

Draft Meeting Minutes of the Annual Parish Council Meeting (AGM) for Emneth held on Tuesday 28th May 2024 at 6.30pm in the Committee Room at Emneth Central Hall

Parish Councillors present: Councillor Groves (Chair), Councillor Finnis, Councillor Purchase, Councillor Pearson, Councillor McCourt, Councillor Wiles, Councillor Tingley, Councillor Kok, Councillor Fry and Councillor Burgess-Lee. Also present: Kate Bennett (Parish Clerk), County Councillor Dawson and one member of the public. Apologies: Cllr Curtis, Cllr Howard

Minutes (draft)

1 Welcome

The Chairman welcomed everyone to the meeting.

2 To receive nominations for and elect a Chairman for 2024 2025

It was resolved to appoint Lloyd Groves as Chairman for the incoming municipal year 2024 2025 and he signed a Declaration of Acceptance of Office form.

3 To receive nominations for and elect a Vice-Chairman for 2024 2025

It was resolved to appoint Councillor Fry as Vice Chairman for the incoming municipal year 2024 2025.

4 To receive and approve apologies for absence

Apologies were received as above and approved accordingly.

5 Members' Code of Conduct

Members were reminded to review their Register of Interests Forms and to return to the Clerk with any amendments within 28 days of the date of this meeting, if necessary.

6 Members to declare any pecuniary interests in items on the agenda and to consider any dispensations

There were no declarations of interests given for any item on this month's agenda and no dispensations were required.

7 Open Forum for Public Participation: fifteen minutes only

The Chairman of the Playing Field Committee reported that recent vandalism to the roof had caused major water damage to the inside of the pavilion exacerbated by the pure volume of rain recently.

Thanks was given to Councillor Burgess-Lee for volunteering to repair the damage.

8 To approve the Minutes of the last meetings held on 30th April 2024

It was resolved to accept the Minutes of the last meetings, both held in April, as a true record and these were signed and each page initialled by the Chairman.

9 Clerk to provide an update on matters not on this month's Agenda

- a) Repairs to the church wall are on going.
- b) The Chairman is awaiting a response from the School regarding a joint meeting with the Parish Council and County Councillor Dawson to discuss parking issues along Hollycroft Road.

10 To consider Council Governance

- a) The Council's Standing Orders and the Code of Conduct had been considered and approved as fit for purpose for 2024 2025
- b) It was resolved to approve the updated Financial Regulations for 2024 2025.
- c) It was resolved to approve a new Risk Management Policy for the Council for 2024 2025.
- d) It was resolved to approve a new Safeguarding Policy for 2024 2025.
- e) The Council's Asset Register had been reviewed and suitable insurance provided for 2024 2025: it was resolved to approve expenditure of £1,186.28 for the annual parish council insurance renewal.
- f) It was resolved to add Councillor Finnis as an authorized signatory on the bank account.
- g) It was resolved to continue to meet for monthly Parish Council Meetings on Tuesday evenings at 6.30pm (except in December) as advertised on the website.
- h) It was resolved to approve the 2023 2024 Summary of Receipts & Payments as presented by the Clerk.
- i) Section 1 of the Annual Governance and Accountability Return 2023 2024 was considered and completed and signed by the Chairman.

- j) It was resolved to approve Section 2 of the Annual Governance and Accountability Return 2023 2024: Accounting Statements and this was signed by the Chairman.
- k) **Finance Working Group** to be Councillors Curtis, Groves, Fry, Howard and Finnis.
Cemetery Working Group to be Councillors Curtis, Tingley, Finnis, Fry and Pearson.
Towpath Working Group to be Councillors Burgess-Lee, Purchase, Wiles and Kok.
Allotments Working Group to be Councillors Curtis and Burgess-Lee.
- l) **Emneth Central Hall** representatives to be Councillors Kok and Tingley.
Playing Field Committee representatives to be Councillors Purchase, McCourt, Burgess-Lee, Groves, Finnis and Tingley.

