

## **Draft Meeting Minutes of Emneth Parish Council**

Tuesday 26<sup>th</sup> September 2023 at 6.30pm held in the Committee Room at Emneth Central Hall

**Parish Councillors present:** Councillor Pearson, Councillor Howard, Councillor Curtis, Councillor Finnis, Councillor Purchase, Councillor Groves (Chair), Councillor McCourt, Councillor Fry, Councillor Burgess-Lee, Councillor Kok and Councillor Wiles. Also present: Kate Bennett (Parish Clerk), Chris Dawson (County Council), Harry Humphrey (Borough Council) and six members of the public

**Apologies:** Councillor Tingley, Borough Councillor Crofts

### **Minutes (draft)**

#### **1 Welcome**

The Chairman welcomed everyone to the meeting.

#### **2 To receive apologies for absence**

Apologies for this month's meeting were received as above and approved.

#### **3 Members' Declarations of Interests in items on the agenda and any dispensations required considered**

No declarations of interests were given for this month's meeting and no dispensations were requested.

#### **4 Open Forum for Public Participation (15 minutes)**

- A resident of Elm High Road was present regarding the speed and volume of traffic along Elm High Road (40mph zone) with school children trying to cross from the bus and cars racing at night time. County Councillor Dawson had requested the last five year accident rate from the Police which he will pass on and has addressed the resident's queries via a separate email response. The Parish Council will seek approval from Norfolk County Council to erect the SAM2 camera along this stretch of road.
- The Chairman of Emneth Bowls Club was present to request financial assistance with the funding of a new mower for the Club (£5,000.00) and 140m of security fencing (£6,000.00) to replace the hedge that is currently there; this to be an agenda item for the next meeting.
- A resident of Church Road was present to request support from the Parish Council in reinstating the once-weekly 63 bus service from Emneth to King's Lynn that was decommissioned in October of last year. Clerk to make enquiries with Marshland St. James Parish Council initially to determine the level of local support for this service to be reinstated.
- The Chairman of the Playing Field Committee was present to request financial assistance with repairs to the roof of the new pavilion; Councillor Burgess-Lee offered to take a look and carry out the necessary repairs if he was able to.

#### **5 To approve the Minutes of the meeting held on 29<sup>th</sup> August 2023**

It was resolved with all in favour to approve the Minutes of last month's meeting and these were signed as a true record by the Chairman.

#### **6 Clerk to provide an update on any matters not included on this month's agenda**

- a) The blocked access to a resident's piece of land at Mill Road with two piles of stone chippings is on going; Norfolk County Council Highways has visited a couple of times to try to remedy the situation.
- b) The replacement bus shelter on the A1101 adjacent to Morrisons is still awaiting the solar lighting panel.
- c) The old bench from the village sign area still needs disposing of; currently being housed at Councillor Howard's. Councillor Groves agreed to collect and dispose of.
- d) Repairs to the church wall have started.
- e) It was noted that the dog waste bin at Elmside had been relocated by the developers of a new property on the corner of The Wroe and Elmside; concerns had been raised as to whether or not the bin was now being emptied by the Borough Council. It had been checked this week and is only half full so we suspect the bin is being emptied but will monitor the situation.
- f) It was noted that the footway at Church Road between Racey's Close and the sub station is due to have micro asphalt applied to it to seal it and patching works at Edge Bank have been programmed.

## **7 To receive a report from Norfolk County Council**

- a) It was resolved with all in favour to approve expenditure of up to £150.00 to complete works to provide a passing bay at the bottom of Ladys Drove.
- b) It was resolved with all in favour to support Councillor Dawson's efforts in not becoming a cashless society.

## **8 To receive a report from the Borough Council**

- a) Little to report; new Members are still carrying out training.

## **9 Finance**

- a) It was resolved with all in favour to approve the September 2023 Payments List as presented.
- b) Income received since last meeting: £750.00 cemetery fees.
- c) It was resolved with all in favour to approve expenditure of £1,650.00 (no Vat) for works to be carried out to the trees in the churchyards and cemetery.
- d) It was resolved with all in favour to change energy supplier from *npower* to SSE Business Energy at a new rate of 28.456p/kWh for a 12-month contract. *Npower* are no longer supplying unmetered supplies to micro businesses and their default / out of contract rates have been exorbitant for over 12 months. New supply to start as soon as the account with *npower* is settled.
- e) Councillor Curtis and Councillor Pearson viewed the bank statements for internal audit purposes.

