

Draft Meeting Minutes of the Annual Parish Council Meeting (AGM) of Emneth Parish Council
Tuesday 23rd May 2023 in the Committee Room at Emneth Central Hall at 6.30pm

Parish Councillors present: Lloyd Groves (Chair), Yvonne Howard, Dan Finnis, Mark Purchase, Michael Pearson, Julian McCourt, Mike Wiles, James Tingley, Brenda Kok. Also present: Kate Bennett (Parish Clerk), Harry Humphrey (Borough Council) and five members of the public
Apologies: Steve Curtis, Chris Dawson (County Council) and Chris Crofts (Borough Council)

Minutes (draft)

1 Welcome

The Chairman welcomed everyone to the meeting. Ex-Councillor White was present with his family to receive a gift on behalf of the Parish Council to say thank you for his fifty years of service as a local councillor in Emneth. Thanks to be recorded for all of his hard work and commitment to the Parish of Emneth over the last fifty years.

2 To receive nominations for and elect a Chairman for 2023 2024

It was resolved to appoint Lloyd Groves as Chairman for the incoming municipal year 2023 2024 and he signed a declaration of acceptance of office and code of conduct form.

3 To receive nominations for and elect a Vice-Chairman for 2023 2024

It was resolved to appoint Councillor Curtis as Vice Chairman for the incoming municipal year 2023 2024.

4 To receive and approve apologies for absence

Apologies were received as above and approved accordingly.

5 Members' Code of Conduct

Members had received their Register of Interests Forms and advised to return to the Clerk within 28 days of the date of this meeting.

6 Members to declare any pecuniary interests in items on the agenda and to consider any dispensations

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

7 Open Forum for Public Participation: 15 minutes

Two residents present were interested in the two casual vacancies currently on the Parish Council. After a brief discussion it was resolved with all in favour to co-opt John Burgess-Lee and Roland Fry onto the Parish Council; both signed a declaration of acceptance of office form.

8 To approve the Minutes of the last meeting held on 25th April 2023

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

9 Clerk to provide an update on matters not on this month's Agenda

- a) The new bus shelter adjacent to The Peel Centre has been installed; the solar lighting unit is still awaited, expected in June 2023.
- b) A new bench for the churchyard by the village sign has been ordered; awaiting delivery.
- c) £1,630.00 remaining to claim back via funding for the new goal posts at the playing field.

10 Parish Matters

- a) It was resolved to adopt an updated version of the Code of Conduct for the Parish Council.

- b) The Council's Standing Orders had been considered and approved for 2023 2024.
- c) Correspondence had been received from an Emneth resident relating to safety concerns over the large wood piles / habitat stacks created by a resident along the old canal towpath. Both Emneth and Elm Parish Councils to investigate the stacks on health and safety and ecological grounds and to report back at next month's meetings with their findings.

11 To consider and approve the 2022 2023 Summary of Receipts & Payments / end of year accounts

It was resolved to approve the Accounts as presented at the meeting for year ending 31st March 2023.

12 To consider and complete Section 1 of the Annual Governance and Accountability Return 2022 2023

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

13 To approve Section 2 of the Annual Governance and Accountability Return 2022 2023: Accounting Statements:

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

14 To appoint representatives on the following Working Party Groups: a) Finance, b) the Cemetery and c) former canal towpath

- a) It was resolved that Lloyd Groves, Steve Curtis, Yvonne Howard and Roland Fry be on the Finance Working Party group for 2023 2024.
- b) It was resolved that Steve Curtis, Dan Finnis, James Tingley, Jon Burgess-Lee and Roland Fry would be representatives on the Cemetery Working Party group for 2023 2024.
- c) It was resolved that Mark Purchase, Mike Wiles, Brenda Kok and Jon Burgess-Lee would be representatives for the former canal towpath / joint meetings with Elm Parish Council and F.E.E.Tⁱ.

15 To appoint representatives on outside bodies for 2023 2024: a) Emneth Central Hall Management Committee, b) the Playing Field Committee and c) Police

- a) It was resolved that Mark Purchase and James Tingley would be the Parish Council representatives on Emneth Central Hall Management Committee.
- b) It was resolved that Lloyd Groves, Julian McCourt, Dan Finnis and Mark Purchase would be Parish Council representatives on the Playing Field Committee.
- c) It was resolved that Jon Burgess-Lee and Roland Fry would be the Police representatives.

16 Finance

- a) It was resolved to approve the Council's Financial Regulations and Operational Risk Assessment for 2023 2024.
- b) The Council's Asset Register for 2023 2024 was approved and the annual parish council insurance renewal premium approved at £1,097.59 for the year with Aviva (saving of 36.7% on last year's premium).
- c) A quote for repairs to the church wall was considered; this item to be revisited at next month's meeting as the owner of the neighbouring property to the church has reportedly offered to make some repairs to the section of the wall that the Parish Council is responsible for maintaining at the same time that he makes repairs to the section that he owns; Clerk to monitor the situation.
- d) It was resolved to approve all payments per the May 2023 Payments List as presented at the meeting. Councillors Fry and Howard to authorise online after the meeting.
- e) Income since last meeting was noted at £767.76 (15% share of Community Infrastructure Levy payments made to the Borough Council this period), £2,500.00 (Borough Council grant for goal posts), £200.00 (Emneth Central Hall) and £320.00 (cemetery).
- f) The bank account balances at 23rd May 2023 were noted at £86,402.32 (Community Account) and £34,094.01 (Claude Coates fund).
- g) Councillor McCourt and Councillor Howard viewed the bank statements.