11 Finance

It was resolved to approve all payments per the May 2024 Payments List as presented at the meeting and this was initialled by the Chairman. Councillors Fry and Purchase to authorise all of the payments online after the meeting.

Income since last meeting was noted:

- £895.00 cemetery
- £5,647.41 annual Vat refund (HMRC)

The bank account balances at 28th May 2024 were noted:

- £93,501.57 (Community Account)
- £36,764.87 (Claude Coates fund).

It was resolved to allocate the April 2024 Community Infrastructure Levy receipts from the Borough Council of £3,552.38 to:

- A new street light column and LED lamp for o/s 35 Hollycroft Close - £2,634.00 inc. Vat.
- Scraping and levelling the car park at the playing field - £1,200.00.

Councillor McCourt and Councillor Burgess-Lee viewed the bank statements for audit purposes.

12 Parish Matters

- a) The Clerk's annual leave dates were noted.
- b) It was resolved to approve expenditure of £322.00 and to appoint the Norfolk Association of Local Councils to provide a new website for the Parish Council to adhere with the legal requirement to have an 'accessible' website. Further recent changes relating to accessibility need to be in place by October 2024. The Parish Council will have a *gov.uk* domain name with *gov.uk* email accounts for the Clerk and councillors.
- c) A souvenir D-Day 80 flag has been purchased and will fly from the flag pole at The Gaultree Inn for one week prior to the commemoration date of 6th June 2024. A brazier will be lit at The Gaultree Inn at 9.15pm on 6th June 2024, all are welcome to attend.
- d) It was resolved to sign the West Norfolk Community Cycle Storage Grant Acceptance Form. This will allow the Parish Council to purchase a cycle storage rack for the playing field at a cost of £400.00 and reclaim the amount retrospectively from the Borough Council.
- e) Councillor Finnis agreed to create a Parish Council Facebook page.
- f) i) It was noted that a section of fencing has been removed from next to the stile at the Pocket Park end of the towpath to allow for mobility scooter access.
ii) The next FEET Meeting is on 19th June 2024.
- g) It was resolved for the Clerk to investigate a quote for the provision of a bus shelter at Hollycroft Road (the Fendyke Road junction). Thanks to be recorded to County Councillor Dawson for donating £500.00 to this project.

- h) It was resolved with all in favour to approve expenditure of £2,195.00 + Vat to replace a street light column and lamp at Hollycroft Close (April 2024 community infrastructure levy receipts to cover this payment).

13 Planning matters

- a) To note any decisions from the Borough Council since last meeting:
- Planning Application 24/00615/F The Jam Makers Cottage, Chapel Lane, Emneth: replace front ground floor window and first floor window, application permitted.
 - Planning application 23/02178/O Land Opposite Prospect House, 107 Elm High Road, Emneth: residential development, application refused.
 - Planning application 24/00347/RM Towlers Coaches Ltd., 24 Church Road, Emneth: 3 dwellings, application permitted.
 - Planning application 24/00507/F 47 Ladys Drove, Emneth: erection of 2 storey side extension, application permitted.

14 Cemetery matters

The possible installation of bird and hedgehog boxes to be discussed next month.

15 To consider any Allotment Land issues

- a) It was noted that the recent Red Book Valuation recommended a price per acre per annum of £150.00 applicable for Parish Council-owned land at Grays Lane, Hungate Road and Ladys Drove.
- b) It was resolved to increase all land rents as recommended by Maxey Grounds and to speak with all tenants to negotiate an increase in price per acre per annum to be effective from 11th October 2025. It was noted that there have been no increase in rents since 2017 and all tenants pay in arrears.

16 To consider any Playing Field matters

- a) The 1989 lease between the Parish Council and the Playing Field Committee is now very out of date and, in parts, irrelevant. Councillor Groves agreed to consider the amendments required, advise Council at the next meeting and then the Parish Council will engage the services of their solicitor to provide a new document that is fit for purpose and relevant.
- b) It was resolved to approve expenditure of up to £1,200.00 to scrape and level the playing field car park. Three quotes to be obtained. (April 2024 community infrastructure levy receipts to cover this payment).