## **10 Planning**

- a) To consider any outstanding planning applications since last meeting:
  - **Planning application 23/01469/RM** access arrangements for 1 Gaultree Square, Emneth; it was resolved to support this application.
  - **Planning application 23/01501/F** fenestration at Louan, Chapel Lane, Emneth; it was resolved to support this application.
- b) To note any planning decisions made by the Local Planning Authority
  - TPO work refused at 6 Hungate Road, Emneth / 2/TPO/00226 refers.
  - Application withdrawn at Hungate Lodge Residential Care Home, 90 Hungate Road, Emneth for change of use of agricultural buildings to dwelling.
- c) The Planning Department at the Borough Council are holding general update sessions for councillors in October.

Not all decisions on planning applications for the Parish are resolved upon at a monthly meeting; some are considered during the course of the month and resolved upon online. Details of all planning applications considered by Emneth Parish Council can be viewed on the Borough Council's planning portal by visiting <https://online.west-norfolk.gov.uk/online-applications/>

## **11 Parish Matters**

- a) It was resolved to defer the item *Role of the Chairman* to after Item 20 on the Agenda.
- b) It was noted that the meeting with Liz Truss MP will be held at Sweet Things Savoury in Emneth on Thursday 5<sup>th</sup> October 2023 at 4.15pm at the request of County Councillor Dawson.
- c) It was noted that the installation of the Upwell to Wisbech tram memento at Birds Corner has commenced with completion due hopefully this month. An unveiling event is to be organized and the memento to be added to the Parish Council's asset register upon completion.
- d) A meeting had taken place with representatives from Elm Parish Council and the Friends of Emneth and Elm Towpath group to discuss towpath-related matters. Two new strimmers and associated PPE have been purchased to enable volunteers to cut the Chapel Lane end of the towpath; the equipment being used (lawn mower and strimmers) needs risk assessing by the Parish Council to determine that it is suitable for the job / activity being carried out and then the Parish Council's insurance policy will cover all verified members of the group assuming that they are between the ages of 16–75 years old; there is no requirement to work in pairs.

- e) The commuted sum for 30 years of maintenance and energy for 29 street lamps at 11-37 Elm High Road, Emneth had been confirmed to Chatsworth Living at £54,599.11<sup>1</sup> plus inflation. They have responded requesting that the Parish Council considers accepting a reduction should the energy rates revert back to the annual inflation curve and the energy consumed come in under budget. It was resolved for the Clerk to confirm a reduction to £50,000.00 for the whole amount which is to be paid in one payment directly to the Parish Council.
- f) It was resolved with all in favour to arrange for the overgrowth at the top of St. Edmund's Drive to be removed; Clerk to obtain quotes.
- g) It was noted that fly tipping along the short section of footpath from The Wroe to Elmside is becoming a regular occurrence. Clerk to obtain quotes to have the whole section cut back.
- h) Assisted lifts for bin collections was briefly discussed; Councillor Howard to make further investigations from the Borough Council's website.

#### **12 To note general correspondence received since last meeting**

- a) Councillor Howard to attend a meeting on 3<sup>rd</sup> October 2023 with the Leader of the Borough Council.
- b) Information received surrounding a consultation on changes to permitted development rights.
- c) Additional evidenced base documents for the Local Plan had been received and circulated.

#### **13 To discuss Playing Field issues**

- a) More trees for the Playing Field will be purchased after Christmas via the Million Trees for Norfolk initiative including some for the old canal towpath.
- b) Possible other uses for the old and new pavilion to be deferred for discussion at the next meeting.

#### **14 Cemetery Issues**

- a) The Clerk had endeavoured to obtain three quotes for extending the current ashes plot provision at St. Edmunds; despite regular chasing only one quote had been received. It was resolved to approve expenditure of £4,650.00 + Vat to install and supply materials for four new cremation bays, to remove existing shrubs and debris, to dig out, lay kerbs to create bays, install slabs on sand and lay decorative gravel.
- b) Still awaiting approval from the Borough Council and the Diocese to pipe the dyke to extend the ashes plots over the dyke<sup>2</sup> to ensure burial provision for the next 20+ years for the Parish.
- c) Correspondence had been received from a resident concerning general maintenance of the ashes plot area.

#### **15 Allotment Land issues; no report.**

#### **16 To discuss Central Hall issues**

- a) A coffee morning is being held on 16<sup>th</sup> October 2023 in remembrance of a parishioner.

