

**DRAFT Minutes of an Ordinary Meeting of the Parish Council of Emneth that took place on Tuesday 27<sup>th</sup> October 2009 in the Central Hall**

The meeting commenced at 7.00pm.

**175/09 PRESENT** were Councillors Mr R Waterfield (Chairman), Mr M Wiles, Mr F Blake, Mrs G Harper, Mr N Terrington, Mr R Towler, Mrs Y Howard, Mr S Curtis, Mr A Green, Mr J McCourt and the Clerk Mrs M Sawyer.

**176/09 APOLOGIES** for absence were received from Councillors Mrs O Graham, Mr M White, County/Borough Councillor Mr H Humphrey and Borough Councillor Mr C Crofts.

**177/09 COUNCILLORS' DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA AS REQUIRED BY THE PARISH COUNCIL'S CODE OF CONDUCT 2007**  
None declared.

**178/09 MINUTES** of the Ordinary Parish Council Meeting held on Tuesday 29<sup>th</sup> September 2009 and the Extra Ordinary Meeting held on Tuesday 6<sup>th</sup> October 2009 had previously been distributed to all Councillors with copies being made available for public perusal at the post office and the Central Hall notice board. They were taken as read and after making an amendment to Minute 173/09 were signed by the Chairman as a true record.

**179/09 REPORT OF PARISH/POLICE LIAISON OFFICER & OTHER POLICE MATTERS.**  
PCSO Ross attended. He gave an update on Crime figures for the past month. He reported that there had been anti-social behaviour affecting residents of Racey's Close. He said that he had been asked to request the parish council to consider fencing the area behind the house. He outlined the procedures already in place for dealing with any problems that might arise in the parish during Halloween and Guy Fawkes celebrations. He asked that he be informed of any functions in the parish that might cause problems so that he could attend. A councillor asked him if anything could be done about parking outside the school. He advised that the matter had been referred to Traffic Division for their attention. He was advised that a group of youths were regularly out and about causing nuisance. He left to look for them. He later returned to report that he had spoken to a group of youths and recorded their names and addresses for future reference. The Chairman thanked him.

**180/09 MISCELLANEOUS CORRESPONDENCE RECEIVED**

The following items were dealt with at the meeting:

- **Wash Estuary Strategy Meeting to be held on 19<sup>th</sup> November 2009.** Details were circulated.
- **NRCC Extra General Meeting to change Articles of Association** - details circulated
- **Norfolk Ambition** - a leaflet giving information regarding funding and applying for same had previously been distributed to each member.
- **The Plunkett Foundation** - survey documents passed to the Chairman for completion.
- **Code of Conduct** - a reminder from Borough Solicitor of the difference between Personal and Prejudicial interests and the need to declare.
- **The Mayor's Award for Design in the Environment** - details circulated.
- **Outwell Health Centre** - members were advised that only a very limited number of swine 'flu vaccinations were available. It was agreed to put a copy of the practice newsletter on the village hall notice board.

The following items are in circulation:

- Standards Committee Minutes of meeting
- Health information
- Norfolk Link 173
- The Playing Field
- Advertising Literature.

- a) **Cash received since the last Meeting:**
- i) Dignity Funerals – Ashes Plot interment fees in respect of the late Mrs Alma nation - £45.00
  - ii) Hanchetts – memorial fees in respect of the late Mrs A Nation - £20.00
  - iii) Mr R Smith – agricultural holdings rent – p/e 10<sup>th</sup> October 2009 - £88.74
  - iv) Mr P Claxton - agricultural holdings rent – p/e 10<sup>th</sup> October 2009 - £244.03
- When reporting on the collection of agricultural holdings rent it was noted that income from the Hungate Road field would again be much reduced as a result of the agreement with the major tenant to restore the land to a fit and workable condition at his expense rather than the Council meeting the cost.
- b) **The following invoices were approved for payment:**
- i) MHB Services Ltd – footway lights maintenance contract –October/November - £82.24.
  - ii) E.On – footway lights unmetered supply – September 2009 - £129.17
  - iii) Pestforce – playing field pest control – half year contract charge - £517.50
  - iv) Mrs M Sawyer – salary & expenses – October - £517.52.
  - v) Mazars – External Audit fees - £327.75
  - vi) Mrs J Eady – salary – October 2009 - £149.50
  - vii) Mr D Melton – salary – October - £46.00
  - viii) Mr R Waterfield – Chairman’s expenses for half year - £50.00
  - ix) Mrs O Graham – Vice-Chairman’s expenses for half year - £25.00
- c) **Audit of Accounts 2008/2009**
- The Clerk reported that Audit had been completed and everything was satisfactory. A continuing anomaly with trade debtors had been resolved by the auditor amending the carried forward figure of the previous year. The Clerk explained that the problem had arisen due to the way her computer accounting program dealt with debtors that had now been fixed.

