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Minutes of Emneth Parish Council meeting held at on Tuesday 11th January 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, Mr Green, Mr McCourt, Mr J Fleet, Mr R Towler, Mr S Curtis, Mrs G Harper & Mr M. White.

Parish Clerk: Mrs M. Meyrick

Borough Councillor: Cllr Chris Croft

Public: 0

211. Apologies & Reasons for Absence

211.1. Cllr Graham

211.2. Cllr Humphrey – County Council

212. Declarations of Interest

212.1. There were no declarations of interest.

213. Minutes

213.1. The minutes of the Parish Meeting of the Council held on Tuesday 7th December 2010 were agreed and signed as a true record by the Chairman.

213.2. A discussion took place regarding the new layout of the agenda and the newly introduced report. The Clerk explained that the report is extra information is to help Councillors during the meeting.

214 Reports

214.1. Police Reports – There was a SNAP meeting held recently which was well supported. Outwell and Southery is having problems with the amount of HGV's travelling through the villages. Southery has transport vehicles travelling through for 11 months of the year and Outwell has a similar problem.

There was £2000 available for community projects which the Playing Field Committee applied for funding to try and stop people climbing on top of the new pavilion and causing damage. They were successful in obtaining £666.66 towards to the cost of preventative measures to the downpipes to hopefully stop people from using them to gain access to the roof. Northwold also applied and were successful in gaining a grant to purchase noticeboards in the village. The next SNAP meeting is on Friday 4th March at the Fire Station in Downham Market.

214.2. Borough Councillor Report – Cllr Croft reported that he attended a planning meeting yesterday but there was nothing brought up about Emneth. The LDF team meets tomorrow to discuss the next stage which is the Site Specific; the Borough has the power to decide on the outcome but must have a strong case to do so. Cllr Croft also spoke about the proposal to change some postal address that will affect Outwell and Emneth which is later on the agenda for discussion. Cllr Croft offered to help answer any questions the Council may have on this issue.

Chairman's Signature _____

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214.3. County Councillor Report – There was no report.

214.4. Parish Councillor Reports – A letter was received by the Chairman from Cllr Terrington. It was reported that the issues in the letter have already been dealt with.

215. Finance

215.1.

Membership to the SLCC - The cost to Emneth for a year's membership is £37.75 as the Clerk has split the cost with her 3 other parishes.

It was agreed to pay £37.75 towards the membership of SLCC for the year 2011.

215.2. Finances since last meeting.

Accounts for payment January 2010						
NO	Name	Chq No	Description	Net	VAT	Total
11	Audax Design	102000	Community Play Area project – 1 st stage fee	1500.00	00.00	1500.00
12,15,16	Salaries	102001 102003 102004	Salaries	881.45	00.00	881.45
13	Mrs M. Meyrick	102001	Expenses	10.91	00.00	10.91
14	MHB Services	102002	Lighting Maintenance – January	76.96	13.47	90.43
17	E-on	102005	Street Light Charges – December	112.32	19.66	131.98
18	E-on	102005	Street Light Charges – January	112.32	19.66	131.98
19	SLCC	102006	Membership	37.75	00.00	37.75
20	CGM	102007	Work carried out in cemetery incl: renovation of benches	928.20	162.44	1090.64
21	SM Web Designs	102008	3 rd Year Renewal to Jan 2012	192.17	34.61	226.78
22	Emneth Playing Field Committee	102009	¼ instalment of grant	625.00	00.00	625.00
23	Mr R. Waterfield	102010	Reimburse cost of refuse sacks	12.72	2.23	14.95
	Total			4489.80	252.07	4741.87

It was agreed to accept the finances as listed.

215.3. Signatories of Council's bank accounts – The question was asked if the Council wished the Clerk to be a signatory of the Council's bank accounts. The issue of standing orders and direct debits for the Council was discussed.

