planning Application 2: reference 20/01857/O New dwelling at Sans Souci, Chapel Lane, approved.

- d) All Members were reminded that their contribution to commenting on planning applications is valued and these should be emailed through to the Clerk within the twenty-one day statutory consultation period time limit.
- e) Expenditure of £40.00 was approved for councillor attendance at a Neighbourhood Planning Seminar hosted by the Norfolk Association of Local Councils on 2<sup>nd</sup> March at 7pm.
- f) It was noted that Elm Parish Council had drafted and sent a letter on behalf of both councils to the occupant of the caravan along the former canal towpath requesting that the caravan be moved back onto land owned by his family. A response within fourteen days of the date of the letter was requested. Ongoing.
- g) A Working Group had met to investigate footway lighting requirements at the new development at 11-37 Elm High Road. Quotes will be sought this month for the preferred lantern. Ongoing.

**9 To discuss internal parish council issues**

- a) 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.
- b) A date close to the 21<sup>st</sup> June has been temporarily earmarked for the belated Victory in Europe celebrations for the village pending government guidelines at the time.

## 10 To note key correspondence received since last meeting

- a) An email from a resident requesting attention from Highways to the condition of the footpath along Church Road from Mill Road to the centre of the village as there is a lot of water in many places. Also reported large puddle at Cake Lane junction with Church Road. Clerk has reported to Highways and requested they action.
- b) Email from a resident requesting a new footpath at Church Road close to Thatchwood Avenue. Site visit being organized with the Clerk, the resident and Highways.
- c) Email received relating to litter at Broadend Road West/Wilkins Road between the A47 and Wilkins Road. It was noted that this is in the parish of Walsoken, not Emneth.

## 11 Cemetery Issues

- a) It was noted that a topple test on all memorials in the cemetery had been carried out on 18<sup>th</sup> January 2021 by Councillor Fry and the Clerk. Thirteen memorials were identified as a potential Health and Safety issue. Most families have now been contacted. Hazard tape has been fixed to the unsafe stones and one memorial has been laid down and two hazard cones placed over it as this was very unstable.
- b) The excess payment on the insurance policy is £250.00 so it was resolved not make a claim for the broken tablet in the cemetery.
- c) The Clerk is working with Scribe to get the new cloud-based cemetery management package up and running.
- d) Full grave burials are being offered to *residents* of the parish *only* as of 1<sup>st</sup> January 2020<sup>1</sup>. It should be noted that the provision of cemetery services within a parish is a discretionary service.

## 12 Playing Field Issues

- a) It was noted that the new equipment should be in place by May 2021.
- b) A copy of the original quote for the works was requested for the parish council. Councillor Groves to action.
- c) Although not discussed at the meeting for the purpose of the Minutes and transparency it should be 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 for the parish to match this by approving expenditure of £15,000.00 from the *Claude Coates* fund in order to completely renew all the play equipment in the play area and make it safe. To date no funds have left the parish council bank account towards this project.

## 13 To discuss Norfolk County Council issues including highways

- a) Councillor Finnis reported on recent SAM2 sign statistics. Clerk to publish on the website.

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<sup>1</sup> Ashes interments are still permitted to non-residents, just full grave burials restricted to *residents* only

- b) The bowing wall along Church Road was reported to Norfolk County Council Highways and addressed with the occupants of the property concerned. No further action required at this time.
- c) It was noted that the footpath at Betsy Pad is currently in a poor state. Hopefully conditions will improve with the weather but if not as it is a public right of way Norfolk County Council will be approached to carry out remedial works.

**14 To discuss Agricultural Allotment issues: no report.**

**15 To discuss Village Hall issues**

Councillor Groves agreed to obtain a quote for a 6m pole for the front car park at the village hall to erect a camera with a solar panel.

**16 To receive a report from the County Council**

- a) The budget has now been approved.
- b) A Flood Strategy Group has been set up comprising the Environment Agency, drainage boards and other coastal groups to address flooding issues.
- c) Councillor Fry reported that the recent resurfacing works to Gaultree Square were poor.
- d) Councillor McCourt reported that the planings from these resurfacing works could not be made available for the playing field car park as they contained tar/bichamen.

**17 To receive a report from the County Council**

- a) Staff are heavily involved in the administration of the Borough's vaccination process.
- b) Licensing and Planning Meetings continue to be the only meetings convening.
- c) The waste collection service is now back to normal after adverse weather conditions affected service.

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

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 discuss any progress with the purchase of signage to discourage parking outside the school
- To further discuss the provision of CCTV at the village hall and apply for grant funding for this
- To further discuss the reported breach of planning permission by a caravan at former canal towpath land owned by the parish council
- To note County Councillor Humphrey is retiring in May 2021
- Clerk to outline Councillor requirement for providing apologies before meetings
- To revisit the cost of a noticeboard for the cemetery
- To discuss the provision of kissing gates at the former canal towpath

**20 Date of Next Meeting**

The next meeting will be held on Tuesday 30<sup>th</sup> March 2021 at 6.30pm via Zoom.

Meeting closed at 7.50pm      Chairman's signature .....