- h) It was resolved for Councillors Howard, Purchase, Groves, Curtis and Fry to be the signatories on the bank account for 2023 2024.

17 Planning matters

- a) Planning application 23/00629/F proposed garage building at 30 Hungate Road, Emneth; it was resolved to support this application.
- b) To note any decisions from the Borough Council since last meeting:
- Planning Application 23/00244/O proposed dwelling with new access at 1 Gaultree Square, Emneth; permitted.
 - Planning Application 23/00112/F proposed garage and brick wall at Hi-Rize, 178 Hungate Road, Emneth; permitted.
- c) It was resolved for the Clerk to request clarification from the local planning authority over the detail of the finalized access arrangements for the new development of 115 dwellings at The Elms, Elm High Road as concerns remain over only one access / exit for such a large development.

18 Cemetery matters

It was noted that the tree survey of the churchyards and cemetery had now been carried out and a report received; the contents of this to be considered at June's Parish Council Meeting.

19 Correspondence

- a) Correspondence had been received requesting a meeting with a resident of Chapel Lane regarding maintenance works along the old canal towpath. This has been arranged for 31st May 2023 at 3pm at the resident's property; Clerk, Councillor Kok and Councillor Burgess-Lee to attend with representatives from Elm Parish Council also.
- b) Correspondence had been received relating to the overgrown narrow section of footpath from 148 Church Road to Meadowgate Lane; Clerk has investigated and dealt with.
- c) The Mobile Library time table has been updated and published on the Parish Council's website.

20 To receive a report from the Borough Council

- a) The Borough Council is now under new leadership by a member of the Independent group.
- b) Cil funding applications open again on 1st July 2023 – 1st August 2023.

21 To receive a report from the County Council

A collective appeal by local Parish Councils is to be made to Inspector Adam Binns to encourage further discussion of policing of parking outside schools at the Police Priority Setting Meetings.

22 To receive any Norfolk County Council highways issues

Clerk to arrange for the overgrowth at the corner of Racey's Close with Church Road and also on the corner of Hungate Road with Gaultree Square to be cut back by the Parish's grass cutting contractor.

23 Items for the next meeting agenda

- To consider the contents of the recent tree report at the churchyards / cemetery
- To discuss repairs to the church wall
- To discuss quotes for the resurfacing of the car park at the playing field (Cil funding)
- To note any response from the local planning authority regarding access arrangement at The Elms, Elm High Road

24 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; no report

25 Date of Next Meeting

The next meeting will be held on Tuesday 27th June 2023 at 6.30pm at Central Hall.

Meeting closed at 7.45pm Chairman's signature

Emneth Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
20 PAYE	09/05/2023		Unity Current Account		paye	Kate Bennett	X	-21.02		-21.02
21 British Telecom	10/05/2023		Unity Current Account		Telecoms	British Telecom	S	33.01	6.60	39.61
23 Clerk Salary	15/05/2023		Unity Current Account		Salary	Kate Bennett	X	765.44		765.44
31 Training	19/05/2023		Unity Current Account		Training	Norfolk Association of Local C	S	30.00	6.00	36.00
34 British Telecom	19/05/2023		Unity Current Account		Telecoms	British Telecom	S			
33 Website	19/05/2023		Unity Current Account		Website	Emneth Design PC Repair Se	Z	32.00		32.00
27 Audit	19/05/2023		Unity Current Account		Audit	Emma Bateman	Z	68.50		68.50
35 Parks and Open Spaces	19/05/2023		Unity Current Account		Open spaces	CGM Group	S	10.48	2.10	12.58
38 Payroll	19/05/2023		Unity Current Account		Payroll	Advanced Payroll Services	Z	60.00		60.00
37 Expenses	19/05/2023		Unity Current Account		Expenses	Kate Bennett	Z	144.07		144.07
30 Cemetery and Churchyard	19/05/2023		Unity Current Account		Refuse collection	Veolia Ltd.	S	136.08	27.22	163.30
26 Street light maintenance	19/05/2023		Unity Current Account		Street lights	Westcotec Ltd.	S	87.66	17.53	105.19
28 Energy (electricity)	19/05/2023		Unity Current Account		Street lights	npower business solutions	L	252.60	12.63	265.23
32 Stationery	19/05/2023		Unity Current Account		Stationery	John E Wright & Co. Ltd.	S	55.98	11.20	67.18
29 Cemetery and Churchyard	19/05/2023		Unity Current Account		Open spaces / trees	Caroline Hall Arboriculture	Z	525.00		525.00
24 Litter Picker	19/05/2023		Unity Current Account		Salary	Jean Eady	X	333.40		333.40
25 Playing Field Caretaker	19/05/2023		Unity Current Account		Salary	Nicola Lane	X	233.36		233.36
22 PAYE	19/05/2023		Unity Current Account		paye	HM Revenue and Customs	X	143.83		143.83
36 Playing Field	19/05/2023		Unity Current Account		Playing Field	CGM Group	S	785.99	157.20	943.19
40 Insurance	22/05/2023		Unity Current Account		Insurance	BHIB	X	1,097.59		1,097.59
39 Cemetery and Churchyard	22/05/2023		Unity Current Account		Cemetery	Danny Kerrison	Z	300.00		300.00
Total								5,073.97	240.48	5,314.45