Chairman's Signature _____

It was agreed for the Clerk to be a signatory of the Council's bank accounts. It was also agreed to put on the agenda for discussion the issue of direct debits and standing orders for the Council's finances.

216. Planning

216.1. Planning Decision – There were no planning decisions received.

216.2. Planning Applications –

**10/02053/F – Alterations & extension to dwelling – 5 Elmfield Drive.
It was agreed to have No Objection to the planning application.**

216.3. An e-mail that had the Planning Department's Annual Monitoring Report was received. The Clerk did not print it off as it is around 35 pages long, if any Councillor wishes to see it to inform the Clerk and she will e-mail it to them.

217. Standing Orders

217.1. This was placed on the agenda before the Clerk found the copy in the paperwork. The last time the Standing Orders were reviewed was in 2007. The Clerk recommended that this is done on a yearly basis at the Annual Meeting; this year could be done after the election.

It was agreed to review the Council's Standing Orders at their May meeting after the election.

218. Dates for Meetings

218.1. The Clerk supplied each Councillor a list of all the dates of the meetings for 2011. The Clerk reported that due to the election the Annual Council meeting must take place between the 4th and 18th day after the election. The Annual Parish Assembly was also discussed.

It was agreed for the Annual Council meeting to take place on the 16th of May and the Annual Parish Assembly to take place on the 5th April.

219. The Council's website

219.1. The website masters have asked if the Council would look at the prospect of putting more information on the Council website.

It was agreed to place the issue of the website on the next agenda for discussion.

220. General correspondence.

220.1. Norfolk Link newsletter.

The Norfolk Link newsletter was received, if any Councillors wish to see it to inform the Clerk.

220.2. Community Led Design Training Event

The Glass-House community led design team believe local people should inform and lead on design in their local areas. They are offering a free workshop to enable parishes to more effectively participate in and lead on open space projects. It was suggested that this could be something that would interest the Playing Field Committee.

It was agreed for the Clerk to e-mail Mr Clayton of the Playing Field Committee to offer a place for a representative to attend on behalf of the Council.

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220.3. Norfolk RCC newsletter.

The Norfolk Rural Community Council newsletter was received, if any Councillors wish to see it to inform the Clerk.

220.4. Guidance re: To Grit or Not To Grit

Guidance was received from a parish council insurance company on what to do in the event of snow & ice. There is also some guidance from NALC as well as Norfolk County Council.

It was agreed for the Clerk to e-mail this guidance to all Councillors for information.

220.5. Late correspondence was received regarding the Queen's 2012 Diamond Jubilee. It is looking for nominations of towns in the area to receive City status, the closing date is the 27th May. There were no recommendations put forward.

220.6. Guidance was received from NALC regarding the Localism Bill. This brief is 10 pages long; the actual document fills a folder. If any Councillor wishes to look at the either documents to inform the Clerk know.

221. Borough Council of KL & WN issues.

221.1. Correspondence was received regarding a Mini Service Review on Parish Council Elections costs. The Borough has determined that it will proceed with the proposed change to the cost of elections. Parish Councils will be charged the full cost of organising and running all Parish elections. Where elections are held on the same day as other elections the costs will be shared on an equitable basis. The Borough will issue an itemised bill to Parish Councils where elections are held, once all of the costs have been disbursed but this will not be payable until the April of the following financial year. There was concern expressed by the Parish Council as it could deter potential new Councillors putting their names forward for election as this could incur a cost to the parish.

221.2. The Mayor's Volunteer Awards Scheme – This item was discussed by the Council and a name was put forward for nomination.

It was agreed with 1 abstention for the Chairman to put a name forward for nomination but for the nomination to remain confidential until the announcement of the shortlist has been made.

221.3. Correspondence was received regarding a consultation on allocation of Outwell Road, Emneth and Wisbech Road, Outwell. This has arisen after complaints were received concerning delivery problems and on one occasion the Police could not respond to an incident for over 2 hours as they were unable to locate a property. There followed a lengthy discussion.

