

EMNETH PARISH COUNCIL

Draft Minutes of the Annual General Meeting, Tuesday 30th May 2017 at Emneth Central Hall, 6.30pm

In attendance: Councillor Waterfield (Chair), Councillor Harper, Councillor Wiles, Councillor Graham, Councillor Curtis, Councillor Howard, Councillor Fleet, Councillor Oliver, Councillor McCourt, County Councillor Humphrey

Apologies: Councillor White, Councillor Towler, Councillor Groves

Parish Clerk: Kate Bennett

Public: None

MINUTES

All councillors present returned their signed *declarations of acceptance of office* before the meeting started.

1. Election of Chairman for the coming year and sign declaration of acceptance of office

1.1 Councillor Curtis proposed Councillor Waterfield for Chairman for the forthcoming year. This proposal was seconded by Councillor Harper with six in favour and one abstention. Councillor Waterfield signed the declaration of acceptance of office for Chairman.

2. To consider apologies for absence

2.1 Apologies were given as listed above and accepted.

3. Election of Deputy Chairman for the coming year and sign declaration of acceptance of office

3.1 Councillor Harper proposed Councillor Graham for Deputy Chairman for the forthcoming year. This proposal was seconded by Councillor Wiles with six in favour and one abstention. Councillor Graham signed the declaration of acceptance of office for Deputy Chairman.

4. Declaration of Pecuniary Interests forms to be completed and to consider any requests for dispensations

4.1 Forms had been previously circulated and were handed back to the Clerk. Any remaining forms to be returned at the 27th June Ordinary Meeting.

5. To accept the Minutes of the last Ordinary Meeting of Tuesday 25th April 2017

5.1 It was resolved with all in favour to accept the minutes of the last Ordinary Meeting of 25th April. These were duly signed by the Chairman.

6. To review the current standing orders, financial regulations & asset register

6.1 It was resolved with all in favour that the *Standing Orders* dated 2016 did not need any revision at this time.

6.2 It was resolved with all in favour to make one amendment to the *Financial Regulations* previously reviewed in 2016 – to include that the Council now uses the services of a Payroll Provider to provide payslips and deal with the monthly PAYE contributions to HMRC and pension responsibilities. Clerk to action. No amendments necessary to the *Financial Risk Assessment* at this stage.

6.3 It was resolved with all in favour to update the *Asset Register* to include all nine dog waste bins in the parish – Clerk to action.

7. To receive and consider Nominations for Working Parties

7.1 **Finance Working Party** – There are currently four members in this *working party* – Councillors Curtis, Graham, Waterfield and Wiles. It was resolved for these councillors to continue in this group.

7.2 **Cemetery Working Party** – The members for the past year have been Councillors Curtis, Graham and Waterfield. It was resolved for these councillors to continue in this *working party*.

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8. To receive and consider nominations for representatives on outside bodies

8.1 **Emneth Central Hall Committee** – Councillor Harper has been the representative for the past year. It was resolved for Councillor Harper to remain as the *Central Hall Committee Representative* from the parish council.

8.2 **Emneth Playing Field Committee** – No representation at this time.

9. To agree any payments since the last meeting

9.1 It was resolved with all in favour to pay the outstanding payments since the last meeting.

Payee	Goods/ Services	VAT	TOTAL	dd/chq	Supplier/Service
Kate Bennett*	1,143.50	0.00	1,143.50	d/d	Monthly salary
Kate Bennett Expenses	65.28	5.92	71.18	102827	Stamps, mileage, photocopying
Jean Eady*	0.00	0.00	0.00	102828	
Nicola Lane*	0.00	0.00	0.00	102829	
HM Revenue and Customs	126.00	0.00	126.00	102830	
Westcotec	87.66	17.53	105.19	102831	May maintenance
E.on	148.27	29.65	177.92	102832	April energy
Advanced Payroll Services	30.00	0.00	30.00	102833	March and April Payroll
British Telecom	7.42	1.48	8.90	102834	April charges
Itech Security	233.50	46.70	280.20	102835	Supply and installation of camera at allotments
Emneth Design	22.50	0.00	22.50	102836	Website update service
CGM	130.25	26.05	156.30	102837	Mowing of churchyard and cemetery w/c 17 April
CGM	140.00	28.00	168.00		Mowing of churchyard and cemetery w/c 3 April
CGM	1,010.00	202.00	1,212.00		To level and build up graves at cemetery
Emma Bateman	55.00	0.00	55.00	102838	Internal audit fee
Norse	3,213.31	642.96	3,856.27	102839	6 monthly fee for grounds maintenance at play area and football pitches
Came and Company	1,219.72	0.00	1,219.72	102840	Annual parish council insurance renewal
Glazewing	82.40	16.48	98.88	102841	Empty waste bins at cemetery
Terry Wiles	60.00	0.00	60.00	102842	Strim grass on corner of Church Road (£20) and Elmside (£40)
	7,774.81	1,016.77	8,791.56		

salaries shown together re data protection

10. Correspondence

10.1 An email from Norfolk County Council advising of the removal of the bus shelter at Elm High Road (outside Morrisons) was noted.

10.2 The April Crime Update Newsletter from the Police was noted.

10.3 The agenda for the next *Safer Neighbourhood Action Panel* meeting on 7th June was noted.

10.4 It was noted that Nordelph Parish Council are not interested in buying out Upwell Parish Council's share of the SAM2 camera. It was resolved with all in favour to offer Upwell a one-off payment of £250.00 to buy their share of the SAM2 camera from them.

10.5 A letter from *Fenland Association for Community Transport* was noted. It was resolved not to offer a donation at this time.

10.6 It was noted that a car had been grounded at the gateway to the playing field. Councillor Curtis to approach a contact regarding levelling the ground off here.

10.7 Concerns were noted regarding the amount of dog walkers at the playing field now. County Councillor Humphrey agreed to look into local bye-laws surrounding dog fouling.

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11. Planning - Decisions

11.1 **Planning application 16/02091/O** Hawstead Bungalow, 62 Elmside – Outline application for proposed bungalow – approved by the Borough Council. Noted.

11.2 **Planning application 16/00754/NMA_1** Land SW of Eagle House, Church Road – Non-material amendment of planning permission 16/00754/F for the construction of a detached dwelling and detached garage – approved by the Borough Council. Noted.

12. To complete the Statement of Governance

12.1 The *Annual Governance Statement* was read out by the Clerk and duly completed and signed by the Chairman for submission to the external auditors.

13. To accept the End of Year Accounts 2016 2017

13.1 The end of year accounts had been previously circulated for consideration. It was resolved with all in favour to accept the 2016 2017 Accounts as prepared by the Clerk.

14. Items for the next agenda

- To consider a quote for the levelling off of the gateway at the playing field
- To consider any local byelaws relating to dog fouling

15. To confirm the date of the next meeting

15.1 The next meeting will be Tuesday 27th June 2017 at 6.30pm.

Meeting closed at 7.15pm

Chairman's Signature _____