



Draft Minutes of an Ordinary Meeting of Emneth Parish Council, Tuesday 26th May 2020 at 6.30pm held virtually via Zoom

In attendance: Councillor Groves (Chair), Councillor Oliver, Councillor Purchase, Councillor McCourt, Councillor Fry, Councillor Leakey, Councillor Howard, Borough Councillor Crofts, County Councillor Humphrey

Apologies: Councillor Harper, Councillor Wiles, Councillor White, Councillor Curtis

Parish Clerk: Kate Bennett (email: emnethparishcouncil@hotmail.co.uk Mobile: 07825 634 672)

Public: 0

In the absence of the Chairman to open the meeting and the Vice Chairman, it was resolved that Councillor McCourt would Chair this meeting and Councillor Oliver be Vice Chairman.

MINUTES

1 Welcome

The Chairman welcomed everyone to the first *virtual*¹ meeting of Emneth Parish Council via Zoom.

2 Apologies for absence

Apologies were given as above and approved.

3 Declarations of Pecuniary Interest

There were no declarations of pecuniary interests given for any item on this month's agenda.

4 Minutes

It was resolved to accept the Minutes of the last meeting² as a true record of the meeting and these will be signed by the Chairman at a later date.

5 Public Forum³

There were no members of the public attending so there was no need to suspend the meeting to hold a Public Forum.

6. Finance

a. It was resolved to approve the outstanding payments for the month.

Payments - May 2020					
Payee	Goods/ Services	VAT	TOTAL	dd/chq	Supplier/Service
Staff Salary payments	1,237.84	0.00	1,237.84	dd	Clerk, Litter Picker, Playing Field Caretaker
Clerk expenses	72.10	1.30	73.40	103304	Mobile, mileage, photocopying, postage, broadband etc.
Jean Eady	0.00	0.00	0.00	103305	40 hours
Nicola Lane	0.00	0.00	0.00	103306	44 hours
HM Revenue and Customs	182.80	0.00	182.80	103307	PAYE
Westcotec	87.66	17.53	105.19	103308	May street light maintenance charges
British Telecom	27.70	5.54	33.24	dd	April phone services
E.on	57.67	2.88	60.55	103309	April energy charges
Advanced Payroll Services	15.00	0.00	15.00	103310	March payroll services
CGM Group	45.00	9.00	54.00	103311	To apply glyphosate to churchyard and cemetery
CGM Group	731.15	146.23	877.38	103311	Maintenance to playing field and play area (2 of 7)
CGM Group	390.75	78.15	468.90	103311	Grass cutting to cemetery and churchyard
CGM Group	950.00	190.00	1,140.00	103311	To remove failed stem from oak tree at cemetery and pollard remaining stem and to remove all arisings
Emneth Design	147.50	0.00	147.50	103312	Website update service plus 5 hours to update to comply with new legislation for the deaf and blind
Veolia	134.70	26.94	161.64	103313	01/04/20-28/04/20 - (10 empties)
Emma Bateman	55.00	0.00	55.00	103314	Internal audit fee
Terry Wiles	600.00	0.00	600.00	103315	To clear dyke at Ladys Drove and fill skip, cut pyracantha at Bowling Green and remove tree at Church Road, Emneth
	4,734.87	477.57	5,212.44		

*salaries reported together (data protection).

- b. Income since the last meeting was noted at £3,018.00 (cemetery).
- c. Further paperwork to move to online banking with *Unity Trust Bank* has now been signed by all old and new authorised signatories. The switch date will hopefully be early June.
- d. It was resolved to purchase a further two dog waste bins for the parish; one for the footpath at the top of Elmside (behind the houses along The Wroe) and the other for the top of the former canal

¹ Recent legislation, as a result of the global coronavirus pandemic, permits parish councils to meet *virtually* until May 2021

² 25th February 2020

³ The Public Forum is 15 minutes only

towpath at Collett's Bridge. Installation will take place as soon as permission has been received from Norfolk County Council.