182/09

**PLANNING MATTERS**

- 1 **The following Planning Application was discussed & determined:**
- a) **09/01654/O** – 72 Gaultree Square – residential development for maximum 5 dwellings and garages, existing farm buildings to be demolished – Mr R Crofts. It was noted that the application did not contain any reference to a Protected Species Survey being conducted or required. The Clerk reported that she had contacted the Planning Officer concerned with the application and been told that a survey would be requested. A councillor wondered if the application should be considered without the survey results as the buildings are known to be the habitat of owls and bats. It was agreed, however, that there was no objection to the proposed development as long as the survey was done before work commenced.
- 2 **The following Decisions by the Planning Authority were noted:**
- a) **09/00329/F** – Strawberry Fields, Mill Road – erection of temporary mobile home and polytunnels – Mr R Glowacki – permission granted.
  - b) **09/01495/RM** – land north of 22 Elm High Road – construction of two dwellings and garages – Mr J Wicks - approved
  - c) **09/01500/F** – Hungate Playing Field – provision of children’s skate park (amended plan) – Emneth parish Council – permission granted.

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**HIGHWAY MATTERS**

It was confirmed that all matters reported at the last meeting have been dealt with as appropriate. It was reported that despite an assurance from the Highways Officer that

he would attend, the trees were still there and becoming more of a nuisance. The Clerk to chase once more and ask that the Highways Officer will contact the Chairman before he next visits the parish.

**New Matters Reported to be dealt with as appropriate:**

- Hollycroft Road – sunken gulley and potholes.
- Lady's Drove – grass verge is encroaching on the carriageway near to Banyer Farm and beyond.

**Road Safety Improvements**

It was noted that NCC Highways Department are to construct a pedestrian refuge on Elm High Road, opposite the Shell petrol station. Work to commence in January and last for approximately two weeks.

**184/09**

**PLAYING FIELD MATTERS**

The Chairman read out a letter from the chairman of the Playing Field Committee that had been sent to keep Members informed of progress with the Skate Ramp and the Committee's intentions for the children's play area.

Members were advised that the cost of groundworks had increased since the original quotation was prepared. He said, however, that he managed to negotiate a reduction in the cost on the promise of a percentage up-front payment. Members agreed that the orders for groundwork and equipment installation should now been confirmed with the contractors. The Borough Council will be asked to release the funding grant.

**185/09**

**FOOTWAY LIGHTING MATTERS**

**Outages**

Both the light on column number 49 on Hollycroft Road and the light on Meadowgate Lane remained unrepaired. The Clerk explained that the contractor had staffing problems due to long-term illness but he will be pressed to complete the work as a matter of urgency.

**186/09**

**AGRICULTURAL HOLDINGS MATTERS**

Members were advised that Mr Hill had signed his new leases after being assured that the Council was prepared to grant him similar security as he had on the plots he had previously relinquished at Council's request. The Clerk confirmed that he had been invoiced for the rent of all his plots. Payment had not been received as yet.

Councillor Terrington wanted to know how many 'absent tenants' there were. The information will be available at the next meeting.

**187/09**

**CEMETERY MATTERS**

**Working Party Report**

No problems reported.

**Cemetery Extension**

Nothing new to report at this time.

**Church Gates**

Renovations in hand.

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**DISCUSSION DOCUMENTS**

The following discussion/consultation documents are in circulation:

**i) Adoption of Procedures for Dealing with Notifications of Complaints against Councillors**

All Members had previously received a copy of the proposals that had been received from the Borough Solicitor. The Chairman explained that the Clerk had voiced concerns over two of the proposals that required the person nominated to receive notifications being barred from passing on the information to other members of the council. The Borough Solicitor will be asked to explain the reasons for this and the document will be considered again at the next meeting.

**189/09**

**TRAINING/SEMINARS/CONFERENCES**

**Members were advised of the following:**

- Gypsy & Traveller Conference – 4<sup>th</sup> November 2009 at Costessey
- Planning Training & Information – King’s Lynn – January 2010. Three places to be reserved.

**190/09**

**DATE OF NEXT MEETING**

The date of the next Ordinary Parish Council Meeting was confirmed as being Tuesday 1<sup>st</sup> December 2009, commencing at 7.00pm in the Emneth Central Hall.

There being no other business to discuss the Chairman closed the meeting at 9.10pm

**CHAIRMAN**

**Dated 1<sup>st</sup> December 2009**