It was agreed for the Clerk to respond favourably to the proposals put forward by the Borough Council as they are seen to be the most sufficient option to deal with the problem that has arisen.

222. Norfolk County Council issues.

222.1. The issue of the provision of grit bins was discussed. The Clerk informed the Council that the approximate cost of a grit bin would be £136. Any new grit bins would be subject to a licence from Norfolk County Council. There was no action from this.

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222.2. A leaflet detailing the gritting routes for 2011 that covers Norfolk was received.

222.3. Temporary Road Closures – N.C.C. is requesting the help of the Parish Council to help promote details of proposed road closures to businesses within the parish in the future. N.C.C. will still send these details out to the businesses but they had received complaints that this information was not getting to all the businesses.

It was agreed to help N.C.C. by notifying businesses in the parish of any proposed road closures in the future.

It was reported that the closing of roads to hold public events in the parish will no longer be free of charge. An application for a stopping up order will have to be made to County.

222.3. Withdrawal of subsidy for travelling costs for the over 16's, this issue was already been dealt with.

222.4. Late correspondence was received regarding Part Night Lighting in the parish. The proposal is to switch off street lights owned by N.C.C. between midnight and 5am (1am-6am in British Summer Time). The streets in the parish that would be affected are: -

- Coates Court
- Elm Low Road slip road
- Hagbech Hall Close
- Racey's Close
- St Edmunds Drive

It was agreed for the Clerk to respond positively to this proposal. It was also agreed for the Parish Council to place this on the next agenda for the street lights that they own.

223. Playing Field issues.

223.1. A brief update was given concerning the Lottery Grant Bid, the designer seems to be up to date with everything. The Lottery representative is happy; the committee have been told that if more help is needed they will give it.

223.2. The committee has applied to the Norfolk Playing Field Association for a grant to help with the cost of boxing in the drainpipes. This is to try and make it more difficult to climb up them to gain access to the roof. The Rural Community Council was suggested as a possible grant option.

224. Lighting Issues.

224.1. The Clerk reported that all the light problems recently reported to her have been passed onto the maintenance company.

225. Agricultural Land issues.

225.1. The question was asked whether all the rents that were due have been paid. The Clerk will find out and report to the next meeting.

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225.2. Drainage Board – The filling on Mannings area will continue till it gets high enough, when it gets to the full length it will go its own way back by Geoff Lakes. Drainage has been dormant for some time; it is the responsibility of adjoining neighbours.

225.3. Betsy's Pad – It was noted that the sections of drain to the rear of Hollycroft Road and beside Betsy's Pad are no longer maintained by KLIDB and are the responsibility of adjoining land owners.

It was agreed that Drainage Issues will longer be needed on the agenda.

226. Cemetery issues.

226.1. It was reported that the tree trunk is still in the drain by the Cemetery.

It was agreed for the Chairman to chase this issue up with the landowner.

227. The Royal Celebrations for 2012

227.1. As part of the Diamond Jubilee celebrations, nominations are being asked for Towns to be put forward to gain the status of City. The closing date is the 27th May. There were no nominations.

227.2. A general discussion took place regarding the organising of an event to mark the Jubilee. Cllr Crofts offered to obtain quotes for mugs/paper weights etc. which could be given to the children of the village. The idea to launch the idea at the Annual Parish Meeting was put forward.

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

228. Date of Next Meeting

228.1. The next meeting will take place on Tuesday 22nd February 2011.

228.2. Cllr Crofts gave his apologies for the next meeting as he has to attend a group meeting on that night.

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

229.1 Clerk's contract of employment – This was briefly discussed; more guidance on this issue is needed.

It was agreed for the Clerk to obtain guidance on the drawing up of a contract for the next meeting.

228.2. Payment by Standing Order

It was agreed for the Clerk's salary to be paid by Standing Order.

Meeting closed at 9.00p.m.

Chairman's Signature_____