



Draft Minutes of an Ordinary Meeting of Emneth Parish Council, Tuesday 28th July 2020 at 6.30pm held virtually via Zoom

In attendance: Councillor Groves (Chair), Councillor Purchase, Councillor Fry, Councillor Howard, County Councillor Humphrey

Apologies: Councillor Harper, Councillor Wiles, Councillor Curtis, Councillor Oliver, Borough Councillor Crofts

Parish Clerk: Kate Bennett (email: emnethparishcouncil@hotmail.co.uk Mobile: 07825 634 672)

Public: 0

MINUTES

1 Welcome

The Chairman welcomed everyone to the third *virtual* meeting of Emneth Parish Council via Zoom.

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 Forum¹

There were no members of the public attending so 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 meeting² 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.

7 Finance

a. It was resolved to approve all outstanding payments as set out below. Councillors Fry and Howard to approve the payments online with Unity Trust Bank as uploaded by the Clerk.

Payments - July 2020					
Payee	Goods/ Services	VAT	TOTAL	dd/chq/EP	Supplier/Service
Salaries plus tax rebate	1,647.70	0.00	1,647.70	EP	Clerk, Litter Picker, Playing Field Caretaker
Clerk expenses	82.66	5.57	88.23	EP	Stationery, mileage, postage, broadband, mobile etc (£88.23) plus tax rebate from HMRC
Jean Eady	0.00	0.00	0.00	EP	40 hours
Nicola Lane	0.00	0.00	0.00	EP	44 hours
HM Revenue and Customs	-146.20	0.00	-146.20	EP	PAYE
Westcotec	87.66	17.53	105.19	EP	Street light maintenance July 2020
E.on	57.67	2.88	60.55	EP	June energy charges
Advanced Payroll Services	15.00	0.00	15.00	EP	May payroll services
CGM Group	600.00	120.00	720.00	EP	To build up and return x5 graves in the cemetery
CGM Group	731.15	146.23	877.38	EP	Playing field grounds maintenance (4 of 7)
CGM Group	310.25	62.05	372.30	EP	Mowing to cemetery and churchyard and Betsy Pad
Veolia	132.10	26.42	158.52	EP	General waste collection x2 bins - 5 collections, 2/6/20-30/6/20
British Telecom	27.70	5.54	33.24	dd	June phone services
British Telecom	39.50	7.50	47.00	dd	September broadband services

*salaries reported together (data protection).

b. Income since the last meeting was noted at £750.00 (cemetery).

8 Planning Applications; to receive and consider *Planning Applications* since last meeting

- **Planning Application 20/00822/F** log cabin at 39 Fendyke Road, Emneth; it was resolved to recommend *refusal* to this application as the proposal is not within the building line of Fendyke Road and the character and appearance of the proposal is out of keeping with the current street scene.

¹ The Public Forum is 15 minutes only

² 30th June 2020

- **Planning Application 20/00912/F** enclosure of canopy to enlarge garage and erection of porch over front door at 9 Gaultree Square, Emneth; it was resolved to recommend *approval* to this application.
- b) To note any appeal notifications since last meeting;**
- APP/V2635/W/20/3254790 Longridge, 37 Elm High Road, Emneth for Outline Application with some matters reserved for a proposed residential development. It was resolved to send documentation to the Secretary of State to support the parish council's recommendation of *refusal* to this development.
- c) To note any decisions from the Local Planning Authority³ since last meeting;**
- **Planning Application 20/00675/F**, 16 Church Road, Emneth extension to a bungalow; *approved*.
 - **Planning Application 20/00559/RM**, Land South East of 62 Elmside, Emneth proposed bungalow; *approved*.
- d) To note that Planning Application 20/00111/F** (original application 19/01102/F) Palmer, 32 Hungate Road has been reported to Enforcement pending inquiries surrounding breach of planning permission.
- e) To discuss street lighting requirements at the proposed new development at 11-37 Elm High Road, Emneth;** it was resolved to defer this for further discussion at the August parish council meeting once councillors have had more time to consider any required need for street lighting.
- f) To note that Enforcement at the Borough Council** has been informed regarding the sudden appearance of multiple caravans at the end of Mill Road, Emneth; awaiting a response following a site visit.

