Draft Minutes of an Emneth Parish Council Meeting held on Tuesday 29th October 2024 at 6.30pm in the Committee Room at Emneth Central Hall

Parish Councillors present: Councillor Pearson, Councillor Howard, Councillor Fry, Councillor Kok, Councillor Finnis, Councillor McCourt, Councillor Purchase, Councillor Curtis, Councillor Wiles, Councillor Burgess-Lee, Councillor Groves (Chair) and Councillor Tingley Also present: Kate Bennett (Parish Clerk), County Councillor Dawson and two members of the public
Apologies: 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**
No declarations of interest were given or dispensations requested prior to the meeting.

4 **Open Forum for Public Participation (fifteen minutes only)**

a) A parishioner was present to record his observations surrounding Planning application 24/01551/F alterations to part of dwelling/house to form assisted living accommodation on the ground floor only at 1 Harpers Court, Emneth. His comments were noted and he was assured that these would form part of Members' deliberations when considering the planning application further on the agenda.

The parishioner left the meeting.

b) A resident of Church Road was present to request an update on the feasibility of installing a trod (informal footway) at Church Road. For the purpose of these Minutes it can be recorded that Norfolk County Council were approached for a quote in 2021/2022 alongside a quote for Hollycroft Road for the same thing but the cost for both, at the time, was too exorbitant for Parish Council funds; in the region of £60,000.00 each.

5 **To approve the Minutes of the meeting held on 24th September 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:** no report, all items have been included on this month's Agenda.

7 **Planning**

a) To consider any planning applications since last meeting:

- Planning application 24/01862/F proposed extension to existing dwelling at Primrose House, 1A Netherby Drive, Emneth; it was resolved with all in favour to support this application.
- Planning application 24/01551/F alterations to part of dwelling/house to form assisted living accommodation on ground floor only at 1 Harpers Court, Emneth: it was resolved to object to this application on grounds that Harpers Court is a private section of road and councillors were concerned over the limited amount of access / egress and parking space available for a potential further 8-10 cars at any one time.
- Planning application 24/01597/F single storey rear extension at Laburnum Cottage, 164 Hungate Road, Emneth; it was resolved to support this application.
- It was noted that the Planning Committee at the Borough Council are considering Planning application 24/00141FM Conversion of hotel and associated ballroom to 19 flats on 4th November 2024.

a) To note any planning decisions and/or appeal notifications since last meeting

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- Planning application 24/00616/O, 66 Elmside, Emneth, outline application for a single detached bungalow: refused.
- Planning application 24/01466/O Longridge, 37 Elm High Road, Emneth, outline application for a residential development (up to 8 dwellings) including demolition of existing dwelling: refused.
- Planning application 24/01485/F Land South of 134 Hungate Road, Emneth, change of use of agricultural land to paddocks including two stables: permitted.

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.

8 To receive a report from Norfolk County Council

- A new pull-in has been created at the bottom of Ladys Drove to allow for smoother passage of vehicles close to the junction with Wilkins Road, Walsoken.

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

10 Parish Matters

a) The grant-funded cycle racks have now been installed at Central Hall and at the Playing Field.
b) The contractor is due to start installation of a bus shelter at Hollycroft Road on 6th November 2024.
c) Thanks to Councillor McCourt and Councillor Finnis who will replace the perspex in the bus shelter on Gaultree Square in December.
d) It was resolved for the Clerk to arrange for a tree report to be carried out along the old canal towpath in 2025.
e) The unveiling of the sixth and final Upwell to Wisbech Tram Memento will take place on 9th November 2024 at 11.00am opposite the fire station in Wisbech.
f) Following a request from Cambridgeshire County Council, it was resolved to approve to obtain a quote to cut back a hedge which is obscuring visibility for drivers when trying to exit onto Gosmoor Lane from the bottom of the old canal towpath where it meets with Footpath 1 in Elm.

