

Meeting Minutes of Emneth Parish Council  
 Tuesday 30<sup>th</sup> March 2021 at 6.30pm held online using Zoom (draft)

Parish Councillors present: Lloyd Groves (Chair), Roland Fry, Yvonne Howard, Dan Finnis, Mark Purchase, Steve Curtis (Vice-Chair), Philip Leakey. Also present: Kate Bennett (Parish Clerk), Harry Humphrey (District Councillor) and three members of the public

**1 Welcome**

The Chairman opened the meeting and welcomed everyone.

**2 Apologies for absence**

Apologies were received and approved from Councillor Mike Wiles, Councillor Julian McCourt, Councillor Mick White, Councillor Gloria Harper and Borough Councillor Chris Crofts.

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

There were no declarations of interests given for any item on this month's agenda and no dispensations were required.

**4 Open Forum for Public Participation: 15 minutes only**

A resident addressed Members requesting a new footpath for Church Road close to Scarfield Lane and Thatchwood Avenue explaining that the sharp bend here is a health and safety issue for pedestrians. This is also an area including two bus stops, one on either side of the road.

A resident addressed Members requesting a new footpath for Hollycroft Road from the junction at Fendyke Road to the last house on the corner when travelling towards Outwell. The edge to the carriageway is extremely uneven in places and there are no kerbs. The surface in places is very uneven with a lot of mud and water on the road and there are no streetlights. This is one of the main routes to the village school.

One member of the public left the meeting.

**5 Approval of the Minutes held on 23<sup>rd</sup> February 2021**

It was resolved to accept the Minutes of the last meeting as a true record and these will be signed by the Chairman at a later date.

**6 Progress update on items since last meeting not on this month's Agenda: no report.**

**7 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.

Payments - March 2020					
Payee	Goods/ Services	VAT	TOTAL	dd/chq	Supplier/Service
Salaries	1,498.32	0.00	1,498.32	dd	Clerk, Playing Field Caretaker and Litter Picker
Kate Bennett Expenses	144.12	6.43	150.55	EP	Mileage, stationery, postage, internet, mobile
Jean Eady	0.00	0.00	0.00	EP	57 hours plus expenses
Nicola Lane	0.00	0.00	0.00	EP	44 hours
HM Revenue and Customs	129.80	0.00	129.80	EP	PAYE
Emneth Design	30.00	0.00	30.00	EP	Website update service
E.on	53.83	2.69	56.52	EP	Energy charges
Advanced Payroll Services	15.00	0.00	15.00	EP	January payroll services
British Telecom	72.85	14.57	87.42	dd	Jan-Feb bundled services charges
Westcotec	87.66	17.53	105.19	EP	March 2021 street light maintenance fee
Elm Parish Council	125.00	0.00	125.00	EP	50% share of asbestos removal from towpath
Norfolk Parish Training Support	380.00	0.00	380.00	EP	2021/22 annual subscription fee
Norfolk Association of Local Councils	40.00	8.00	48.00	EP	Neighbourhood Planning course fee - Councillor Howard
Norfolk Association of Local Councils	30.00	6.00	36.00	EP	Allotments training for Clerk from November 2020
Norfolk Association of Local Councils	451.10	0.00	451.10	EP	Annual subscription fee
Borough Council of King's Lynn	650.81	130.16	780.97	EP	Annual dog bin emptying fee - 10 bins @ £1.51 per empty
Borough Council of King's Lynn	200.00	0.00	200.00	EP	Annual contribution to maintenance of the car park at the health centre in Upwell
Veolia	105.68	21.14	126.82	EP	4/2/21 to 25/2/21 - 8 collections @ £13.21 each
Emneth Central Hall Management Committee	14.65	0.00	14.65	EP	Insurance premium for computer equipment at village hall
King's Lynn Internal Drainage Board	315.50	0.00	315.50	EP	Drainage rates for Ladys Drove and Hungate Road
	<b>4,344.32</b>	<b>206.52</b>	<b>4,550.84</b>		

\*salaries reported together (data protection).

- b) Income since the last meeting was noted at £535.00.
- c) Balance of Current Account at 28/02/2021, £44,573.09. Balance of Claude Coates fund, £33,585.78.
- d) It was resolved to approve expenditure of £350.07 plus carriage + Vat to purchase a new noticeboard for the cemetery.
- e) It was resolved to approve expenditure of £88.00 + Vat to Norfolk Parish Training Support for Phil Leakey and Roland Fry to attend an online Planning Training session on 12<sup>th</sup> May at 7pm.

## 8 Planning

- a) To consider planning applications since last meeting: no report.
- b) To note any planning appeal notifications since last meeting: no report.
- c) To note any decisions from the Borough Council since last meeting:
  - Planning Application 1: 20/01248/F** Land South of 62 Outwell Road, Emneth seeking the removal of two existing buildings and erection of single storey garden centre reail until, two poly tunnels and additional parking: approved.
  - Planning Application 2: 21/00260/F** 160 A Elm High Road, Emneth replacement garage with room over for recreational use existing garage to be demolished: withdrawn.
- d) It was resolved to approve the street lighting design specification as provided by Leslie Archer from Amey Consulting for the proposed new development at 11-37 Elm High Road; this will include the installation of 29 lanterns at various locations on the proposed development. Clerk to continue to pursue a commuted sum from the developers for the equivalent of 30-years maintenance costs for these lights. On going.
- e) Councillor Howard provided Members with an outline of the Neighbourhood Planning session she had attended and assured Members that there is plenty of support available should the parish decide to produce a Plan of their own. On going.

