



## **Draft Minutes of an Ordinary Meeting of Emneth Parish Council, Tuesday 26<sup>th</sup> January at 6.30pm via Zoom**

**In attendance:** Councillor Groves (Chair), Councillor Fry, Councillor McCourt, Councillor Howard, Councillor Finnis, Councillor Pearson, Councillor Purchase, Councillor Curtis, Borough Councillor Crofts, County Councillor Humphrey

**Apologies:** Councillor Harper, Councillor Wiles, Councillor Leakey, Councillor White

**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**

There were no matters arising from the Minutes.

#### **7 To discuss unresolved 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. Councillor Groves confirmed that the batteries and pads in the defibrillator were in good working order and he would arrange for a spare set of each to be made available.
- c. It was resolved to appoint Emma Bateman, Clerk to West Walton Parish Council as internal auditor for the financial year 2020/21.
- d. The Annual Parish Meeting will be held on Tuesday 25<sup>th</sup> May 2021 at 6.30pm (via Zoom if necessary).
- e. Councillors Fry, Howard, Groves and Purchase expressed an interest in attending some on line training with Norfolk Parish Training Support. Clerk to action.
- f. It was noted that a couple of Members have been unable to attend on line meetings and have not been present for over nine months now. Councillor Groves agreed to visit those concerned before each meeting, go through the Agenda and discuss any issues they might like to contribute to and bring those to the meeting himself.
- g. It was noted that Elm Parish Council has reported the presence of some asbestos along the former canal towpath. Clerk to investigate and approve the £125.00 expenditure requested by them to have it removed if deemed necessary.

#### **8 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.

---

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

<sup>2</sup> 15<sup>th</sup> December 2020

<b>Payments - January 2021</b>					
<b>Payee</b>	<b>Goods/ Services</b>	<b>VAT</b>	<b>TOTAL</b>	<b>dd/chq</b>	<b>Supplier/Service</b>
Salaries	1,630.17	0.00	<b>1,630.17</b>	<b>EP</b>	Clerk, Litter Picker and Playing Field Caretaker
British Telecom	27.70	5.54	<b>33.24</b>	<b>dd</b>	Jan21-Mar21 broadband services
Kate Bennett Expenses	100.51	6.34	<b>106.85</b>	EP	Mileage, postage, mobile, broadband, stationery etc.
Jean Eady	0.00	2.10	<b>0.00</b>	EP	69 hours plus £12.59 for plastic bags
Nicola Lane	0.00	0.00	<b>0.00</b>	EP	55 hours
HM Revenue and Customs	43.18	0.00	<b>43.18</b>	EP	PAYE
E.on	59.60	2.98	<b>62.58</b>	EP	Energy for street lights for December 2020
Advanced Payroll Services	15.00	0.00	<b>15.00</b>	EP	November payroll services
Veolia Ltd.	158.52	31.70	<b>190.22</b>	EP	12 collections 1/12/20 - 31/12/20
Westcotec	87.66	17.53	<b>105.19</b>	EP	January 2021 street light maintenance fee
T Wiles	650.00	0.00	<b>650.00</b>	EP	Cut back all hedges in old churchyard and remove debris
Tindle Tree Care	552.00	110.40	<b>662.40</b>	EP	Supply tree report for churchyard
Emneth Design	30.25	0.00	<b>30.25</b>	EP	Website update service (quarterly charges)
	<b>3,354.59</b>	<b>176.59</b>	<b>3,529.08</b>		

\*salaries - reported together (data protection).

- b. Income since the last meeting was noted at **£750.00**.
  - c. Balance of Current Account at 31/12/20 = **£48,018.63**. Balance of Claude Coates fund **£33,258.00**.
  - d. It was resolved to allocate October 2020's *Community Infrastructure Levy* payment (£1101.60) from the Borough Council to payment for works to the trees in the cemetery. A conversation took place regarding the replacement trees for the playing field and it was agreed that something like a beech tree might be suitable. It was noted that both Norfolk County Council and the Environment Agency are currently giving trees away.
  - e. It was noted that applications are now being invited to the Borough Council's Community Infrastructure Levy funding. The closing date is Friday 30<sup>th</sup> April. Grants from £2k-£10k are available for local projects relating to Community Facilities, Parks and Play Areas and Public Open Space, Community Transport and Leisure. It was agreed that the Playing Field Committee should apply for help with the new play equipment and the parish council should apply for CCTV at the village hall.
- 9 a) **Planning Applications;** to receive and consider *Planning Applications* since last meeting
- **Planning application 20/02137/O** residential development at land at 37 Elm High Road, Emneth. It was resolved to recommend *refusal* to this application based on back land and over intensive development at the locality.
- 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 20/01594/F** Perseverance Cottage, 32 Gaultree Square, Emneth – first floor extension and ground floor extension to dwellings – approved.
  - **Planning Application 20/01810/F** Claredon House, Meadowgate Lane, Emneth – approval for a replacement dwelling and detached car port – approved.
  - **Planning Application 20/01302/F and 20/01303/A** Budget Store and Post Office, 22 Gaultree Square, Emneth – two storey extension and alterations and installation of illuminated sign to front – both approved.
  - **Planning Application 20/01536/F** Sunny Holme, 57 Church Road, Emneth – removal of condition 4 for change of use from agricultural store to single dwelling – withdrawn.
- d) Following the report of a breach of planning permission by a caravan on the former canal towpath several suggested ways forward by Elm Parish Council were considered none of which seemed favourable at this time. It was resolved to request legal advice on the matter once a letter has been sent to the occupant of the caravan requesting that it is moved back by approximately 3m to within

<sup>3</sup> Borough Council of King's Lynn and West Norfolk

the boundary of the family property, this would solve all the issues. If this request is unsuccessful legal advice will need to be sought on an acceptable way forward<sup>4</sup> for all parties concerned.

