

## **Draft Meeting Minutes of Emneth Parish Council**

Tuesday 28<sup>th</sup> March 2023 at 6.30pm held at Emneth Central Hall

**Parish Councillors present:** Councillor Pearson, Councillor Wiles, Councillor Groves (Chairman), Councillor Howard, Councillor Curtis, Councillor Finnis, Councillor Purchase, Councillor McCourt, Councillor Tingley, Councillor Fry, Councillor Kok and Councillor White. Also present: Kate Bennett (Parish Clerk), Harry Humphrey, County Councillor Dawson and four members of the public

**Apologies:** Borough Councillor Crofts

### **1 Welcome**

The Chairman welcomed everyone to the meeting.

### **2 To receive apologies for absence**

Apologies for this month's meeting were received as above and approved.

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

No declarations of interests were given for this month's meeting and no dispensations were requested.

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

- Two residents were present to introduce councillors to the new Emneth Over 60's Friendship Club recently set up in the Parish; the purpose of the Club is to provide the older residents of the Parish the opportunity to meet together in a warm, safe place to promote friendship, mutual support and enjoyment. The Club meets fortnightly at Central Hall on a Wednesday morning between 10am and 12pm. The Chairman of the Club asked if the Parish Council would be willing to make a £300.00 donation towards a Coronation Lunch planned for 10<sup>th</sup> May 2023 for the Club; more than sixty residents are expected to attend; it was resolved to approve this donation.
- Councillor Groves reported that the Central Hall Committee are also planning a street party event on Sunday 7<sup>th</sup> May 2023. It was noted that to date they have been awarded £900.00 in grant funding to help with the celebrations. Members agreed to consider making a donation to this event also if requested to do so.

### **5 To approve the Minutes of the meeting held on 28<sup>th</sup> February 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 To receive a report from Norfolk County Council**

- It was noted that the zig zag lines outside the school are not enforceable; a *Traffic Regulation Order (TRO)* needs to be in place to enable enforcement; Cllr Dawson is investigating.
- The condition of both Hungate Road and Ladys Drove continues to be monitored.
- It was noted that Adult & Children's Services continues to be the major expense at County Hall.
- Cllr Dawson is a Member of the *County Deal Member Oversight Group*. This is an all-party 'committee' that will examine the proposals & monitor developments on the County Deal.
- Councillor Dawson is willing to help with further funding to progress the woodland project at the playing field later on this summer; he would like to invest in some larger trees roughly 2.5m-3m.

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

- The 2023/24 Budget has now been approved.
- The Borough Council is reflecting after one year since the war in Ukraine started.
- The new bin delivery schedule is now available.
- A reminder to all residents that Photo ID is required when voting in elections this year  
[https://www.west-norfolk.gov.uk/news/article/1359/west\\_norfolk\\_residents\\_need\\_photo\\_id\\_to\\_vote\\_at\\_elections\\_in\\_may](https://www.west-norfolk.gov.uk/news/article/1359/west_norfolk_residents_need_photo_id_to_vote_at_elections_in_may)

### **8 Clerk to provide an update on any matters no included on this month's agenda**

- a) The reimbursement from Norfolk County Council of £351.09 for the trees purchased for the woodland project at the playing field has been received into the Parish Council's bank account.

- b) Community Infrastructure Levy funding of £2,930.00 has been approved by the Borough Council for a new pair of goal posts for the playing field; Alex Lane confirmed that he has also had funding approved from the Football Association of £1,200.00 which, when received, he will forward into Parish Council funds. Total cost of a pair of goal posts is £3,958.00 + Vat. It was resolved for the Clerk to purchase the posts on behalf of the Playing Field Committee.
- c) Parish Partnership Scheme funding of £3,758.00 has been approved by Norfolk County Council to provide a replacement bus shelter with solar lighting adjacent to The Peel Centre, A1101 Elm High Road; this, added to Community Infrastructure Levy funding confirmed last year for the same amount, will pay for the new shelter in full; Clerk to progress.
- d) All Members were reminded of the need to have nomination papers for the election on 4<sup>th</sup> May 2023 back with the Borough Council by 4pm on 4<sup>th</sup> April 2023 latest.
- e) Councillors Purchase and Howard had attended a VIP event at the new estate, The Elms, A1101 Elm High Road on 25<sup>th</sup> March.
- f) The application for a new dog waste bin to be installed at Scarfield Lane has now been approved by Norfolk County Council; Clerk to progress.
- g) A proposed Section 38 Agreement received from Fraser Dawbarns LLP relating to the adoption of the estate road off Hungate Road has been sent to the Parish Council's solicitor for comment; all costs to be met by the developer.
- h) Three months notice has been given to the Council's current payroll provider; provision to be swapped over to Norfolk Association of Local Councils from July 2023 onwards.

