

Meeting Minutes of the Annual Meeting of Emneth Parish Council (draft)
Thursday 27th May 2021 at 6.30pm at Emneth Central Hall

Parish Councillors present: Lloyd Groves (Chair), Roland Fry, Yvonne Howard, Dan Finnis, Mark Purchase, Michael Pearson, Julian McCourt, Mick White. Also present: Kate Bennett (Parish Clerk), Chris Dawson (District Councillor) and two members of the public

Apologies: Steve Curtis, Borough Councillor Crofts, Phil Leakey

1 Welcome & to elect a Chairman

The Chairman welcomes everyone to the meeting.

It was resolved to appoint Lloyd Groves as the Chairman for 2021-2022; he signed a declaration of acceptance of office and code of conduct form.

2 To elect a Vice-Chairman

It was resolved to appoint Steve Curtis as Vice Chairman for 2021-2022; as he was not present the Clerk will arrange for him to sign a declaration of acceptance of office and code of conduct form at the next meeting.

3 To receive apologies for absence

Apologies were received as above.

4 Members' Code of Conduct

All Members were reminded of their requirement to ensure the details on their Register of Interests Forms are all up to date and to advise the Clerk of any revisions required.

5 Members to declare any conflict of interests in items on the agenda and any dispensations required considered

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

6 Open Forum for Public Participation: 15 minutes

One member of the public wished to address the Council on sewage/flooding issues at Church Road close to the Scarfield Lane area. Chris Dawson provided an update on the current situation with this problem and agreed to keep the Clerk informed to enable her to disseminate any pertinent information.

7 To note casual vacancies currently on the parish council

It was noted that the parish council is currently carrying two vacancies. Co-option of any interested parties can take place at the 24th June 2021 parish council meeting.

8 To approve the Minutes of the last meeting held on 27th April 2021

It was resolved to accept the Minutes of the last meeting as a true record and these were signed by the Chairman.

9 To approve the end of year financial accounts for year ending 31st March 2021

A Summary of Receipt and Payments for the year had been circulated to all Members prior to the meeting date for their consideration. It was resolved to accept the financial accounts for year ending 31st March 2021 as prepared and presented by the Clerk.

10 To consider and complete Section 1 of the Annual Governance and Accountability Return 2020-2021

Section 1 of the Annual Return was considered and agreed, completed and signed by the Chairman.

11 To approve Section 2 of the Annual Governance and Accountability Return 2020-2021: Accounting Statements

Section 2 of the Annual Return was considered and agreed and signed by the Chairman.

12 To review Council Governance for 2021-2022

- a) The Clerk had considered the current Standing Orders and Financial Regulations and considered them fit for purpose for 2021-2022 without any revisions from last year.
- b) The asset register has been updated to include the new noticeboard for the cemetery and the second defibrillator at Hollycroft Road.
- c) The annual parish council insurance premium had been considered and approved for payment.

13 To receive and consider nominations for Working Parties for 2021-2022: a) Finance and b) the Cemetery

- a) It was resolved that Lloyd Groves, Steve Curtis and Yvonne Howard continue to be the representatives on the Finance Working Party group for 2021-2022.
- b) It was resolved that Roland Fry and Steve Curtis would continue to be representatives on the Cemetery Working Party group for 2021-2022 with Yvonne Howard being available whenever required.

14 To receive and consider nominations for representatives on outside bodies for 2021-2022: a) Emneth Central Hall Management Committee and b) the Playing Field Committee

- a) It was resolved that Mark Purchase and Dan Finnis would be parish council representatives on Emneth Central Hall Management Committee.
- b) It was resolved that Lloyd Groves and Mark Purchase would be parish council representatives on the Playing Field Committee.

15 Finance

- a) It was resolved to approve all of the outstanding payments per May 2021 Payments List attached. Councillors Fry and Howard to authorise the payments online after the meeting.
- b) Income since the last meeting was noted at £7,656.31 represented by £3,376.29 from the Borough Council (Community Infrastructure Levy payment), £4,080.02 from HMRC VAT reclaim, and £200.00 from the cemetery).
- c) Balance of Current Account at 28/04/2021 was £75,212.69 and the balance of the Claude Coates fund was £33,888.63 Total across all banks £109,101.32.

16 Planning

- a) To report planning applications since last meeting¹
 - Planning Application 21/00767/F, residential development of one dwelling at Land South of 40 Gaultree Square, Emneth. It was resolved to support this application.
 - Planning Application 21/00854/F, side extension to link dwelling and garage at 10 The Lovells, Emneth. It was resolved to support this application.
 - Planning Application 21/00679/F, two storey extension and single storey sun canopy at 1A The Wroe, Emneth. It was resolved to support this application.
 - Planning Application 21/00853/O, erection of single dwelling at Land South of 2 Elmfield Drive, Emneth. It was resolved to support this application.

