



**Draft Minutes of an Ordinary Meeting of Emneth Parish Council, Tuesday 24<sup>th</sup> November 2020 at 6.30pm via Zoom**

**In attendance:** Councillor Groves (Chair), Councillor Fry, Councillor McCourt, Councillor Leakey, Councillor Howard, Councillor White, Councillor Purchase, Councillor Finnis, Borough Councillor Crofts

**Apologies:** Councillor Pearson, Councillor Harper, Councillor Wiles, County Councillor Humphrey

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

**Public:** 1

## **MINUTES**

### **1 Welcome**

The Chairman welcomed everyone to the meeting.

### **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 Public Forum<sup>1</sup>**

The meeting was temporarily suspended to receive a demonstration of a web-based *cemetery management software package* from Ashley Camm of *Scribe*. It was noted that all data is encrypted and stored on a UK 'cloud' and the data always belongs to Emneth Parish Council and can be retrieved at any time and migrated/exported into excel if the parish council wished to terminate their agreement with *Scribe*. The cost would be £39.00 per month, no set up free and this includes unlimited training.

It was noted that they are also offering an *accounts<sup>2</sup> software package* at £24.00 per month. If the parish council resolves to approve expenditure for the *accounts software* this will not take place until the beginning of the next financial year; the Clerk would prefer to complete *this* financial year with the current system and move to a new one for 2021/22.

Ashley Camm left the meeting.

### **5 Minutes**

It was resolved to accept the Minutes of the last meeting<sup>3</sup> as a true record and these will be signed by the Chairman at a later date.

### **6 Matters arising from the Minutes**

It was resolved with all in favour for the parish council to take on future maintenance of the defibrillator situated at the Spar Shop on Gaultree Square. Councillor Groves to investigate and arrange with the Clerk for the purchase of new pads and battery if necessary.

### **7 Finance**

- a. It was resolved to approve all outstanding payments as set out below. Councillors Fry and Howard to authorise the payments online with Unity Trust Bank as uploaded by the Clerk.

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<sup>1</sup> The Public Forum is 15 minutes only

<sup>2</sup> The package automatically produces the Annual Governance & Accountability Return, the annual VAT return, monthly bank reconciliations, Quarter Progress Against Budget reports, monthly payments lists and the Asset Register and the subscription includes unlimited training and ongoing accountant support

<sup>3</sup> 27<sup>th</sup> October 2020

November 2020 payments list					
Payee	Goods/ Services	VAT	TOTAL	dd/chq	Supplier/Service
Salaries	1362.63	0.00	1362.63	EP	Clerk, Playing Field Caretaker, Litter Picker
British Telecom	27.70	5.54	33.24	dd	October phone services
Kate Bennett Expenses	69.97	0.73	70.70	EP	Mileage, postage, mobile, broadband, stationery etc.
Jean Eady	0.00	4.39	309.74	EP	40 hours £26.34 expenses
Nicola Lane	0.00	0.00	0.00	EP	44 hours
HM Revenue and Customs	82.44	0.00	82.44	EP	PAYE
Westcotec	87.66	17.53	105.19	EP	November street light maintenance
E.on	59.60	2.98	62.58	EP	October energy charges
Advanced Payroll Services	15.00	0.00	15.00	EP	September payroll services
CGM Group	270.25	54.05	324.30	EP	Grasscutting at cemetery and churchyard
Emneth Design	32.25	0.00	32.25	EP	Website update service
Veolia	132.10	26.42	158.52	EP	x10 collections 1/10/20 - 27/10/20
JH Bees	85.00	0.00	85.00	EP	Flail mow dyke at Ladys Drove allotments
NorfolkALC	40.00	8.00	48.00	EP	Cemetery and churchyard training - 50% to be recharged to Nordelph PC
Terry Wiles	25.00	0.00	25.00	EP	To remove leaves from footpath at church
	2,139.60	111.64	2,556.59		

\*salaries reported together (data protection).

- b. Income since the last meeting was noted at **£9,602.67**.
  - c. It was noted that a *Community Infrastructure Levy* payment from the Borough Council had been received this month covering the first half of this financial year; £1,101.60<sup>4</sup>.
  - d. It was resolved for the parish council to subscribe to both the *cemetery management*<sup>5</sup> and *accounts*<sup>6</sup> software packages from *Scribe*; £63.00 per month.
- 8 a) Planning Applications;** to receive and consider *Planning Applications* since last meeting
- **Planning application 20/01810/F** full planning approval for a replacement dwelling and detached car port at Claredon House, Meadowgate Lane, Emneth. It was resolved to *approve* this application.
- b) To note any planning appeal notifications since last meeting;** no report.
- To note any decisions from the Local Planning Authority<sup>7</sup> since last meeting;**
- Planning application 20/01229/O land at Hollycroft Road, Emneth, *approved*.
  - Planning application 20/01235/F Mill Barn, 32 Mill Road, Emneth two storey side extension single storey rear extension detached garage with home office above and change of use of agricultural land to residential, *approved*.
  - Planning application 20/01322/F 89 Hollycroft Road, Emneth change of use of workshop to residential annex (retrospective), *approved*.
  - Planning application 20/01163/A WM Morrisons, The Peel Centre, Elm High Road, Emneth, *approved*.
  - Planning application 18/01464/NMAM\_3<sup>8</sup> Land East of 11 to 37 Elm High Road, Emneth non-material amendment to reserved matters application, *approved*.
- c) To discuss future development plans for land at Elmside**
- It was resolved to request that the Borough Council *deallocate* site **G34.1 Land on South of the Wroe (1.1 hectares) for 36 dwellings** from their Local Plan and for the Clerk to investigate site **EM1** and determine what status this is within the Local Plan if at all.