#### **17 To discuss Norfolk County Council issues including highways**

- a) Residents are reminded to report pot holes directly via the Norfolk County Council website / link here refers; [Potholes - Norfolk County Council](#)

#### **18 To note any communications from the Police since last meeting**

- a) The annual budget consultation is currently open, closes 24<sup>th</sup> November 2023. A link to the consultation is available on the Parish Council's website.
- b) County Councillor Dawson is liaising with the Police regarding their assistance / attendance to speak with parents / carers relating to parking outside the school at drop off and pick up times.
- c) Emneth's Beat Manager is PC Andy Wise.
- d) The Community Engagement Officer for Emneth is Paula Gilluley [paula.gilluley@norfolk.police.uk](mailto:paula.gilluley@norfolk.police.uk)
- e) Residents are encouraged to report any anti-social behaviour issues on the Police 101 non-urgent number.

#### **19 Items for the next meeting agenda**

<sup>1</sup> Energy currently ££51.96 per lamp per annum and maintenance £10.80 per lamp per annum

<sup>2</sup> Roughly 40m in length and 7m wide

- To note any further information relating to the thirty year commuted sum for 29 street lights (maintenance and energy) at 11-37 Elm High Road
- To note any information relating to the installation of the Upwell to Wisbech tram memento at Birds Corner
- To consider possible other uses of the old pavilion / new pavilion at the Playing Field
- Million Trees for Norfolk project (inc. trees for demarcating boundary line at towpath)
- To consider the request for a donation to Emneth Bowls Club for a new mower and fencing and to consider establishing a formal agreement between the Parish Council and The Bowls Club
- To note any progress with repairs to the roof of the new pavilion and quotes received for hedge cutting
- Remembrance Sunday / purchase of poppy wreath
- Damaged wooden bollards / posts at church by the village sign

**20 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.**

A discussion took place relating to decisions being made outside monthly Parish Council Meetings. All Members were reminded that decisions should always be made by Full Council and that no individual Member has the authority to make decisions on behalf of the Council.

**21 Date of Next Meeting**

The next meeting will be on Tuesday 7<sup>th</sup> November 2023 at 6.30pm in the Committee Room at Emneth Central Hall.

Meeting closed at 8.15 pm

Chairman's signature .....

**Emneth Parish Council**  
**PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
105	British Telecom	08/09/2023		Unity Current Account		Telecoms	British Telecom	S	45.25	9.05	54.30
106	NEST - Pensions	13/09/2023		Unity Current Account		Salary	NEST	X	17.19		17.19
107	Clerk Salary	15/09/2023		Unity Current Account		Salary	Kate Bennett	X	765.44		765.44
119	Parks and Open Spaces	22/09/2023		Unity Current Account		Open spaces	Friends of Elm and Emneth T	S	141.35	28.27	169.62
108	Energy (electricity)	23/09/2023		Unity Current Account		Street lights	npower business solutions	L	214.39	10.72	225.11
109	Energy (electricity)	23/09/2023		Unity Current Account		Street lights	npower business solutions	L	249.64	12.48	262.12
113	Parks and Open Spaces	23/09/2023		Unity Current Account		Open spaces	CGM Group	S	10.48	2.10	12.58
111	Cemetery and Churchyard	23/09/2023		Unity Current Account		Refuse collection	Veolia Ltd.	S	170.10	34.02	204.12
114	Playing Field	23/09/2023		Unity Current Account		Playing Field	CGM Group	S	785.99	157.20	943.19
110	Website	23/09/2023		Unity Current Account		Website	Emneth Design PC Repair Se	Z	28.00		28.00
112	Donations	23/09/2023		Unity Current Account		Playing Field	Playing Field Committee	X	750.00		750.00
116	Audit	23/09/2023		Unity Current Account		Audit	PKF Accountants	S	315.00	63.00	378.00
117	Cemetery and Churchyard	23/09/2023		Unity Current Account		Cemetery	Danny Kerrison	X	600.00		600.00
115	Unity Bank Charges	23/09/2023		Unity Current Account		Bank	Unity Trust	X	3.00		3.00
120	Expenses	23/09/2023		Unity Current Account		Salary	Jean Eady	X	21.98		21.98
123	Expenses	23/09/2023		Unity Current Account		Expenses	Kate Bennett	Z	88.10		88.10
118	Payroll	23/09/2023		Unity Current Account		Payroll	Advanced Payroll Services	Z	60.00		60.00
121	Playing Field Caretaker	23/09/2023		Unity Current Account		Salary	Nicola Lane	X	291.90		291.90
120	Litter Picker	23/09/2023		Unity Current Account		Salary	Jean Eady	X	333.60		333.60
122	PAYE	23/09/2023		Unity Current Account		Salary	HM Revenue and Customs	X	157.03		157.03
<b>Total</b>									<b>5,048.44</b>	<b>316.84</b>	<b>5,365.28</b>