11 Finance

a) It was resolved with all in favour to approve the October 2024 Payments List as presented. Councillors Purchase and Fry to authorize on the Unity Trust website after the meeting.
b) Income received since last meeting:
    - £477.61 Community Infrastructure Levy receipts from the Borough Council
    - £594.62 agricultural holdings rents
    - £320.00 cemetery
c) It was resolved to approve expenditure of £480.00 to carry out maintenance works along the old canal towpath including the pollarding of some fast-growing willow trees and flailing nettles and brambles along the wider sections of the path.
d) Councillor Finnis is still awaiting paperwork from Unity Trust Bank to be added as a signatory.
e) Preliminary 2025/26 Budget figures were considered. All being well, a healthy carry forward figure at the end of this financial year is forecast, assuming no large unexpected expenditure is incurred. The Parish Council is committed to a few projects including a new bus shelter for Hollycroft Road, legal expenses incurred with renewing the lease with the Playing Field, expenditure with refurbishing parts of 9 the pavilion and possibly providing a donation to Central Hall for resurfacing the car park. It was resolved to discuss this further at next month's meeting after details of Central Government's Budget have been released.
f) Councillor Burgess-Lee considered the bank statements for internal audit purposes.

12 To discuss Playing Field issues

a) Bowsers Solicitors have provided a copy of an updated Lease between the Parish Council and the Playing Field Committee from 2004 to add new trustees to. The Lease does not appear to have a map / plan with it. Clerk to provide details to the solicitor and progress with updating the Lease as soon as possible to ensure the Charity (Emneth Playing Field Committee) remains compliant with its governance.

b) A discussion took place regarding the annual £3,000 donation to the Playing Field Committee and how, in future, this can be monitored / managed a little more closely; further discussion required next month.

c) It was noted that a local Company has very kindly arranged for and paid for clearance works to a drain / dyke at the rear of the playing field. The Company helped the Drainage Board remove any blockages and cut back some trees and disposed of the arisings. The drain is now clear and appears to be running well. It was resolved for the Clerk to contact the Company to pass on their sincere thanks for all of the work carried out and for their kind donation to the Playing Field.

13 Cemetery Issues

a) Correspondence from a resident of Church Road was noted regarding the condition of the church wall. They were requesting repairs to be carried out as soon as possible over health and safety concerns; Clerk to respond accordingly notifying them that last year a local Company had offered to carried out the work; Clerk to make further enquiries to see if the work can be progressed.

b) It was resolved to not approve the request from a non-resident for a non-resident full grave burial space at St. Edmund's due to a lack of burial space; Clerk to action.

14 Agricultural Holdings Issues

a) The annual agricultural land rent invoices have now been issued.

b) It was noted that one of the tenants at Grays Lane has given notice for two acres of land. This to be discussed further at next month's meeting.

c) Correspondence was noted from a tenant at Grays Lane regarding unroadworthy vehicles and the condition of the track at the agricultural holdings; Councillor Burgess-Lee agreed to hold a site visit with the tenant to progress.

15 To discuss Central Hall issues

a) It was noted that the car park had been left in a terrible state after a recent booking.

b) The Chairman of the Central Hall Committee reported that the Committee is in the midst of a lawsuit relating to an alleged trip accident in the car park area.

c) The Chairman of the Hall Committee requested the Council consider making a donation towards the resurfacing of the hall car park which is used by not only hall user groups but the School as an overflow car park and visitors to the local shops. Some funding has already been approved but further funds are required to proceed.

16 To discuss Norfolk County Council issues including highways

a) Correspondence was noted regarding an overgrown conifer hedge at Elmside and has been followed up with Norfolk County Council for their assistance in getting the hedge cut back by the owner.

b) Residents are reminded to report pot holes directly on the Norfolk County Council website by following the links to *Roads and Transport*, then *Roads*, then *Report a highways problem*.

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 or emailing sntdownhammarket@norfolk.police.uk

18 To note general correspondence received since last meeting; no report.

19 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; per the recently published revised payscales for Local Government employees effective from 1st April 2024, it was resolved to approve the new payscale for the Clerk.

20 Items for the next meeting agenda

- To provide an update on the installation of a new bus shelter at Hollycroft Road
- To provide a report on an updated Lease between the Parish Council and Emneth Playing Field Committee
- To discuss notice given on two acres of agricultural land at Grays Lane by a tenant
- To consider the condition of the track at Grays Lane agricultural holdings
- To further consider 2025/26 Budget figures
- How to manage / monitor the annual £3,000 donation to the Playing Field Committee
- To consider making a donation to Central Hall Committee for repairs to the car park
- To provide an update on repairs to the church wall
- To discuss the request by a resident for the provision of a trod at Church Road

21 Date of Next Meeting

The next meeting will be on Tuesday 26th November 2024 at 6.30pm at Emneth Central Hall.

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Meeting closed at 8.10pm Chairman's signature ……