

17/08

**Minutes of the Annual Meeting of the Parish Council of Emneth that took place on Tuesday 27<sup>th</sup> May 2008 in the Central Hall**

The meeting commenced at 7.00pm.

- 077/08 PRESENT** were Councillors Mr R Waterfield (Chairman), Mrs O Graham, Mrs Y Howard, Mr M Wiles, Mr S Curtis, Mr R Towler, Mrs G Harper, Mr N Terrington, the Clerk Mrs M Sawyer, Borough Councillor Mr C Crofts, County/Borough Councillor Mr H Humphrey and 1 member of the public. Also present was Mr M Clayton in his capacity as advisor to the Council in the matter of the incorrect Precept calculated by the Borough Council.
- 078/08 APOLOGIES** for absence were received from Councillors Mr J McCourt, Mr F Blake and Mr A Green.
- 079/08 COUNCILLORS' DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA AS REQUIRED BY THE PARISH COUNCIL'S CODE OF CONDUCT 2001**  
None declared.
- 080/08 MINUTES** of the Ordinary Parish Council Meeting held on Tuesday 29<sup>th</sup> April 2008 had previously been distributed to all councillors with copies being made available for public perusal at the post office and the Central Hall notice board. They were taken as read and signed by the Chairman as a true record of the meeting.
- 081/08 ELECTION OF OFFICERS**  
**The following Officers were proposed, seconded and duly elected:**
- **Chairman** - Councillor Mr R Waterfield
  - **Vice-Chairman** - Councillor Mrs O Graham
  - **Responsible Financial Officer** - Mrs M Sawyer
  - **S17 Law & Order Representative** - Councillor Mr R Waterfield
- The post of Internal Monitoring Officer to be confirmed at a later date.**
- 082/08 Agenda item 8/d - Update on Precept Error - was brought forward to this point as Mr Clayton had to leave to keep another appointment.**  
Mr Clayton explained that he had been asked by the Chairman to assist with the Council's dealings with the Borough Finance Department to try to find a way to resolve the Borough's mistake over the 2008/2009 Precept. Mr Clayton advised members that he had researched many avenues and confirmed that the claim made by Borough Finance that the Precept could only be changed following a Judicial Review was correct. He went on to say that such a review could cost the parish many thousands of pounds. He advised to wait and see what transpired at a meeting with the Borough Treasurer arranged for later in the week.  
The Chairman thanked Mr Clayton for his assistance in this matter and for the amount of time he had spent on research.
- 083/08 REPORT OF PARISH/POLICE LIAISON OFFICER & OTHER POLICE MATTERS.**  
There was no Police Officer present.  
**Provision of Bicycle for PCSO** - the Chairman reported that he had spoken to the Police Officer responsible for purchasing the bicycles and he had been told that the Parish Council will receive an invoice in due course.  
**Emergency Planning** - A letter requesting a named contact in the parish was circulated. The Chairman will take the request to Homewatch.  
**Norfolk Police Authority Policing Plan 2008/2009** - circulated.
- 084/08 CHAIRMAN'S CORRESPONDENCE**  
**Pavilion Official Opening**  
The Chairman informed members that the new pavilion official opening ceremony was on Monday 2<sup>nd</sup> June at 2.30pm and everyone was invited. He read out a letter from the Playing Field Committee that thanked the Parish Council for helping and supporting the project.

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**MISCELLANEOUS CORRESPONDENCE RECEIVED**

The following items were dealt with at the meeting:

- **CPRE – Annual General Meeting and various other organised events** – details circulated.
- **Borough Council Standards Committee** – Members were informed that the local Standards Committee were recruiting both Independent Members and Parish Council Members. Details and application forms were circulated.

The following items are in circulation:

- Norfolk Matters May 08 issue
- CPRE Annual Report
- CAG Meeting Minutes
- Books on Wheels
- NRCC Signpost May issue
- Clerks & Councils Direct Issue 57
- The Playing Field
- The Clerk May 2008
- Norfolk Link 165

086/08

**FINANCIAL MATTERS**a) **Received Since Last Meeting:**

- i) A Clingo – interment fees for the late John Sammons - £320.00
- ii) M J Coates – memorial fees for the late Derek Carter - £160.00

b) **The following invoices were approved for payment:**

- i) MHB Services Ltd – footway lights maintenance contract – May/June - £84.02 per month
- ii) CGM – grass cutting - £285.53
- iii) Uptech Ltd – CIP computer software - £23.50
- iv) Mrs M Sawyer – salary & expenses – April/May - £1154.64
- v) Mrs J Eady – salary – May - £137.28
- vi) Mr D Melton – groundsman salary & expenses May - £46.00
- vii) Mrs Y Howard – travelling expenses - £24.94

087/08

**FINANCIAL STATEMENT 2007/2008**

All members had previously received a copy of the Council's R&P Account for the financial year ending 31<sup>st</sup> March 2008.

