

## Draft Meeting Minutes of Emneth Parish Council

Tuesday 30<sup>th</sup> January 2024 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 Tingley and Councillor Wiles

Also present: Kate Bennett (Parish Clerk), County Councillor Dawson and three members of the public

**Apologies:** Councillor Kok, Borough Councillor Crofts and Harry Humphrey

### Minutes (draft)

#### 1 Welcome

The Chairman welcomed everyone to the meeting.

#### 2 To receive apologies for absence

Apologies had been received as listed above.

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

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

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

A resident of Mill Road was present to report his further objections to *amended* Planning Application 23/02041/F detached garden room and store at Lane Cottage, 44 Church Road, Emneth; all objections were noted and will be considered when debating Item 10a) on this month's Agenda.

#### 5 To approve the Minutes of the meeting held on 12<sup>th</sup> December 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) Emneth Bowls Club has still not been in touch with quotes for the removal of the pyracantha hedging/fencing surrounding the Club and to replace it with security fencing. This matter will not be progressed until the Club provides quotes for the project.
- b) DJK Services has now cut the laurel hedges and removed the self-sets in the old churchyard.
- c) Still awaiting a date from Maxey Grounds to carry out a Red Book Valuation on all Parish Council-owned agricultural land in the Parish.
- d) A new tenancy agreement for a tenant at Hungate Road will be raised once confirmation of current competitive land prices have been confirmed by Maxey Grounds' Red Book Valuation.
- e) Awaiting confirmation from the Chairman on a meeting with Councillor Dawson and the School regarding parking issues along Hollycroft Road; on going.
- f) Repairs to the church wall are still awaited.
- g) Still awaiting approval from the Diocese and the Borough Council for permission to pipe the dyke at the cemetery to extend the ashes plots and full grave burial plots over the dyke<sup>1</sup>. There are roughly 12-14 full grave burial plots left only; the need for further space is required as a matter of urgency.
- h) Works to the trees in the churchyards and the cemetery have been delayed and are now scheduled for 5<sup>th</sup> & 6<sup>th</sup> February 2024.

#### 7 To receive a report from Norfolk County Council

- a) A county update from Councillor Dawson had been previously received and circulated to all councillors which included information relating to a devolution deal, free DIY waste for householders carrying out small projects, investment for the modernisation of Norfolk Fire & Rescue service buildings and free travel for disabled bus pass holders in Norfolk.
- b) It was noted that there continues to be a problem with fly tipping at Mill Road which is causing issues for a landowner gaining access to their land; both Norfolk County Council and the Borough

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<sup>1</sup> Roughly 40m long and 7m wide

Council have been reminded of the problem and their support requested in resolving the matter for the landowner; on going.

- c) The budget is currently being considered.
- d) Works to the lay-by at Lady's Drove are still awaited.

#### **8 To receive a report from the Borough Council**

- a) Draft Budget Proposals are being considered.
- b) The Chair has accepted an invitation from the Leader of the Council to a meeting on 21<sup>st</sup> February 2024.
- c) Information relating to the *Local Hero Awards* sponsored by the Borough Council was noted.
- d) Correspondence had been received relating to dog fouling at Hagbech Hall Close; further stickers have been put up by the Borough Council in a bid to help.

#### **9 Finance**

- a) It was resolved with all in favour to approve the January 2024 Payments List as presented.
- b) Income received since last meeting:
  - £245.43 quarterly interest
  - £20.00 Nordelph Parish Council
  - £575.00 cemetery
- c) Councillors Burgess-Lee and Fry viewed the bank statements for internal audit purposes.