9) Cemetery Issues

- a) Progressing the columbarium wall will recommence once the current coronavirus pandemic has eased and social distancing measures relaxed to allow a site meeting with potential suppliers.
- b) Councillor McCourt agreed to obtain a further quote for works to the medium risk trees; awaiting quote.
- c) Full grave burials are being offered to *residents* of the parish *only* as of 1st January 2020⁴. It should be noted that the provision of cemetery services within a parish is a discretionary service.

10) To note any progress with the grinding out of the poplar tree stumps⁵ at the playing field

It was agreed to defer discussion of this item to the August meeting as Councillor McCourt was not present.

11) To note any progress with the bid to the 2021/22 Parish Partnership Scheme with Norfolk County Council⁶

- a) It was noted that the proposal to extend the formal footpath along Church Road in front of the church had been approved and a quote for the project is now awaited from Norfolk County Council.
- b) Councillor Groves agreed to progress the proposal with residents concerned for a crossing point along Church Road, somewhere near to 52 and 54 Church Road if feasible.

12) General Correspondence

Correspondence from a resident of Hollycroft Road was noted concerning bollards on grass verges and the speed limit in this part of the parish; Clerk has actioned.

13) Dog Waste Bins

The two new dog waste bins for the parish; one for half way along the footpath at Elmside (behind the houses along The Wroe) and the other for the top of the former canal towpath at Collett's Bridge need to be relocated as the Borough will not empty the one at Elmside due to Health and Safety implications having to walk the 30m from the bin back to their lorry and the one at Collett's Bridge is outside the Borough boundary for emptying dog waste bins. Clerk to action. The bin at Elmside will be situated at the top of the footpath, the Elmside end.

³ Borough Council of King's Lynn and West Norfolk

⁴ Ashes interments are still permitted to non-residents, just full grave burials restricted to *residents* only.

⁵ £2520 + VAT

⁶ Bids need to be submitted by 4th December 2020

14) To discuss the relocation of the painted stones at the village sign to Central Hall

Our Central Hall representative was not present at this month's meeting but it can be noted that the Central Hall Management Committee is very happy to install the stones at the Hall and have found someone to do the work for them free of charge.

15) To receive a report from the Borough Council

- The Borough Council has now held their first virtual meeting via Zoom
- There were 27 responses to the *Corporate Performance Panel* consultation

16) To receive a report from the County Council

- Libraries are now reopening
- The consultation for the Norwich Western Link is open
- Councillors have now had their first meeting since February

17) To note any communications from the Police since last meeting

- a) The regular *Community Update* Newsletter from the *Downham Market Safer Neighbourhood Team* had been circulated.
- b) Residents are encouraged to report anti-social behaviour issues on the 101 non-urgent number.

18) To note the annual appraisal for the Clerk has been carried out

Councillors Groves and Curtis met with the Clerk on Thursday 2nd July to discuss her role, objectives and performance. A new pay scale was noted; this needs to be approved by all Councillors at the August meeting.

19) Agenda Items for the next meeting

- To discuss a further quote for works to the *medium risk* trees at the cemetery
- To approve Clerk's new pay scale
- To note progress with the grinding out of the poplar trees at the playing field (£2520.00 + VAT)
- To note any progress regarding extending the formal footway in front of the Church; Parish Partnership Scheme 2021/22
- To discuss a potential crossing point along Church Road (PPS 2021/22); Councillor Groves
- To further discuss any requirement for street lighting at the proposed new development at 11-37 Elm High Road, Emneth

20) Date of Next Meeting

The next meeting will be Tuesday 25th August 2020 at 6.30pm at Emneth Central Hall.

Meeting closed at 7.10pm

Chairman's signature