Councillor Groves joined the meeting.

7. Planning Applications

- **To receive and consider *Planning Applications* since the last meeting;**
 - **Planning Application 20/00559/RM** proposed bungalow at Land South East of 62 Elmside, Emneth; it was resolved to *approve* this application.
 - **Planning Application 20/00194/F** erection of replacement dwelling at Springfield, 60 Outwell Road, Emneth; it was resolved to *approve* this application.
 - **Planning Application 20/00675/F** extension to bungalow at 16 Church Road, Emneth; it was resolved to *approve* this application.
- **To note any appeal notifications since last meeting;** no report.
- **To note any decisions made at the Borough Council since last meeting**
 - **Planning application 20/00295/CU**, 62 Gaultree Square, Emneth; change of use of dwelling to shop and dwelling. Approved.

8 It was noted that the annual *internal audit* was carried out on 18th May 2020.

9 It was resolved to approve the *2019 2020 End of Year Accounts*⁴ as prepared by the Clerk.

10 All the questions from *Section 1 of the Annual Governance Statement 2019 2020* were read out by the Clerk and it was resolved to approve all items in this section of the governance statement.

11 It was resolved to approve the figures as set out in *Section 2 of the Annual Governance Statement 2019 2020*.

12 Cemetery Issues

- a) Works to the high-risk trees in the churchyard are now complete. Members now need to consider when to address works to the medium risk trees as set out in the 2018 survey from CGM Group.
- b) A limb from an oak tree recently fell into the cemetery damaging one ashes memorial tablet and several personal mementos on various tablets. The limb has now been cut up and removed. Apologies to any families who have had their mementos damaged; these have all been collected by the parish council and will be stored in a safe place for two months should anyone wish to collect their personal items. This fallen limb was just too heavy for the tree to sustain and was growing hidden from sight within the conifer bush surrounding it.
- c) Works to reduce the height by 50% of the Robinia in the churchyard overhanging the church wall and footpath/highway will commence w/c 1st June 2020 by CGM Group.
- d) A quote to build up and re-turf five graves in the cemetery has been requested from CGM Group.
- e) It was resolved for the Chairman to obtain a quote from a new local contractor for grounds maintenance works in the churchyard/cemetery to compare prices.
- f) Full grave burials are being offered to *residents* of the parish *only* as of 1st January 2020⁵. It should be noted that the provision of cemetery services within a parish is a discretionary service.

13 Playing Field Issues

It had been resolved earlier this year for Councillor McCourt to progress with a contractor for the grinding out of the poplar tree stumps at the playing field and expenditure of £2,000.00 has been approved for this. Ongoing.

14 To receive a report from the Borough Council

It was noted that **Planning Application 19/01416/O** Longridge, 37 Elm High Road, Emneth is being considered at the Planning Committee of the Borough Council via Zoom on 1st June 2020. Councillor Howard will be representing the parish council's objection to this application at this meeting.

15 To receive a report from the County Council

It was noted that the Fire Service is working very closely with the Ambulance Service during the ongoing coronavirus pandemic.

⁴ A copy of the Accounts is available from the Clerk upon request and of course freely available to view on the website.

⁵ Ashes interments are still permitted to non-residents, just full grave burials restricted to *residents* only.

16 Agenda Items for the next meeting

- Future burial ground for the parish; further discussion for a commemorative wall in the cemetery.
- VE Day 75 celebrations postponed; to discuss the new arrangements for this celebration.
- Development of land at Elmside for a minimum of 36 dwellings; to discuss the public right of way at the access to this site which belongs to the parish council.

17 Date of Next Meeting

The next meeting will be Tuesday 30th June 2020 at 6.30pm via Zoom. Any members of the public wishing to attend can contact the Clerk for the Meeting ID and password to attend via Zoom. It should also be noted that it is possible to telephone in to these meetings for anyone who does not have access to the internet via a laptop or tablet etc.

Meeting closed at 7.10pm

Chairman's signature

DRAFT