#### **10 Planning**

- a) To consider any outstanding planning applications since last meeting:
  - Planning application 23/02300/F erection of garage and change of use of land from agricultural field to residential at 71 Church Road, Emneth; it was resolved to *support* this application.
  - Planning application 23/02041/F (amended) proposed detached garden room and garden store at Lane Cottage, 44 Church Road, Emneth; it was resolved to *support* this application.
- b) To note any planning decisions made by the Local Planning Authority or report any appeals made to the Secretary of State:
  - Planning application 23/01787/O Land NW of 52 Elmside, Emneth outline planning for proposed single storey dwelling; refused by the Local Planning Authority.
  - Planning application 23/02032/LDP 129 Elm High Road, Emneth modification of the internal layout of the garage; delegated decision by the Local Planning Authority as lawful.
  - Planning application 23/01887/F Whiteacres, 54 Elmside, Emneth continued use of dog training area; permitted by the Local Planning Authority.
  - Planning application 23/01874/F Glyncil, 87 The Wroe, Emneth removal of condition 3 attached to planning permission 2/78/3531/O site for erection of a bungalow; permitted by the Local Planning Authority.
  - An *appeal* has been made to the Secretary of State against the decision to *refuse* the proposed erection of a 2-storey 3-bed dwelling at Land South of 37 to 39 and North East of 33 Gaultree Square, Emneth; Planning Application 22/02091/F refers.

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 portal by visiting <https://online.west-norfolk.gov.uk/online-applications/> and referencing the relevant *planning application number* or a *key word* into the *Search bar*.

- c) It was noted that nominations are being invited for the *Mayor's Design Awards 2024*.  
[https://www.west-norfolk.gov.uk/info/20081/conservation\\_and\\_listed\\_buildings/312/mayors\\_design\\_awards](https://www.west-norfolk.gov.uk/info/20081/conservation_and_listed_buildings/312/mayors_design_awards)

## **11 Parish Matters**

- a) It was resolved for the Parish Council to take part in the D-Day 80 Event on 6<sup>th</sup> June 2024 on behalf of the residents of Emneth. Councillors Burgess-Lee, Finnis, Curtis, Purchase and Groves agreed to set up a Working Group to initiate plans which will involve lighting a beacon on the evening of 6<sup>th</sup> June at 9.15pm to commemorate the 80<sup>th</sup> Anniversary of the D-Day landings in Normandy, France; further information to follow over the coming months.
- b) It was resolved for the Council to consider creating a Facebook page for the Parish Council to be in the form of a noticeboard/information board rather than a forum for discussion.

## **12 To discuss Playing Field issues**

- a) A discussion took place regarding the need for an on going maintenance plan by the Parish Council for the pavilions at the playing field and the car park area etc. Councillors Burgess-Lee, Tingley, Finnis, Curtis and Fry to set up a Working Group to also include the Chairman of the Playing Field Committee and create a proposal for consideration by Full Council.

## **13 Cemetery Issues**

- a) It was noted that there are approximately 14 full grave burial plots left.
- b) Still no response from the Diocese or the Borough Council regarding the Parish Council's request for permission to pipe a section of dyke in the cemetery to provide further full grave burial plots for the Parish. The Clerk to chase again for a response.

## **14 Allotment Land issues**

- a) A Red Book Valuation of all Parish Council-owned land is to be carried out by Maxey Grounds.
- b) Clerk to make enquiries into the scrap vehicles still present on Parish Council land at Grays Lane.

## **15 To discuss Central Hall issues**

- a) The Vice Chair of the Central Hall Committee reported that various maintenance works are required at Central Hall including a total rewire of the Hall, the car park requires resurfacing and new radiators are needed.

## **16 To discuss Norfolk County Council issues including highways**

- a) It was resolved to approve expenditure of £400.00 to carry out a traffic survey at Hollycroft Road to provide data on vehicles types, numbers, speeds and times along this road. This information could then provide a platform for the Parish Council to lobby from to Norfolk County Council for road improvements to slow traffic down here i.e. chicanes, speed bumps or whatever is deemed suitable.
- b) Clerk to report a collapsed drain at o/s 110 Church Road and to investigate a drain at the rear of Gaultree Square.
- c) It was noted that the Rangers will be in the Parish in March 2024; any highways issues pertaining to their remit to be reported to the Clerk for actioning.
- d) Residents are reminded to report pot holes directly via the Norfolk County Council website / link here refers; [Potholes - Norfolk County Council](#)

## **17 To note any communications from the Police since last meeting**

- a) It was noted that the Priority Setting Meeting this quarter was on the same evening as this Council Meeting, 30<sup>th</sup> January 2024 and was at Downham Market Town Hall.
- b) Emneth's Beat Manager is PC Andy Wise.
- c) The Community Engagement Officer for Emneth is Paula Gilluley [paula.gilluley@norfolk.police.uk](mailto:paula.gilluley@norfolk.police.uk)
- d) Residents are encouraged to report any anti-social behaviour issues on the Police 101 non-urgent number.

