

# EMNETH PARISH COUNCIL

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## **Draft Minutes of the Annual General Meeting, Tuesday 29<sup>th</sup> May 2018 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, Councillor White, Councillor Towler, Councillor Groves, County Councillor Humphrey

**Apologies:** None

**Parish Clerk:** Kate Bennett

**Public:** None

## **MINUTES**

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

Councillor Harper proposed Councillor Waterfield for Chairman for the forthcoming year. This proposal was seconded by Councillor Graham with all in favour. Councillor Waterfield signed the declaration of acceptance of office for Chairman.

### **2. To consider apologies for absence**

No apologies were given for the meeting.

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

Councillor Curtis proposed Councillor Graham for Deputy Chairman for the forthcoming year. This proposal was seconded by Councillor Harper with all in favour. Councillor Graham signed the declaration of acceptance of office for Deputy Chairman.

### **4. To accept the Minutes of the last Ordinary Meeting of Tuesday 24<sup>th</sup> April 2018**

It was resolved with all in favour to accept the Minutes of the last Ordinary Meeting of 24<sup>th</sup> April 2018. These were duly signed by the Chairman.

### **5. To approve the Minutes of the Planning Meeting of 24<sup>th</sup> May 2018**

It was resolved with all in favour to approve the Minutes of the Planning Meeting of 24<sup>th</sup> May.

### **6 To review Council Governance**

- a) It was resolved with all in favour to approve the revised *Standing Orders* and *Financial Regulations* for the Council for 2018-19. New Model Standing Orders have been released from NorfolkALC and all necessary revisions have been included.
- b) It was resolved with all in favour to approve the 2018 Asset Register as circulated.
- c) In light of the new General Data Protection Regulations as of 25<sup>th</sup> May 2018, it was resolved with all in favour to adopt the *Data Protection Policy* for the Council supplied via NorfolkALC and the SLCC<sup>1</sup>.

### **7 To receive and consider Nominations for Working Parties**

- a) **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.
- b) **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*.

### **8 To receive and consider nominations for representatives on outside bodies**

- a) **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.

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<sup>1</sup> Society of Local Councils and Clerks

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b) **Emneth Playing Field Committee** – It was resolved with all in favour for Councillor Groves to remain as the Emneth Playing Field Committee representative.

### 9. To agree any payments since the last meeting

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

<b>Payments - May 2018</b>					
<b>Payee</b>	<b>Goods/ Services</b>	<b>VAT</b>	<b>TOTAL</b>	<b>dd/chq</b>	<b>Supplier/Service</b>
Employment	1,266.48	0.00	1,266.48	d/d	Wages
Kate Bennett	101.91	3.95	105.86	102986	Stamps, mileage, photocopying, stationery
Jean Eady	0.00	0.00	0.00	102987	50.5 hours
Nicola Lane	0.00	0.00	0.00	102988	55 hours
HM Revenue and Customs	196.20	0.00	196.20	102989	PAYE
Westcotec	87.66	17.53	105.19	102990	May footway light maintenance
Advanced Payroll Services	15.00	0.00	15.00	102991	March payroll services
Norfolk Age UK	50.00	0.00	50.00	102992	Donation
Emneth Central Hall	60.00	0.00	60.00	102993	Hall hire
Norse	2,122.68	424.54	2,547.22	102994	Play area six monthly maintenance fee
Norse	1,363.76	272.75	1,636.51	102994	Football pitches six monthly fee
E.on	106.21	5.32	111.53	102995	March and April energy charges
Came and Company	1,318.51	0.00	1,318.51	102996	Annual parish council insurance renewal fee
CGM Group	270.25	54.05	324.30	102997	Cemetery and churchyard maintenance
CGM Group	45.00	9.00	54.00	102997	Apply glyphosate to paths etc.
British Telecom	36.52	7.31	43.83	102998	Phone services
Glazewing	84.88	16.98	101.86	102999	Trade waste collection
Upwell Parish Council	8.33	0.00	8.33	103000	Third share of GDPR training for Clerk
Terry Wiles	130.00	0.00	130.00	103001	Grass cutting, Highways
	<b>7,263.39</b>	<b>811.43</b>	<b>8,074.82</b>		

\*salaries shown together re data protection\*

b) Income since the last meeting, £472.00.

### 10. Correspondence

- a) It was resolved to approve expenditure of £1063.28 + VAT to Norse Eastern Ltd. for x12 extra cuts to the football pitches at the playing field subject to the Playing Field Committee recouping the amount via an increase in fees to Hungate Rovers.
- b) Councillor Howard declared her interest in this item on the agenda. Trial digs will take place at land at Church Road for potential use as future burial ground for the parish on Wednesday 30<sup>th</sup> May at 9.00am. A report will be forthcoming.
- c) County Councillor Humphrey provided an update on the joint purchase of the canal land at the Emneth/Elm border.
- Norfolk County Council will require confirmation by the end of August that both parish councils can evidence that funds are available to buy the site at £10,000.00 (£5,000 each parish council),.
  - Each parish council's legal and surveyor costs will be met by themselves.

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- A quick transaction and exchange within 30 days from the offer being accepted by Norfolk County Council will be undertaken.

A joint purchase using Bowers Solicitors is favourable to Emneth Parish Council – Councillor Waterfield to action.

A plan sufficient for legal purposes is still required – County Councillor Humphrey to action.

- d) It was resolved with all in favour to approve the installation of an information display board at the Emneth/Elm border relating to the Wisbech to Upwell tramway (subject to any land owner's approval also).
- e) It was resolved with all in favour to correspond with Elizabeth Truss MP to convey the Council's support with any involvement she might have with expediting the banning of the recreational use of Nitrous Oxide. There has been a noticeable increase in the use of this in the village as shown by the empty canisters abandoned throughout the parish. Clerk to action.

### **11. Planning - Decisions**

- a) Information relating to three current planning appeals with the Planning Inspectorate was noted.

### **12. To consider and complete Section 1 of the Annual Governance Statement 2017/18**

- a) Section 1 of 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 approve Section 2 of the Annual Governance Statement 2017/18 – Accounting Statements**

- a) The Accounting Statements for 2017/18 had been previously circulated for consideration. It was resolved with all in favour to accept them as presented by the Clerk.

### **14. Items for the next agenda**

No report.

### **15. To confirm the date of the next meeting**

- a) The next meeting will be Tuesday 26<sup>th</sup> June 2018 at 6.30pm.

Meeting closed at 7.20pm

Chairman's Signature \_\_\_\_\_