## 9 To discuss internal parish council issues

- a) The Annual Parish Meeting will be held on 27<sup>th</sup> April 2021 at 6.30pm via Zoom immediately followed by an Ordinary Monthly Meeting.
- b) The Clerk reminded all Members of the need for them to offer their apologies before a meeting if they are unable to attend and to state the reason why, for approval. All were reminded that if any Member fails to attend six consecutive meetings they are automatically disqualified from their position.
- c) Councillor Fry outlined how useful he had found his recent training with Norfolk Parish Training Support and recommended it to any other Member interested in training.
- d)
  - i) It was resolved to approve signage for the towpath clearly stating that motorized vehicles are prohibited from the area, encourage visitors to not drop litter and clean up after their dogs. The cost of kissing gates to be investigated further.
  - ii) It was resolved to approve the installation of an owl box along the towpath. Clerk to investigate the height of the pole required and whether any planning permission may be required.
  - iii) Clerk to investigate the appearance of a Shetland pony grazing on the canal towpath and also the erection of some fencing which *appears* to be on parish council land. Clerk to discuss with Elm Parish Council and then write to the landowner in question to request details of their boundary lines.
- e) 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.

## 10 To note key correspondence received since last meeting

- a) Opening in May, Norfolk County Council will be welcoming applications and offers of support to help achieve their ambitious plan to plant 1 million trees across the County, as part of their wider aims to deliver lasting environmental benefits throughout Norfolk.
- b) The 2020\_2021 external audit paperwork has now been received from PKF Littlejohn LLP. Clerk to action.

- c) An email from a resident of Hollycroft Road requesting a new footpath from the junction of Fendyke Road to the last house on the corner towards Outwell was noted.
- d) An email from a resident complaining about car parking in the village and the state of and lack of footpaths in the parish was noted.

#### **11 Cemetery Issues**

- a) 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. Most families have now been contacted. Hazard tape has been fixed to the unsafe stones and one memorial has been laid down and two hazard cones placed over it as this was very unstable. To date one memorial has been repaired; this leaves twelve still requiring work.
- b) CGM Group has been advised that they were successful in tendering for the work to the trees in the churchyard. Two faculties are needed from the Diocese for the two trees that need felling. Once various queries from the Diocese have been answered CGM can progress with the other works required to the remaining trees.
- c) Full grave burials are being offered to *residents* of the parish *only* as of 1<sup>st</sup> January 2020<sup>1</sup>. It should be noted that the provision of cemetery services within a parish is a discretionary service.

#### **12 Playing Field Issues**

- a) It was noted that the £15,000.00 donation from the *Claude Coates* fund to completely renew all the play equipment in the play area and make it safe is no longer required as the Playing Field Committee have been successful in obtaining grant funding from other sources.
- b) It was noted that some rubble had been put in the pot holes at the entrance to the car park.

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

- a) It was noted that County Councillor Humphrey is retiring in May 2021. The Chairman thanked him for all of his support over the years and wished him all the very best in his retirement.
- b) The 2021/22 Budget allows for a £102 million boost for roads and infrastructure and a 3.99% council tax rise to support communities, the economy and the environment. There will be an investment of £28.2m in adult social care and £7m in children's services.
- c) Norfolk Flooding Alliance has been created in response to winter flooding across the County.
- d) The Norfolk Library Service has been awarded £53,000 to deliver support to people needing to access the first ever online Census.

#### **14 To discuss Agricultural Allotment issues**

It was noted that the scrap vehicles from the Grays Lane allotment land should be removed by 1<sup>st</sup> April 2021. Councillor Groves to action.

#### **15 To discuss Village Hall issues**

Councillor Groves to investigate putting a camera on the side of the building as it has been determined that a 6m pole will require planning permission.

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

- a) Quad bikes using the towpath had been reported earlier in the month and an address provided of the suspected culprits.
- b) The next Safer Neighbourhood Action Panel meeting is 28<sup>th</sup> April 2021 at 7pm via Teams. Councillor Fry offered to be the parish council representative.
- c) Residents are encouraged to report any anti-social behaviour issues on the Police 101 non-urgent number.

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

- 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 the former canal towpath, land jointly owned by Emneth and Elm parish councils

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<sup>1</sup> Ashes interments are still permitted to non-residents, just full grave burials restricted to *residents* only

**18 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**

**19 To outline discussions had with Elm Parish Council regarding the breach of planning permission at the canal towpath and to discuss the future of the towpath**

A meeting with representatives of Elm Parish Council had taken place earlier in the month via Zoom. Emneth Parish Council reported on their preferred way forward with the matter and Elm Parish Council agreed to consider this at their next meeting on 8<sup>th</sup> April 2021 and advise accordingly. A discussion ensued regarding how to better manage the needs of the towpath moving forward. On going.

**20 To discuss a contract for the Playing Field Caretaker**

The Caretaker does not have an up to date, relevant employment contract with the parish council. A relevant job description was agreed and the Chairman agreed to pursue with the Caretaker. On going.

**21 To read out a letter received from a resident of Elm and another from Elm Parish Council concerning an incident on the towpath involving the removal of logs**

Both items of correspondence were read out to Members and their contents noted. No further action is required at this time.

**22 Date of Next Meeting**

The next meeting will be held on Tuesday 27<sup>th</sup> April 2021 at 6.30pm via Zoom.

This will be the Annual Parish Meeting when all residents are invited to attend to discuss any local issues with Members of the Parish Council.

Joining details will be advertised on the Agenda which will be published at least seven days before the meeting date.

Meeting closed at 8.30pm

Chairman's signature .....