The Clerk took members through the accounts explaining various items. It was proposed, seconded and agreed that the accounts be approved. They were signed by the Chairman and RFO.

The Clerk explained that the External Auditors had brought everything forward a month which meant that the Statement of Assurance must be completed before going to the Internal Auditor. This was done and signed by the Chairman.

088/08

**PLANNING MATTERS**1 **The following Planning Applications were discussed and determined:**

- a) **08/01363/LB & 08/1364/F** – The Great Barn, Meadowgate Lane – new access drive, gates, and walls/fences – Brand Associates - applications supported.

2 **The following Planning Authority decisions were noted:**

- a) **08/00763/F** – 127 The Wroe – conservatory extension to dwelling – Mr & Mrs M Burrall – permission granted.
- b) **08/00789/O** – land west of 73 Lady's Drove – detached dwelling – A & D Hancock – permission refused.
- c) **08/00922/F** – Acreview, Elmside – extension to dwelling – Mr M Coleman – permission granted.
- d) **08/00985/F** – 154 Church Road – single storey and first floor extensions to dwelling – Mr A Theobald – permission granted.

089/08

**HIGHWAY MATTERS**

**Bus Shelters**

- **Gaultree Square** – on-going.

**New matters reported:**

- **Outwell Road**– large potholes reported. Despite previous reports to Highways these potholes have not been repaired. The Clerk to report again.

**Proposed 50mph Speed Limit**

All members had previously received a copy outlining the proposals for a reduced speed limit along part of the A1101 from Scarfield Lane to 160 metres south east of The Wroe. Members support the proposals but consider that the limit should be extended up to 190 Outwell Road. Mott MacDonald to be advised.

**Bus Stop Clearways – outside B&Q Elm High Road**

A letter received from Mott MacDonald was read out explaining that work on the bus stop clearways would be starting in early June.

090/08

**PLAYING FIELD MATTERS**

The Representative Member confirmed that the official opening of the pavilion will be on 2<sup>nd</sup> June 2008. She said that the project had been completed under budget so the committee would not need to take advantage of the agreed loan from the Parish Council.

The Chairman reported that he had been asked to present awards to members of the Emneth Football Club. He said he was surprised and pleased that there were so many children playing football on the pitches.

091/08

**YOUTH CLUB**

Councillor Green sent a report on the opening of the Youth Club. He said that it had been well attended and everyone had enjoyed themselves.

092/08

**FOOTWAY LIGHTING MATTERS**

**Outages** - None reported.

093/08

**AGRICULTURAL HOLDINGS MATTERS**

**Hungate Road Holdings**

It was reported that the vacant land had been sprayed with round-up to kill the emerging weeds. It was agreed that more work would be needed later in the year.

**Gray's Lane**

The Chairman reported that he had been asked by the people wishing to develop a fishing lake off Gray's Lane if they could put in a layby adjacent to the Council's land. This was agreed.

094/08

**CEMETERY MATTERS**

**1 Working Party Report**

It was reported that three or four sunken graves had now been built up and turfed. The Chairman and Vice-chairman had been watering the new turf during a recent hot spell.

**2** The Chairman reported that he had contacted a Tree Surgeon to carry out work in the cemetery and on Betsys Pad for a quoted price of £400.

095/08

**PARISH COUNCIL WEBSITE**

On-going.

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**096/08 LOCAL GOVERNMENT REVIEW**

Councillor Mrs Howard briefed councillors on proceedings at a recent meeting she had attended at Swaffham. Councillor Humphrey reported that it was likely that new Unitary Authorities would be centred on market towns. Members were advised that a follow-up information session would be held in King's Lynn Town hall on 9<sup>th</sup> July 2008. Councillors, Waterfield, Graham and Howard to attend.

**097/08 COMMUNITY INFORMATION POINT**

The Chairman reported that there were already eight volunteers. It was proposed to open the centre alternate Saturday mornings and one evening during the week. Arrangements to be finalised in conjunction with volunteers.

**098/08 CONFERENCES/SEMINARS/ETC**

**Members were advised of the following:**

- Norfolk Planning Conference - 12<sup>th</sup> June 2008 - Swaffham

**099/08 DATE OF NEXT MEETING**

The date of the next Ordinary Parish Council Meeting was confirmed as being Tuesday 24<sup>th</sup> June 2008, commencing at 7.00pm in the Emneth Central Hall.

There being no other business to discuss the Chairman closed the meeting at 9.40pm

*R Waterfield*

**CHAIRMAN**

**Dated 24<sup>th</sup> June 2008**