17 To receive a report from the Borough Council: no report.

18 To receive a report from the County Council

It was noted that a query had been received from a resident of Elmfield Drive relating to an overgrown walkway in the vicinity; Councillor Dawson had investigated.

19 Items for the next meeting agenda

- Bird and/or hedgehog boxes for the cemetery
- Cycle rack for the playing field
- Facebook page for the Parish Council
- To consider specs and quotes for a new bus shelter for Hollycroft Road
- To note any progress with the provision of a new website
- Scrap cars Grays Lane allotment land
- Purchase of further burial land
- Updates required to the Playing Field lease
- To request the installation of a plaque in the pavilion in memory of Pam Melton

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

It was noted that, to date, Bowers Solicitors had not received a response to their letter to a tenant regarding scrap cars on Parish Council-owned allotment land at Grays Lane.

21 Date of Next Meeting

The next meeting will be held on Tuesday 25th June 2024 at 6.30pm at Central Hall.

Meeting closed at 8pm

Chairman's signature

Emneth Parish Council

27 May 2024 (2024-2025)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
20	NEST - Pensions	01/05/2024		Unity Current Accour		Nest / Pension contribution	NEST	E	43.82		43.82
22	British Telecom	09/05/2024		Unity Current Accour		Broadband	British Telecom	S	48.99	9.79	58.78
23	Clerk Salary	15/05/2024		Unity Current Accour		Clerk Salary	Kate Bennett	X	1,146.00		1,146.00
25	Unity Bank Charges	23/05/2024		Unity Current Accour		Bank	Unity Trust	X	3.00		3.00
26	Donations	23/05/2024		Unity Current Accour		Playing Field donation for insur	Playing Field Committee	E	157.23		157.23
24	Village Hall Hire	23/05/2024		Unity Current Accour		Hall Hire	Emneth Central Hall	Z	24.00		24.00
37	Playing Field Caretaker	25/05/2024		Unity Current Accour		Salary	Nicola Lane	X	256.32		256.32
38	Litter Picker	25/05/2024		Unity Current Accour		Salary	Jean Eady	X	366.00		366.00
39	PAYE	25/05/2024		Unity Current Accour		paye / ni	HM Revenue and Customs	X	191.60		191.60
39	NI	25/05/2024		Unity Current Accour		paye / ni	HM Revenue and Customs	X	61.38		61.38
28	Cemetery and Churchyard	25/05/2024		Unity Current Accour		Refuse collection	Veolia Ltd.	S	229.39	45.88	275.27
40	Insurance	25/05/2024		Unity Current Accour		Insurance	Clear Councils	E	1,186.28		1,186.28
29	Parks and Open Spaces	25/05/2024		Unity Current Accour		Gate repairs at towpath	Elm Parish Council	Z	100.00		100.00
34	Street light maintenance	25/05/2024		Unity Current Accour		Street lights	Cozens (UK) Limited	S	45.00	9.00	54.00
27	Allotment Land	25/05/2024		Unity Current Accour		Land valuation	Maxey Grounds	S	870.00	174.00	1,044.00
33	Premises Licence P/F	25/05/2024		Unity Current Accour		Premises Licence Playing Field	Borough Council of King's I	X	70.00		70.00
35	Website	25/05/2024		Unity Current Accour		Website	Emneth Design PC Repair	Z	26.25		26.25
31	Expenses	25/05/2024		Unity Current Accour		Clerk Expenses	Kate Bennett	Z	89.00		89.00
30	Donations	25/05/2024		Unity Current Accour		Donation	Friends of Elm and Emneth	X	250.00		250.00
32	Audit	25/05/2024		Unity Current Accour		Internal Audit fee	Robin Goreham	Z	72.00		72.00
36	Stationery	25/05/2024		Unity Current Accour		Stationery	Walters	S	41.97	8.39	50.36
Total									5,278.23	247.06	5,525.29