



**Draft Minutes of an Ordinary Meeting of Emneth Parish Council, Tuesday 26<sup>th</sup> March 2019 at 6.30pm, Emneth Central Hall**

**In attendance:** Councillor Waterfield (Chair), Councillor Wiles, Councillor Graham, Councillor Curtis, Councillor Howard, Councillor Harper, Councillor White, Councillor Oliver, Councillor McCourt, Councillor Groves

**Apologies:** Borough Councillor Crofts, County Councillor Humphrey, Councillor Towler

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

**Public:** 0

**MINUTES**

**1 Welcome**

a) The Chairman welcomed everyone to the meeting.

**2 Apologies for absence**

a) Apologies were given as above and approved.

**3 Declarations of Pecuniary Interest**

a) No declarations of pecuniary interest were given for any item on this month's agenda.

**4 Minutes**

a) It was resolved to accept the Minutes of the last meeting as a true record and these were signed by the Chairman.

**5 Public Forum<sup>1</sup>**

There was no need to suspend the meeting to hold a Public Forum as there were no members of public present.

**6 Reports**

**6.1 Police Report;** no report.

**6.2 Borough Council Report;** no report.

**6.3 County Councillor Report;** no report.

**6.4 Parish Councillor Reports/Correspondence**

a) Correspondence from Emneth Central Hall Management Committee was noted regarding approval from the Charity Commission to the appointment of the Parish Council as Custodian Trustees for Central Hall.

b) New contract rates from E.on from 1 May 2019 – 30 April 2022 were noted at 10.917pence/kWh.

**7 Finance**

a. It was resolved, with all in favour, to approve the payments list since last meeting.

| Payments - March 2019          |                 |               |                 |        |                                                                              |
|--------------------------------|-----------------|---------------|-----------------|--------|------------------------------------------------------------------------------|
| Payee                          | Goods/ Services | VAT           | TOTAL           | dd/chq | Supplier/Service                                                             |
| Employment                     | 1,209.87        | 0.00          | 1,209.87        | d/d    | Clerk, Litter Picker, Playing Field Caretaker                                |
| Kate Bennett                   | 81.74           | 3.58          | 85.32           | 103122 | Expenses; mileage, stationery, broadband, mobile, photocopying, postage etc. |
| Jean Eady                      | 0.00            | 0.00          | 0.00            | 103123 | 41 hours                                                                     |
| Nicola Lane                    | 0.00            | 0.00          | 0.00            | 103124 | 44 hours                                                                     |
| HMRC                           | 164.00          | 0.00          | 164.00          | 103125 | PAYE                                                                         |
| British Telecom                | 25.00           | 5.00          | 30.00           | 103126 | Phone services                                                               |
| Veolia                         | 96.88           | 19.38         | 116.26          | 103127 | Four weeks trade refuse collection fee                                       |
| E.on                           | 51.28           | 2.56          | 53.84           | 103128 | February energy charges                                                      |
| Fields in Trust                | 65.00           | 0.00          | 65.00           | 103129 | Annual membership renewal                                                    |
| Westcotec                      | 87.66           | 17.53         | 105.19          | 103130 | March street light maintenance fee                                           |
| Richard King Memorials Ltd.    | 160.00          | 32.00         | 192.00          | 103131 | To relocate memorial to correct position and supply x4 marker plates         |
| Emneth Playing Field Committee | 750.00          | 0.00          | 750.00          | 103132 | Quarterly grant                                                              |
| Borough Council of King's Lynn | 527.80          | 105.56        | 633.36          | 103133 | Collection and disposal of dog waste for 2018-19                             |
| Advanced Payroll Services      | 30.00           | 0.00          | 30.00           | 103134 | January & February payroll services                                          |
| Emneth Central Hall            | 14.64           | 0.00          | 14.64           | 103135 | Insurance premium for stored equipment                                       |
| Emneth Design                  | 27.50           | 0.00          | 27.50           | 103136 | Website update service                                                       |
|                                | <b>3,291.37</b> | <b>185.61</b> | <b>3,476.98</b> |        |                                                                              |

\*salaries reported together (data protection).

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

- b. Income since the last meeting was noted at £49.89.
- c. Community Infrastructure Levy payments due from the Borough Council by 28<sup>th</sup> April 2019 for development within Emneth is £2164.80. This must be spent within a five year period on the provision, improvement, replacement, operation or maintenance of infrastructure within the parish or anything else that is concerned with addressing the demands that development places on an area. There are typically three broad categories of infrastructure; physical infrastructure (highways, transport links, cycleways, energy supply, water, flood alleviation, waste management), social infrastructure (education, health, social care, emergency services, art and culture, sports halls, community halls) or green infrastructure (parks, woodlands, play areas, public open space). There is a requirement to add indexation to CIL to keep in line with inflation. The change will mean the amount of CIL paid by developers/applicants will increase by 11.18% and this will apply to any planning application approved on or after 1<sup>st</sup> April 2019.