A discussion followed regarding the provision of a *Neighbourhood Plan* for the parish. It was generally felt that in principle this might be possible for the parish council to pursue dependent on how many people in the parish would commit to the project. Councillor Howard agreed to investigate locally to see how many residents might be interested. Initially Councillors Howard, Leakey and Finnis agreed to be

<sup>4</sup> Parish Councils without a Neighbourhood Plan receive 15% of CIL monies collected by the Borough Council. If the parish had a Neighbourhood Plan this would be 25%

<sup>5</sup> £39.00 per month (with immediate effect)

<sup>6</sup> £24.00 per month (as of April 2021)

<sup>7</sup> Borough Council of King's Lynn and West Norfolk

<sup>8</sup> Change type of external facing brickwork

part of the working group. Please see link below regarding what a Neighbourhood Plan is and how one is prepared;

[https://www.west-norfolk.gov.uk/info/20127/neighbourhood\\_plans/43/neighbourhood\\_planning](https://www.west-norfolk.gov.uk/info/20127/neighbourhood_plans/43/neighbourhood_planning)

#### 9 Cemetery Issues

- a) Progressing the columbarium wall will recommence once the current coronavirus pandemic has eased and social distancing measures relaxed to allow a site meeting with potential suppliers.
- b) It had been resolved at last month's meeting to approve expenditure of £522.00 + VAT to *Tindle Tree Care* to carry out a tree survey in the cemetery/churchyard; this will be done on 7<sup>th</sup> December 2020. It is noted that Councillor Howard recommended *refusal* for this tree survey.
- c) Full grave burials are being offered to *residents* of the parish *only* as of 1<sup>st</sup> January 2020<sup>9</sup>. It should be noted that the provision of cemetery services within a parish is a discretionary service.

#### 10 Playing Field Issues

- a) It was noted that the *Playing Field Committee* had received a grant of £20,000.00 for the Playing Field. £5,000.00 is to be spent on repairs to the roof of the pavilion and the remaining £15,000.00 to replace the very old play equipment. It had been resolved at a previous parish council meeting to match this by approving expenditure of £15,000.00 from the *Claude Coates*<sup>10</sup> fund in order to completely renew all the play equipment in the play area and make it safe. On going.

#### 11 To discuss Norfolk County Council issues including highways

- a) The SAM2 camera is currently at Church Road (at the junction with Mill Road) and will be moved to Ladys Drove in two weeks time. It was noted that the battery needs changing every week.

#### 12 To discuss Agricultural Allotment issues

- a) It was noted that clearance of the allotment land at Grays Lane is still outstanding. The tenant to be asked to remove the vehicles within three months from today and to suggest he acquires a twenty foot container to store his boxes.

#### 13 To discuss Village Hall issues

- a) Councillor Groves to investigate the cost of CCTV for the front and rear of the village hall in a bid to try and deter anti-social behaviour in this area. Clerk to investigate a risk assessment and council policy to cover the installation of this.

#### 14 To receive a report from the Borough Council

- The *Local Plan* is currently under review; it should be noted that it is *the plan* itself that is under review *not* the sites allocated for development.

#### 15 To receive a report from the County Council

- The budget consultation and boundary review consultation are currently open for comment on the Norfolk County Council website

#### 16 To note any communications from the Police since last meeting

- a) The regular *Community Update* Newsletter from the *Downham Market Safer Neighbourhood Team* will be circulated when received.
- b) Residents are encouraged to report any anti-social behaviour issues on the Police 101 non-urgent number.
- c) There was an online Area Inspector Briefing on 23<sup>rd</sup> November and there will be a Superintendent's District Briefing on 17<sup>th</sup> December.

#### 17 Agenda Items for the next meeting

- To resolve to approve the purchase of a wreath for the war memorial on Remembrance Sunday every year
- To discuss any progress with the purchase of signage to discourage parking outside the school

#### 18 Date of Next Meeting

The next meeting will be Tuesday 15<sup>th</sup> December 2020 at 6.30pm via Zoom.

Meeting closed at 8pm                      Chairman's signature .....

<sup>9</sup> Ashes interments are still permitted to non-residents, just full grave burials restricted to *residents* only

<sup>10</sup> Money entrusted to the parish council for '*the benefit of the playing field*'; fund currently stands at £32,110.77