

Draft Minutes of an Emneth Parish Council Meeting held on Tuesday 28th January 2025 at 6.30pm in the Committee Room at Emneth Central Hall

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

Apologies: County Councillor Dawson, Harry Humphrey, Borough Councillor Crofts, Councillor Finnis and Councillor Kok

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 councillor reported that a loose dog had recently attacked and killed her cat in the vicinity of the church. The dog in question is reportedly brown and wearing a collar. The matter had been reported to the Police.

5 To approve the Minutes of the meeting held on 26th November 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) An incident involving a tractor and cess pit emptying tanker reversing into a dog waste bin at the Collett's Bridge end of the towpath has been noted. Elm Parish Council own and pay to have this bin emptied and, upon checking, the bin appears to have been uprighted.
- b) The financial contribution of £1,500.00 from County Councillor Dawson's Members' Fund at Norfolk County Council for the new bus shelter recently installed at Hollycroft Road has been received.
- c) Letters have been delivered to a few of the properties on Gaultree Square informing residents of the proposal to purchase benches for the grassed areas near the bus shelter. One response to date pointing out that these areas often suffer from owners not picking up behind their dogs.
- d) A tree report for the towpath will be carried out in February 2025.

7 Finance

- a) It was resolved with all in favour to approve the January 2025 Payments List as presented. Councillors Howard and Fry to authorize on the Unity Trust website after the meeting.
- b) Income received since last meeting: £5,930.92
 - £1,115.00 cemetery
 - £3,060.37 agricultural holdings
 - £1,500.00 donation towards the bus shelter at Hollycroft Road / Cllr. Dawson
 - £255.55 quarterly interest Instant Access Account (Claude Coates fund)
- c) The Quarter 3 progress against budget figures were considered and approved.
- d) The bank account balances were noted and Councillors McCourt and Curtis considered the bank statements for internal audit purposes.

8 To receive a report from Norfolk County Council

- Councillor Howard to attend a Highways Meeting at Marshland St. James Village Hall on 29th January 2025 and to report back at the February meeting.
- Councillor Dawson was not present but numerous emails over the course of the month had been received from him and circulated to update members. Councillors would like clarity on why Norfolk County Council voted to postpone local elections this year.

9 To receive a report from the Borough Council

- a) Details surrounding the West Norfolk Local Heroes Award were noted.

10 Planning

- a) To consider any planning applications since last meeting; no report.
- b) To note any planning decisions and/or appeal notifications since last meeting:
 - Planning application 24/02071/F Towler Coaches Ltd, 24 Church Road, Emneth – withdrawn.
 - Planning application 24/02146/F Palmar, 32 Hungate Road, Emneth – permitted.
 - Planning application 24/01862/F Primrose House, 1A Netherby Drive, Emneth – permitted.
 - Appeal noted to the Secretary of State in relation to Planning Application 23/02178/O Land Opposite Prospect House, 107 Elm High Road, Emneth.

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) The provision of further bus shelters in the Parish was discussed. It was agreed to progress with a quote for a new, bigger shelter for Gaultree Square but not to relocate the old shelter from this location due to warranty concerns raised by Westcotec. It was resolved to apply to the Parish Partnership Scheme (Norfolk County Council) and the Community Infrastructure Levy fund (Borough Council) for the funding for this new shelter once a quote has been received and agreed.
- b) It was resolved to obtain a quote for initially just one bench to be installed adjacent to the bus shelter on Gaultree Square. Once installed, its usage will be monitored and if there are no issues, further benches may be purchased.
- c) It was resolved for the Clerk to contact the residents at Elmside who are parking a horse lorry on Parish Council-owned land to ask them to refrain from doing so.
- d) It was resolved to investigate parishioner interest in garden allotments in the Parish.

12 To discuss Playing Field issues

- a) Bowers Solicitors have confirmed that there is a Lease in place between the Playing Field Committee and the Parish Council dated 7th January 2005 running for twenty five years (until 2030). It was resolved for both parties to accept that the Tenant is those members of the Playing Field Committee who are appointed from time to time and that their liability can never be more than the net assets of the Committee.
- b) A discussion took place regarding the annual £3,000.00 donation to the Playing Field Committee and how, in future, this can be monitored / managed a little more closely. The Chairman of the Playing Field Committee agreed to send the Clerk a copy of the Charity's monthly bank statements before each Parish Council Meeting.
- c) It was resolved to approve expenditure to Nurture Landscapes of £300.00 for Verti draining to be carried out at the football pitches.
- d) The Chairman of the Playing Field Committee agreed to chase *Nurture Landscapes* for this financial year's grass cutting invoices which, to date, have not been received or paid for.

13 Cemetery Issues

- a) Repairs to the church wall have started.
- b) It was resolved to approve a memorial application that was a non-standard shape but within the size parameters permitted.

14 Agricultural Holdings Issues

- a) It was resolved to arrange for repairs to the track on Parish Council-owned land at Grays Lane. It was suggested that the plainings from the car park at the playing field could possibly be used when repair works are carried out here. The plainings from the Hall car park were not able to be used due to time constraints in December.
- b) It was noted that one of the tenants at Grays Lane has given notice for two acres of land. The Clerk and Councillor Burgess-Lee have met with the tenant this month to determine the boundary lines for A20 (1 acre) and A23 (1 acre) and Councillor Tingley will demarcate the boundary lines at some point.

15 To discuss Central Hall issues

- a) The Chairman of Central Hall Committee provided an update on recent repair/renovation works at the Hall of which there have been many; including the resurfacing of the car park, a new kitchen floor, a new stage and new floor. The tender for the bar has been taken over by the new landlords of the Gaultree Inn.

16 To discuss Norfolk County Council issues including highways

- a) 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 P 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

- a) Correspondence from West Norfolk Community Transport was noted and has been published on the Parish Council website.

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

- a) It was resolved for Councillor Burgess-Lee to speak with the agricultural holdings tenants at Hungate Road to discuss the new price per acre for Parish Council-owned land as of October 2025.

20 Items for the next meeting agenda

- To consider a quote for a new bus shelter at Gaultree Square
- To consider a quote for a bench for Gaultree Square
- To discuss the demarcation of the two acres of agricultural land at Grays Lane – A20 & A23
- To discuss repairs to the track at Grays Lane agricultural holdings
- To discuss agricultural holdings rent for land at Hungate Road from October 2025
- Fly tipping in the Parish
- To consider Parish commemoration of 80th Anniversary of VE Day – 8th May 2025¹

21 Date of Next Meeting

The next meeting will be on Tuesday 25th February 2025 at 6.30pm at Emneth Central Hall.

Meeting closed at 7.55pm

Chairman's signature

¹ End of the war in Europe and WWII