## **18 Items for the next meeting agenda**

- To appoint an internal auditor for the financial year ending 31<sup>st</sup> March 2024
- D-Day 80 Event
- To consider a proposed Playing Field maintenance plan prepared by the Working Group
- To consider creating a Parish Council Facebook page
- To discuss scrap cars at Grays Lane allotment land

- To consider the findings from the Red Book Valuation carried out by Maxey Grounds
- To agree the terms of the renewal of a land rent tenancy agreement for land at Hungate Road

**19 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**

- a) The Clerk reminded all councillors of the Council's position relating to commenting on social media following a recent post/comment made by a councillor relating to a Parish matter that had not yet been considered by Full Council.
- b) The Clerk left the meeting room whilst the Chair and Vice Chair provided a report from the Clerk's recent appraisal. Following the 2022/23 Local Government Services Pay Agreement 2023 it was resolved to increase the Clerk's hourly rate to be back dated to 1<sup>st</sup> January 2024.

**20 Date of Next Meeting**

The next meeting will be on Tuesday 27<sup>th</sup> February 2024 at 6.30pm in the Committee Room at Emneth Central Hall.

Meeting closed at 8.20pm

Chairman's signature .....

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

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
186	PAYE	04/01/2024		Unity Current Account		Salary	HM Revenue and Customs	X	158.97		158.97
187	Litter Picker	04/01/2024		Unity Current Account		Salary	Jean Eady	X	271.05		271.05
188	Playing Field Caretaker	04/01/2024		Unity Current Account		Salary	Nicola Lane	X	233.56		233.56
189	British Telecom	08/01/2024		Unity Current Account		broadband / telephone line	British Telecom	S	45.25	9.05	54.30
190	NEST - Pensions	09/01/2024		Unity Current Account		Salary	NEST	E	33.50		33.50
191	Clerk Salary	15/01/2024		Unity Current Account		Salary	Kate Bennett	X	998.40		998.40
192	NEST - Pensions	15/01/2024		Unity Current Account		Salary	Kate Bennett	X	-19.14		-19.14
201	Donations	24/01/2024		Unity Current Account		Donation	Playing Field Committee	X	157.23		157.23
194	Expenses	26/01/2024		Unity Current Account		Expenses	Kate Bennett	Z	76.10		76.10
193	Website	26/01/2024		Unity Current Account		Website	Emneth Design PC Repair Se	Z	33.00		33.00
196	Unity Bank Charges / Interes	26/01/2024		Unity Current Account		Bank	Unity Trust	E	3.00		3.00
197	Cemetery and Churchyard	26/01/2024		Unity Current Account		Cemetery	Danny Kerrison	Z	500.00		500.00
198	Street light maintenance	26/01/2024		Unity Current Account		Street lights	Cozens (UK) Limited	S	45.00	9.00	54.00
195	Stationery	26/01/2024		Unity Current Account		Expenses	Diamond Byte Solutions Ltd.	S	33.33	6.67	40.00
199	Cemetery and Churchyard	26/01/2024		Unity Current Account		Refuse collection	Veolia Ltd.	S	136.08	27.22	163.30
200	Subscriptions	26/01/2024		Unity Current Account		subscriptions	Scribe Starboard Systems Lin	S	345.60	69.12	414.72
204	Parks and Open Spaces	29/01/2024		Unity Current Account		Open spaces	Jean Eady	S	41.10	8.22	49.32
203	Litter Picker	29/01/2024		Unity Current Account		Salary	Jean Eady	E	466.92		466.92
202	Playing Field Caretaker	29/01/2024		Unity Current Account		Salary	Nicola Lane	E	291.90		291.90
205	PAYE	29/01/2024		Unity Current Account		Salary	HM Revenue and Customs	E	222.57		222.57
<b>Total</b>									<b>4,073.42</b>	<b>129.28</b>	<b>4,202.70</b>