¹ Most planning applications are considered online inbetween monthly meetings so as not to miss the statutory 21-day consultation period provided by the government

- b) To note any planning appeal notifications since last meeting: no report.
- c) To note any decisions from the Borough Council since last meeting:
 - Planning Application 20/02137/O Land at 37 Elm High Road, Emneth, residential development; approved by the Borough Council.
 - Planning Application 21/00212/RM Land North of 72 Gaultree Square, Emneth, proposed pair of detached dwellings; approved by the Borough Council.
 - Planning Application 20/01708/A, B&Q, The Peel Centre, Elm High Road, Emneth, advertisement application; approved by the Borough Council.

17 To discuss Agricultural Allotment issues

- a) It was noted that the scrap vehicles on Grays Lane allotment land have still not been removed. It was noted that the Clerk has written to the tenant in question to advise that if the vehicles are not removed by 1st June 2021, he will be issued with a Notice to Quit on 11th October 2021 which will mean he has to vacate the land by 10th October 2022.
- b) A matter regarding the living conditions of some livestock at this land was brought to the Council's attention. Clerk to investigate and report back.

18 Correspondence

- a) Correspondence from Emneth Central Hall was noted regarding the provision of CCTV and Wifi for the village hall. It was resolved for the Clerk to purchase two CCTV cameras from Amazon.
- b) It was resolved with all in favour to support the provision and installation of two new noticeboards for the old canal towpath, to agree for the Friends of Elm and Emneth Towpath to plant some daffodils at the Collett's Bridge end of the footpath and to approve the installation of two kissing gates and a stile (funded by Elm Parish Council).

19 Playing Field Issues

Councillor Groves agreed to request the latest set of Accounts from the Playing Field Committee; queries were raised regarding the £3,000.00 annual donation that the parish council gives to them each year and exactly how this is spent.

20 Items for the next meeting agenda

- To co-opt two new members on the Council
- To resolve where to allocate Cil receipts of £3,376.29
- To discuss planting trees in the parish
- Steve Curtis to sign his declaration of acceptance of office and code of conduct form
- To discuss any issues relating to the old canal towpath
- To discuss any progress with the purchase of signage to discourage parking outside the school
- To discuss the annual £3,000.00 donation to the Playing Field Committee

21 To consider excluding the public and press under the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the items to be discussed

22 To approve a contract for the Playing Field Caretaker

A suggested suitable contract had been previously circulated for consideration. It was resolved to accept the contract with a couple of amendments; Clerk to send to the Playing Field Caretaker for signature.

23 Date of Next Meeting

The next meeting will be held on Thursday 24th June 2021 at 6.30pm in the Main Hall at Central Hall.

Meeting closed at 7.50pm

Chairman's signature

Emneth Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
26	24/05/2021		Unity Current Account		Electricity	e.on	L	57.67	2.88	60.55
24	24/05/2021		Unity Current Account		Street lights	Westcotec Ltd.	S	87.66	17.53	105.19
25	24/05/2021		Unity Current Account		Expenses	Hussey Knights Ltd.	S	69.76	13.95	83.71
27	24/05/2021		Unity Current Account		Telecoms	British Telecom	S	37.45	7.49	44.94
18	24/05/2021		Unity Current Account		Playing Field	Playing Field Committee	Z	750.00	0.00	750.00
19	24/05/2021		Unity Current Account		Playing Field	Playing Field Committee	Z	-750.00	0.00	-750.00
20	24/05/2021		Unity Current Account		Playing Field	Playing Field Committee	Z	750.00	0.00	750.00
21	24/05/2021		Unity Current Account		Payroll	Advanced Payroll Services	Z	15.00	0.00	15.00
22	24/05/2021		Unity Current Account		Training	Norfolk Parish Training Supp	Z	88.00	0.00	88.00
23	24/05/2021		Unity Current Account		Insurance	Came and Company	Z	1,379.62	0.00	1,379.62
28	24/05/2021		Unity Current Account		Internal transfer	Internal transfer	Z	25.00	0.00	25.00
29	24/05/2021		Unity Current Account		Internal transfer	Internal transfer	Z	138.89	0.00	138.89
30	25/05/2021		Unity Current Account		Payroll	HM Revenue and Customs	Z	126.80	0.00	126.80
31	25/05/2021		Unity Current Account		Payroll	Kate Bennett	Z	708.40	0.00	708.40
32	25/05/2021		Unity Current Account		Payroll	Jean Eady	Z	303.62	0.00	303.62
33	25/05/2021		Unity Current Account		Payroll	Nicola Lane	Z	433.85	0.00	433.85
34	25/05/2021		Unity Current Account		Open spaces	Borough Council of King's Ly	Z	200.00	0.00	200.00
35	25/05/2021		Unity Current Account		Expenses	Kate Bennett	Z	78.50	0.00	78.50
36	29/05/2021		Unity Current Account		Audit	Emma Bateman	Z	60.00	0.00	60.00
Total								4,560.22	41.85	4,602.07