



**Draft Minutes of an Ordinary Meeting of Emneth Parish Council, Tuesday 25<sup>th</sup> September 2018 at 6.30pm, Emneth Central Hall**  
**In attendance:** Councillor Waterfield (Chair), Councillor Wiles, Councillor Graham, Councillor Curtis, Councillor Towler, Councillor McCourt, Councillor Oliver, Councillor Howard, Councillor Fleet, Councillor Harper, Councillor White, Borough Councillor Crofts

**Apologies:** Councillor Groves, 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 Apologies for absence

- a) Apologies were given as above and approved.

### 2 Declarations of Pecuniary Interest

- a) Councillor Howard declared an interest in Item 14a on this month's agenda; *Cemetery issues, to provide an update on future burial ground for the parish.*

### 3 Minutes

- a) It was resolved to accept the Minutes of 28<sup>th</sup> August 2018 as a true record of the meeting. These were signed by the Chairman.

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

There was no need to suspend the meeting to hold a Public Forum as the member of public present did not wish to address the council at this time.

### 5 Reports

5.1 **Police Report;** the monthly newsletter had been circulated as usual.

#### 5.2 Borough Councillor Report

- a) The provisional sites allocated for development to 2036 are currently in consultation. These will be confirmed by the end of December.  
 b) It was noted that Norfolk Standards are currently focusing on the illegal sale of cigarettes to minors.  
 c) It was noted that a planning application for a wildlife/safari park in Watlington has recently been submitted.

#### 5.3 County Councillor Report

No report.

#### 5.4 Parish Councillor Reports/Correspondence

- a) It was noted that a previous Clerk to Emneth Parish Council had recently died aged 93. Councillor Waterfield had sent sympathies to his family on behalf of the Council.  
 b) It was resolved to approve the Minutes from the Planning Meeting of 18<sup>th</sup> September 2018 and sign them as a true record of the meeting.

### 6 Finance

6.1 It was resolved, with all in favour, to approve the payments list since last meeting.

Payments - September 2018					
Payee	Goods/ Services	VAT	TOTAL	dd/chq	Supplier/Service
Bowser Solicitors	343.50	0.00	343.50	103048	Fees for searches - purchase of former canal land (50% to be recharged to Elm Parish Council) already paid
Salaries	1,203.44	0.00	1,203.44	d/d	Salaries
Kate Bennett	39.58	3.67	43.25	103049	Expenses - mileage, mobile, photocopying, postage
Jean Eady	0.00	0.00	0.00	103050	40 hours
Nicola Lane	0.00	0.00	0.00	103051	44 hours
HMRC	162.60	0.00	162.60	103052	PAYE
Norse	3,486.43	697.28	4,183.71	103053	Six monthly grounds maintenance charge - Football pitches and play area
Westcotec	87.66	17.53	105.19	103054	September footway lighting maintenance
Emneth Design	28.75	0.00	28.75	103055	Website update service
British Telecom	24.00	4.80	28.80	103056	Phone services 1-31 August
Veolia	106.10	21.22	127.32	103057	5 weeks trade refuse collection
E.on	56.77	2.84	59.61	103058	August energy charges
CGM	110.00	22.00	132.00	103059	To rake out debris from under hedge
CGM	140.00	28.00	168.00	103059	Cemetery and churchyard mowing
CGM	42.00	8.40	50.40	103060	Build up and turf plot F19 (Elise Harper)
EPFC	750.00	0.00	750.00	103061	Quarterly grant
Advanced Payroll Services	15.00	0.00	15.00	103062	Monthly payroll services fee
PKF Littlejohn LLP	300.00	60.00	360.00	103063	External audit fee
RW Waterfield	238.12	47.62	285.74	103064	Paint/oil, thinners and brushes to paint village sign
	<b>7,133.95</b>	<b>913.36</b>	<b>8,047.31</b>		

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

\*salaries reported together (data protection).

6.2 Income since the last meeting was noted at £640.00 (cemetery).

## 7 Planning Applications

a.1 To receive and consider *Planning Applications* and *Decisions* since the last meeting; no report.

### Decisions made by the Borough Council since last meeting

- a) **18/01293/F**, Shaveley, 47 Gaultree Square, Emneth; retention of extension and alterations to rear of existing bungalow, approved.
- b) **18/01361/F**, Dial Cottage, 261 Wisbech Road, Outwell; removal of existing conservatory and erection of single storey side extension, approved.

## 8 General Correspondence

- a) Correspondence from *Historic England* was noted confirming Emneth War Memorial as Grade II listed.
- b) Councillor Waterfield agreed to arrange for the elder tree that is growing in a culvert at Racey's Close to be removed.

## 9 Borough Council of King's Lynn and West Norfolk Issues

- a) The running of Leisure Facilities will be taken back in-house. *Alive Leisure* will no longer be taking care of them.

## 10 Norfolk County Council issues

- a) The purchase of the canal land at the Elm/Emneth border is progressing with Bowsers Solicitors.
- b) Clerk to invoice *Elm and Fridaybridge Parish Council* for their share of the land registry fees already paid to Bowsers.

## 11 Norfolk County Council Highways Issues

- a) Several potholes in the parish were noted. Pot holes can be reported to Norfolk County Council by using the following link, <https://apps.norfolk.gov.uk/HighwaysDefect/> Please use this link, it is much easier for those who have identified the pothole to report it themselves as pertinent questions regarding exact location, size and diameter etc. are requested which makes it much easier for the person who has actually seen it to report it rather than second or third hand.

## 12 Footway Lighting issues

- a) Two outages outside the church were noted.

## 13 Playing Field issues

- a) Councillor Wiles to progress a quote for the topping of the trees (circa 100 trees to be topped).

## 14 Cemetery Issues

- a) Cemetery Development Services had re-approached the Environment Agency on behalf of the parish council regarding the suitability of the land at Church Road for use as a cemetery for roughly eight to ten burials per annum. They have confirmed that the site IS suitable subject to compliance with *best practice controls* and not to pollute control waters. *Controls* to be applied include;
  - 250m minimum distance from potable groundwater supply source
  - 30m minimum distance from watercourse or spring
  - 10m minimum distance from field drains, including dry ditches<sup>2</sup>
  - No burials into standing water

## 15 Date of Next Meeting

- a) The next meeting will be Tuesday 30<sup>th</sup> October 2018 at 6.30pm at Emneth Central Hall.

Meeting closed at 7.00pm

Chairman's signature .....

<sup>2</sup> Since meeting it has been ascertained from Cemetery Development Services that ashes burials do not pose a risk and CAN be carried out in the 10m strips to the northern and western sides of the site.