

EMNETH PARISH COUNCIL

Draft Minutes of the Annual General Meeting, Tuesday 21st May 2019 at Emneth Central Hall, 6.30pm

In attendance: Councillor Waterfield (Chair), Councillor Harper, Councillor Wiles, Councillor Oliver, Councillor McCourt, Councillor White, Councillor Towler, Councillor Groves

Apologies: Councillor Howard

Parish Clerk: Kate Bennett

Public: 2

Members signed their Declarations of Acceptance of Office Forms before the meeting started.

DRAFT MINUTES

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

Councillor McCourt proposed Councillor Groves for Chairman for the forthcoming year. This proposal was seconded by Councillor Towler and a majority were in favour. Councillor Groves signed his declaration of acceptance of office for Chairman.

2. To consider apologies for absence

Apologies were given as above and accepted.

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

Councillor McCourt proposed Councillor Curtis for Deputy Chairman for the forthcoming year. This proposal was seconded by Councillor Harper with a majority in favour. Councillor Curtis will sign his declaration of acceptance of office for Deputy Chairman at the June meeting.

4. To declare any pecuniary interests in any items on the agenda

No declarations of pecuniary interests were given for any item on the agenda.

5. Public Forum

The meeting was temporarily suspended to hold the Public Forum.

- a) A resident requested that Members pay further consideration to potentially implementing a *Parish Plan* for Emneth to be used as a guide for future vision for the parish i.e. new services/amenities etc.
- b) A resident was present to express an interest in being co-opted onto the parish council to fill one of the current three vacancies. After a brief chat it was resolved with all in favour to co-opt Mr. Roland Fry onto the parish council as a new Member. Anyone interested in becoming a local councillor should contact the Clerk at emnethparishcouncil@hotmail.co.uk or on mobile 07825 634 672.

6. To accept the Minutes of the last Ordinary Meeting of Tuesday 30th April 2019

It was resolved with all in favour to accept the Minutes of the last Ordinary Meeting as a true record; these were signed by the Chairman.

7. To review Council Governance

- a) It was resolved to defer reviewing the Standing Orders to the June meeting.
- b) An updated Asset Register for 2019 2020 was considered, an amendment made; Clerk to update.
- c) The annual parish council insurance renewal premium was noted; £1253.29 for a 3-year long term agreement¹.

¹ This includes the increase in insurance cover for the war memorial to £30,000.00

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8 To receive and consider Nominations for Working Parties

- a) Finance Working Party; Councillor Wiles, Curtis, Groves and Towler.
- b) Cemetery Working Party; Councillor White and Curtis.

9 To receive and consider nominations for representatives on outside bodies

- a) Emneth Central Hall Committee; Councillor Harper.
- b) Emneth Playing Field Committee; Councillor Groves.

10 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.

Payments - May 2019					
Payee	Goods/ Services	VAT	TOTAL	dd/chq	Supplier/Service
Salaries	1,225.81	0.00	1,225.81	dd	Employment
Kate Bennett Expenses	46.15	4.72	50.87	103150	Mobile, mileage, photocopying, postage, broadband etc .
Jean Eady	0.00	0.00	0.00	103151	30.5 hours
Nicola Lane	0.00	0.00	0.00	103152	44 hours
HM Revenue and Customs	153.80	0.00	153.80	103153	PAYE
Westcotec	87.66	17.53	105.19	103154	Footway lighting maintenance monthly charge
British Telecom	65.00	5.00	70.00	103155	Phone services
British Telecom	108.10	21.62	129.72	dd	Broadband May-July 2019
E.on	54.94	2.74	57.68	103156	April energy usage
JH Bees	125.00	0.00	125.00	103157	Flail mowing and hedge trimming at the playing field
Advanced Payroll Services	15.00	0.00	15.00	103158	Payroll services for March 2019
CGM Group	130.25	26.05	156.30	103159	Mowing at cemetery and churchyard - 4th April
Emneth Design	25.00	0.00	25.00	103160	Website update service charge (quarterly)
Veolia	96.88	19.38	116.26	103161	Trade refuse collection - 8 loads
Came and Company	1,253.29	0.00	1,253.29	103162	Annual parish council insurance premium
Terry Wiles	120.00	0.00	120.00	103163	To remove ivy from the church and church wall
	3,506.88	97.04	3,603.92		

salaries shown together re data protection

- b) Clerk to remove Councillors Waterfield and Graham from the bank mandate and add Councillor Groves.
- c) Income since the last meeting, £160.00.

11 Correspondence

- a) Clerk to contact the drainage board regarding the cutting of the poplar trees at the playing field.
- b) The Safer Neighbourhood Action Panel meeting dates and the monthly newsletter from the Police were circulated.
- c) Correspondence from Cambridgeshire County Council regarding the Wisbech Access Strategy (A47/Elm High Road roundabout improvements) to be discussed at the June meeting.
- d) Members returned their Declaration of Pecuniary Interests forms to the Clerk.
- e) Members returned their Candidate Election Expenses forms to the Clerk.

12 Planning

Planning application 19/00783/RM, construction of detached bungalow at Joystan, 44 Hawthorn Road, Emneth. It was resolved with all in favour to recommend approval to this application.

Planning application 19/00717/F, variation of condition 5 of planning permission 16/01624/O Two proposed dwellings at 68A Gaultree Square, Emneth. It was resolved to make no further comment to this application.

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Planning Application 18/01715/F, retrospective application for a playhouse at Bradshaw, 28 Gaultree Square, Emneth. It was resolved to approve this application.

An **appeal** by Mr K Curson for Shaveley, 47 Gaultree Square, Emneth; proposed bungalow with shared access was noted.

Decisions by the Borough Council of King's Lynn and West Norfolk

- a) Planning application 19/00153/F, Land S of 54 and W of 52 Elmside, Emneth; change of use from agricultural land for use in connection with adjacent business – approved.
- b) Planning application 19/00527/F, Paradise House, 17 The Wroe, Emneth; erection of a rear conservatory – approved.

13 To consider and approve the 2018 2019 End of Year Accounts

The end of year accounts as prepared by the Clerk were approved.

14 To consider and complete Section 1 of the Annual Governance Statement 2018/19

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.

15 To approve Section 2 of the Annual Governance Statement 2018/19 – Accounting Statements

The Accounting Statements for 2018/19 as approved at Item 13 of these Minutes were recorded on Section 2 of the Annual Governance Statement and signed by the Chairman.

16 Items for the next agenda

- To discuss future burial ground for the parish
- To progress the installation of a dog waste bin for Elmside
- To note any progress with the Diocese regarding tree work at the cemetery
- To discuss correspondence from Cambridgeshire County Council regarding the Wisbech Access Strategy (A47/Elm High Road roundabout improvements)
- To consider the implications of producing a Parish Plan
- To review the current Standing Orders

17 To confirm the date of the next meeting

- a) The next meeting will be Tuesday 25th June at 6.30pm.

Meeting closed at 7.50pm

Chairman's Signature _____