## 8. Planning Applications

### a) To receive and consider *Planning Applications and Decisions* since the last meeting

- To consider an application for a full variation of a premises license at Emneth Spar, Gaultree Square. It was resolved with all in favour to approve extending the opening hours from 2200 hrs to 2300 hrs only.
- **Planning Application 19/00527/F** Erection of a rear conservatory at Paradise House, 17 The Wroe, Emneth. It was noted that the location plan associated with the documents is not wholly in the applicant's ownership and a decision on the application cannot be made until the documents are correct. Clerk to advise the Borough Council.

### b) Decisions made by the Borough Council since last meeting

- **Planning Application 18/01464/RMM**, Land East of 11 to 37 Elm High Road, Emneth for the construction of 117 dwellings. Approved.
- **Planning Application 19/00106/O**, Land at Elmside, Emneth for the erection of a single storey dwelling. Approved.

## 9 General Correspondence

- a) Correspondence from a resident of Church Road concerning the need for a footpath at the Grays Lane junction with Church Road was noted. The Chairman had responded to advise that the area, unfortunately, does not fit the criteria required from Norfolk County Council to fund a footpath; the required footfall is too low at this location.
- b) It was noted that the three poplar trees at the junction of The Wroe with the A1101 are badly overgrown. Clerk to include this area with her site visit with the Highways Engineer on 28<sup>th</sup> March to try and resolve the problem.

## 10 Borough Council of King's Lynn and West Norfolk Issues

- a) Nomination Papers for the election on 2<sup>nd</sup> May 2019 must be hand delivered to the Borough Council offices in King's Lynn by 4pm on Wednesday 3<sup>rd</sup> April 2019 latest. Nomination papers can be downloaded from the Borough Council's website for anyone interested in becoming a local councillor, see link [file:///C:/Users/Kate/Downloads/Parish\\_Council\\_Nomination\\_Paper%20\(1\).pdf](file:///C:/Users/Kate/Downloads/Parish_Council_Nomination_Paper%20(1).pdf)

## 11 Norfolk County Council issues; no report.

## 12 Norfolk County Council Highways Issues

- a) Clerk is meeting with the Highways Engineer on 28<sup>th</sup> March to address outstanding issues.
- b) Correspondence relating to the Wisbech Access Strategy (Preferred Short-Term Projects) to be deferred to the April meeting.

## 13 Footway Lighting issues; no report.

## 14 Playing Field issues

- a) Councillor McCourt to obtain a quote for the cutting down of the trees.

## 15 Cemetery Issues

- a) A meeting has been arranged with CGM to discuss their findings in the recent tree survey of the cemetery/ churchyard: Tuesday 2<sup>nd</sup> April at 9am at the cemetery.
- b) It was resolved with all in favour to approve the waiving of memorial fees of £320.00 for a burial plot in the cemetery as compensation for recent complications surrounding the positioning of grave spaces in the cemetery and to provide 'reserved' plaques for all *reserved* burial plots in the cemetery.
- c) It was resolved with all in favour to fill in a large section of the footpath at the cemetery.
- d) Correspondence regarding free trees from the Woodland Trust was noted. These could perhaps be of use at the recently purchased former canal land at the Elm/Emneth border.
- e) It was noted that the cemetery has now been included on the Non-Domestic Rates List at the Borough Council and Small Business Rates Relief can be applied for.

**16 Agricultural Allotments**

- a) The renewal of a three-year tenancy agreement awaited has now been signed and returned by the tenant.

**17 Agenda Items for the next meeting**

- Raise cheque for £200.00 to Clerk for new hard drive
- Wisbech Access Strategy Preferred Short-Term Projects

**18 Date of Next Meeting**

- a) The next meeting will be the Parish Assembly on Tuesday 23<sup>rd</sup> April 2019 at 6.30pm at Emneth Central Hall. The next Ordinary Meeting will take place on Tuesday 30<sup>th</sup> April at 6.30pm.

The Chairman read out a letter of resignation from a Member of the Parish Council and concluded by advising that he also would not be standing for election this year on 2<sup>nd</sup> May 2019.

Meeting closed at 7.50pm

Chairman's signature .....

DRAFT