## 9 Finance

- a) It was resolved with all in favour to approve the March 2023 Payments List as presented.
- b) Income received since last meeting: £540.00 (cemetery) and £351.09 (Norfolk County Council).
- c) It was resolved to approve expenditure of £507.50 + Vat to purchase a 1800mm hardwood / cast iron frame bench for the churchyard; Clerk to progress.
- d) Clerk to progress a further quote for a tree survey at the churchyard.
- e) Councillor Fry and Councillor Curtis checked the bank statements.

## 10 Planning

- a) To consider planning applications since last meeting:  
**Planning application 22/02315/F** change of use to form a dog grooming business and form a new drop kerb access at 141B Elm High Road, Emneth; it was resolved to support the application in accordance with the recommendations from Norfolk County Council Highways.
- b) To note any planning decisions made by the Local Planning Authority / appeal notifications
  - i) Planning application 22/00038/NMA\_1: 49A The Wroe, Emneth first floor side extension and retrospective rear extension. Application permitted.
  - ii) It was noted that the retrospective application for continued use of the ground floor as a dance studio and continued use of the first floor as a studio and storage including internal alterations at The Old Jam Factory, Chapel Lane, Emneth has been withdrawn.
  - iii) An appeal to the Secretary of State was noted in relation to The Queens Head, 33 Gaultree Square, Emneth against the failure of the Borough Planning Authority to give notice of its decision within the appropriate period on an application for planning or approval.

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/>

## 11 Parish Matters

- a) The Annual Parish Meeting will take place on Tuesday 25<sup>th</sup> April 2023 at 6.30pm in the Committee Room at Central Hall.

- b) It was resolved to approve for the F.E.E.T. volunteer group to complete installation of the compost bin at the Collett's Bridge end of the towpath. Their suggested maintenance plan for the year was also approved as was the suggestion to have a further joint meeting in September with Elm councillors. For the purpose of the Minutes it was resolved to delegate authority to Councillor Purchase, Councillor Curtis and Councillor Wiles on towpath-related matters<sup>1</sup> when attending joint meetings with Elm councillors and the F.E.E.T. group.

**12 To note general correspondence received since last meeting;** no report.

**13 To discuss Playing Field issues**

- a) It was resolved to continue with the planting of more trees in the new woodland area at the back of the playing fields later on this year. Some older / larger trees to be planted.

**14 Cemetery Issues**

- a) It was resolved for the Clerk to purchase a new bench to replace the current one beyond the church wall near to the village sign.  
b) Clerk to source a further quote for a tree survey.  
c) Clerk to investigate improvements / repairs to the church wall.

**15 Allotment Land issues;** no report.

**16 To discuss Central Hall issues**

- a) A Wifi extender is still needed to make use of the CCTV at the rear of the Hall.

**17 To discuss Norfolk County Council issues including highways**

- a) Clerk to investigate the condition of the footpath o/s 25 Church Road.  
b) Residents are reminded to report pot holes directly via the Norfolk County Council website / link here refers; [Potholes - Norfolk County Council](#)

**18 To note any communications from the Police since last meeting**

- a) The Police & Crime Commissioner is hosting online 'Time to Talk' sessions which are open to the public;  
['Time to Talk' to your Police and Crime Commissioner – March 2023 | Norfolk PCC \(norfolk-pcc.gov.uk\)](#)  
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.

**19 Items for the next meeting agenda**

- Finance and Planning and urgent matters only to follow the Annual Parish Meeting.
- To consider making a donation towards the Coronation Village Street Party on Sunday 7<sup>th</sup> May 2023 taking place at Central Hall.
- To consider the Section 38 Agreement received for the adoption of the estate road at Hungate Road.

Councillor Dawson, Harry Humphrey and the member of public present left the meeting.

**20 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**

The contents of a letter sent to a resident relating to the cutting down of a tree along the towpath were noted.

**21 Date of Next Meeting**

The next meeting will be the Annual Parish Meeting and will be held on Tuesday 25<sup>th</sup> April 2023 at 6.30pm in the Committee Room at Emneth Central Hall.

Meeting closed at 8.10pm

Chairman's signature .....

<sup>1</sup> Except discussions surrounding the installation of further compost bins along the towpath