For the purpose of the Minutes, following the meeting the Public Rights of Way Officer at Norfolk County Council confirmed that the canal used to run down the middle of the land and had a towpath on both sides. The canal itself was the County Boundary. Both towpaths were subsequently registered as footpaths, one down the west side was , and remains a public footpath, in Cambridgeshire. On the Norfolk side, there was also a footpath, but while the whole area was being managed as 'open space' the path fell into disuse. It was extinguished by legal order because it was duplicated by the Cambridgeshire path and it was deemed that it was no longer needed for public use.

It was noted that whilst the land in question was in the possession of Norfolk County Council the caravan was in situ but no agreement had been made between both parties so the caravan was inherited by Emneth and Elm Parish Councils with the purchase of the land.

## 10 Cemetery Issues

- a) *Tindle Tree Care* carried out a tree survey on 7<sup>th</sup> December 2020 and three quotes are now being sought to carry out remedial works suggested in the report. On going.
- b) A suggested increase of 5% on cemetery fees to be discussed in September 2021 when making provisions for next year's budget.
- c) 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. The families will be written to and the memorials marked with black and yellow hazard tape in the meantime.
- d) It was resolved to approve £400.00 expenditure to replace the broken ashes memorial tablet<sup>5</sup> in the cemetery damaged by the limb from the fallen oak last year. Clerk to make investigations with the parish council's insurance company to determine whether or not a claim can be made against the Council's policy.
- e) Full grave burials are being offered to *residents* of the parish *only* as of 1<sup>st</sup> January 2020<sup>6</sup>. It should be noted that the provision of cemetery services within a parish is a discretionary service.

## 11 Playing Field Issues

- a) 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 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.
- b) It was noted that no further progress had been made in the play area since last meeting.

## 12 To discuss Norfolk County Council issues including highways

- a) The report on SAM2 statistics from Councillor Finnis will be considered at next month's meeting.
- b) It was noted that Guyhirn junction improvements by Highways England between the A47 (Fen Road to South Brink) and the A141 (March Road) are due to start in February 2021.
- c) It was resolved for the Clerk to address the issue of a bowing wall along Church Road with Norfolk County Council Highways and the occupants of the property concerned.

---

<sup>4</sup> A confidential minute has been recorded for the agreed way forward should the initial contact letter prove unsuccessful

<sup>5</sup> William Joseph White A7

<sup>6</sup> Ashes interments are still permitted to non-residents, just full grave burials restricted to *residents* only

**13 To discuss Agricultural Allotment issues**

- a) It was noted that the clearance of the old vehicles (approximately five of them) from the allotment land at Grays Lane is still outstanding. The tenant is to be asked to remove the vehicles by 1<sup>st</sup> April 2021 and to suggest to him that he acquires a twenty foot container to store his boxes rather than old vehicles.
- b) The discussion of increasing land rents on parish council land to be deferred to September when considering next year's budget.

**14 To discuss Village Hall issues**

- a) Councillor Groves agreed to obtain a quote for a pole to aid installation of CCTV at the village hall. It was resolved for the Clerk to apply to the Borough Council's Community Infrastructure Levy fund to try and obtain some grant funding to cover the cost of this once costings etc. have been passed to her.

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

- a) Employees are heavily involved in the Borough's vaccination process.
- b) It was noted that Site G34.1 Land at Elmside allocated for development within the Borough's Local Plan is still *available and deliverable* as confirmed by the sellers and unlikely to be deallocated at this stage as requested by the Parish Council.
- c) It was noted that Planning Application 20/01951/O for the demolition of warehouse/showroom and construction of residential development for up to 16 plots at land at Elm High Road which was recommended for *refusal* by the parish council last month is partly in Emneth (Norfolk) and partly in Wisbech (Fenland).

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

- a) The budget is being considered this month; a 4.99% increase in council tax is expected.
- b) All are heavily involved in the Covid-19 arrangements

**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) The next Safer Neighbourhood Action Panel meeting is being held on-line on Wednesday 27<sup>th</sup> January at 7pm.

**18 Agenda Items for the next meeting**

- 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 SAM2 statistics from Councillor Finnis
- To note County Councillor Humphrey is retiring in May 2021

**19 Date of Next Meeting**

The next meeting will be held on Tuesday 23<sup>rd</sup> February 2021 at 6.30pm via Zoom.

Meeting closed at 8.10pm

Chairman's signature .....