

Draft Minutes of an Emneth Parish Council Meeting held on
Tuesday 30th July 2024 at 6.30pm in the Committee Room at Emneth Central Hall

Parish Councillors present: Councillor Pearson, Councillor Howard, Councillor Curtis, Councillor Groves (Chair), Councillor Fry, Councillor McCourt, Councillor Tingley, Councillor Purchase and Councillor Wiles.

Also present: Kate Bennett (Parish Clerk) and one member of the public

Apologies: Councillor Kok, Councillor Finnis, Councillor Burgess-Lee, County Councillor Dawson, Borough Councillor Crofts and Harry Humphrey (Borough Council)

Minutes (draft)

1 Welcome

The Chairman opened the meeting and welcomed everyone.

2 To receive apologies for absence

Apologies had been received as listed above and the reasons for such approved.

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

- a) Councillor Howard declared an interest in Item 10a) Planning application 24/01252/F and Item 13a) Purchasing further burial land for the Parish.
- b) It was resolved with all in favour to approve two dispensations to Councillor Howard for both agenda items at 3a) of these Minutes to allow her to participate in discussions only. Councillor Howard will leave the room if the need to vote on any item arises.

4 Open Forum for Public Participation (fifteen minutes only): no report.

5 To approve the Minutes of the meeting held on 25th June 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 of the meeting by the Chairman.

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

- a) The Norfolk Association of Local Councils is progressing with the new *gov.uk* domain name, new website and new email addresses for all councillors. A landscape format picture for the header image for the website is required.
- b) The Parish Council Facebook page is now live.
- c) Funding for a new bus shelter for Hollycroft Road has not been applied for as 3 quotes have not yet been obtained for supply and installation.
- d) UK Power Networks has now transferred power to the new lamp column at Hollycroft Close.
- e) Hogweed growing from the rear of a garden adjacent to the towpath was thrown over the fence onto the towpath. The resident has now rectified the matter but whether or not they have treated the hogweed correctly by spraying it is still to be determined.
- f) The overgrown vegetation at the junction of Church Road with the A1101 has now been cut back.
- g) The grant funded cycle rack for the playing field has been ordered (expected delivery mid-August).

7 Finance

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

- b) Income received since last meeting:

- £1,440.00 (cemetery)
- £200.00 Norfolk County Council

- c) Councillor Purchase considered the bank statements for internal audit purposes.

8 To receive a report from Norfolk County Council: no report.

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

10 Planning

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

- Planning application 24/01252/F variation of conditions 2,3,6,9,10,11 & 12 of planning permission 23/00576/F proposed dwelling at Kirklea, 56 Church Road, Emneth. It was resolved with all in favour to support this application.

- Planning application 24/00909/F conversion of garage to annex and erection of conservatory at 30 Hungate Road, Emneth. It was resolved to support this application.
 - To note amendment to 24/00141/FM conversion of hotel and associated ballroom to 23 flats at Elme Hall Hotel, 69 Elm High Road, Emneth – amended title from 20 flats to 23 flats: noted, no further comments.
- b) To note any planning decisions made by the Local Planning Authority or to report any appeals made to the Secretary of State: no report.

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.

11 Parish Matters

- a) A minor amendment to the s38 layout for street lighting at 11-37 Elm High Road was noted and approved; a slight change to the position of lighting column SL9 to circa 2.5-3m west of its original position is required to ensure the column remains clear of the vehicular access.
- b) It was resolved to approve expenditure of £91.50 + Vat for a further battery for the SAM2 camera.
- c) It was resolved to arrange to clean the perspex at the bus shelter on Gaultree Square before considering purchasing a new one.
- d) The street naming and numbering for 11-37 Elm High Road had been received and noted.
- e) A residents of Raceys Close had requested the top of the close be strimmed as the vegetation was growing over the footpath; Parish Councillors had volunteered their time and actioned this.

12 To discuss Playing Field issues

- a) The Clerk agreed to consider any updates required to the 1989 Lease between the Parish Council and the Playing Field Committee.
- b) It was noted that the Parish Council's agreed donation for one year only to the Playing Field Committee to cover their insurance costs expires July 2024.
- c) It was noted that the Playing Field Committee had applied to the Borough Council's Community Infrastructure Levy fund for repairs to the car park. The roof is leaking again, Councillor Burgess-Lee has kindly offered to take another look at this. £1,000.00 had been donated from Borough Councillor Chris Crofts and Harry Humphrey to cover the water damage repairs required in the pavilion.

13 Cemetery Issues

- a) For the purpose of the Minutes it can now be noted that Councillor Howard is not yet in a position to sell a piece of her land to allow the cemetery area to be extended. There are roughly 10 full grave burial spaces left. Once these have been sold the cemetery will be closed for full grave burials. There are plenty of ashes plots available.
- b) Thanks to be recorded to Councillor Curtis for making some hedgehog and bird boxes for the cemetery.

14 Allotment Land issues

- a) Councillor Burgess-Lee is making steady progress with contacting all allotment land tenants to discuss recommended rent increases for next year; further report next month.
- b) Councillor Finnis agreed to try and find out how many scrap cars were still present on Parish Council-owned land at Grays Lane.

15 To discuss Central Hall issues; no report.

16 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](#)

17 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.

18 If required to consider excluding the public and press under the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the items being discussed; no report.

19 Items for the next meeting agenda

- Councillor Tingley and Councillor Curtis apologies noted
- To consider the Lease between the Parish Council and the Playing Field Committee
- To provide an update on discussions with tenants regarding suggested allotment land rent increases from the recent red book valuation carried out by Maxey Grounds
- To consider scrap cars on allotment land at Grays Lane
- To discuss maintenance requirements to the bus shelter on Gaultree Square
- Parish Partnership Scheme 2025/26

20 Date of Next Meeting

The next meeting will be on Tuesday 27th August 2024 at 6.30pm at Emneth Central Hall.

Meeting closed at 7.30pm

Chairman's signature