

Meeting Minutes of Emneth Parish Council (draft)

Tuesday 30th April 2024 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 Burgess-Lee, Councillor Groves (Chair), Councillor Fry, Councillor McCourt, Councillor Tingley, Councillor Kok and Councillor Wiles. Also present: Kate Bennett (Parish Clerk) and two members of the public

Apologies: No report

Minutes (draft)

1 Welcome

The Chairman welcomed everyone to the meeting.

2 To receive apologies for absence

No report.

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

a) Councillor Curtis declared an interest in Item 8a) of this month's agenda, Planning Application 24/00273/F Change of use from vacant shop to mix use takeaway and restaurant at 18 Gaultree Square, Emneth.

b) No dispensations had been requested prior to the meeting.

4 Open Forum for Public Participation (fifteen minutes only)

The Annual Parish Meeting had taken place immediately before this meeting when members of the public present had addressed Council with their items for discussion.

5 To approve the Minutes of the meeting held on 26th March 2024

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

6 Clerk to provide an update on any matters not included on this month's agenda if necessary; all outstanding items are covered under agenda items for this meeting or were discussed at the Annual Parish Meeting (see Annual Parish Meeting Minutes 2024).

7 Finance

a) It was resolved with all in favour to approve the April 2024 Payments List as presented.

b) Income received since last meeting:

- £43,000.00 (annual precept for 2024/25)
- £3,552.38 (community infrastructure levy receipts, April 2024 instalment)
- £200.00 (cemetery)

c) The Annual Parish Cil Report confirming 2023/24 Cil Receipts from the Borough Council totalling £2,651.42 was signed by the Chairman. These funds were allocated to the installation of 88 new cremation plots at the cemetery, a total cost of £4,650.00 + Vat.

d) Councillors Curtis and Burgess-Lee considered the bank statements for internal audit purposes.

8 Planning

a) To consider any outstanding planning applications since last meeting:

- Planning application 24/00273/F, Change of use from vacant shop to mix use takeaway and restaurant at Curtis Butchers, 18 Gaultree Square, Emneth – amendments. Councillor Curtis left the room. It was resolved to support the amendments to this application.
- Planning application 24/00726/F, proposed removal and replacement of existing brick conservatory with porch and rear extension at The Old Vicarage, 76 Church Road. It was resolved to support this application.

- Planning application 24/00630/F, part two storey and part single storey extension to side and rear of dwelling at Essex House, 14A Elm High Road, Emneth. It was resolved to support this application.
- b) To note any planning decisions made by the Local Planning Authority or to report any appeals made to the Secretary of State:
 - Planning application 24/00160/F Little Orchard, 55 Elmside, Emneth proposed dwelling, application permitted by the Local Planning Authority.

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/> and referencing the relevant *planning application number* or a *key word* into the *Search bar*.

9 Parish Matters

- a) It was resolved to purchase a D-Day 80 souvenir flag at a cost of £28.80 inc. Vat to fly for one week prior to the commemoration date of 6th June 2024. A lamp will be lit in the garden of The Gaultree Inn at 9pm on 6th June 2024, all welcome. Earlier plans considered by the Parish Council to host a village event to commemorate D-Day 80 are no longer happening.
- b) It was resolved to approve a grant, initially for the 2024 2025 financial year only, of £250.00 to the Friends of Emneth & Elm Towpath group to cover their costs for fuel, machine maintenance and PPE. It was resolved for this grant to be reviewed annually after consideration of the group's previous year's annual accounts.
- c) In the absence of a breakdown of costs from Elm Parish Council's copy invoice for temporary repairs to the gate at the Collett's Bridge end of the towpath following vandalism last year, it was resolved to approve a payment of £100.00 which should cover the materials required for the repairs. The total cost of repairs totalled £575.77 which councillors felt exorbitant in line with the work required.
- d) Elm Parish Council had asked councillors to consider whether or not they felt the Pocket Park end of the towpath was suitable for mobility scooters. Councillors generally felt that this section is very narrow, uneven and, at times, very slippery so their suggestion would be that it is not suitable for such devices.

10 To discuss Playing Field issues

- a) Councillor Burgess-Lee has agreed to carry out some repairs to the roof of the pavilion following some recent vandalism.

11 Cemetery Issues

- a) It was resolved to no longer pursue the idea of piping a section of dyke in a bid to try to provide further burial space in the cemetery. A recent quote in excess of £70,000.00 for hardcore only without the cost of labour and plant indicates that this proposal is not viable for the Parish Council. Further discussions surrounding the possible purchase of some land to provide more burial space took place at Item 17 of these Minutes.
- b) A request from a resident to remove some of the logs from the churchyard was denied.

12 Allotment Land issues

- a) The Red Book Valuation from Maxey Grounds is still awaited, Clerk to chase.

13 To discuss Central Hall issues

- a) Mark Purchase is the new Chairman of Central Hall Committee.
- b) A quote for £50,000.00 has been received for resurfacing works to the car park.
- c) The radiators have been replaced and the rewiring is due to be carried out soon.

14 To discuss Norfolk County Council issues including highways

- a) Clerk to report overhanging vegetation at the Anglian Water Depot at Edgebank.
- b) Residents are reminded to report pot holes directly via the Norfolk County Council website / link here refers; [Potholes - Norfolk County Council](#)

15 To note any communications from the Police since last meeting

- a) The Community Engagement Officer for Emneth is Paula Gilluley paula.gilluley@norfolk.police.uk
- b) Residents are encouraged to report anti-social behaviour issues to the Police by dialling 101.

The two members of public left the meeting.

16 Items for the next meeting agenda

- To consider Playing Field Committee comments on updating the lease
- To consider the findings from the Red Book Valuation carried out by Maxey Grounds
- To agree the terms of the renewal of a land rent tenancy agreement for land at Hungate Road
- To consider any updates from the Parish Council Solicitor concerning scrap cars on allotment land
- To consider introducing bird boxes, bat boxes, hedgehog boxes into the churchyard
- To provide an update on the Parish Council Facebook page
- To set up a Working Group to consider purchasing further burial land for the parish
- To adopt a new Risk Management Policy
- To adopt a new Safeguarding Policy
- To discuss repairs to the Playing Field Car Park (Councillor McCourt)

17 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

Councillors reignited the conversation surrounding the possibility of purchasing a piece of land directly behind the cemetery to provide further burial space for the Parish. It was resolved to arrange to set up a Working Group at the next meeting to try to progress this.

18 Date of Next Meeting

The next meeting will be on Tuesday 28th May 2024 at 6.30pm at Emneth Central Hall.

This will be the Annual Parish Council Meeting (the AGM). The Annual Accounts and other Council Governance will be considered as well as the election of a Chair for the incoming municipal year.

Meeting closed at 8.15pm

Chairman's signature