Draft Meeting Minutes of the Annual Parish Council Meeting (AGM) for Emneth held on Tuesday 27th May 2025 at 6.30pm in the Committee Room at Emneth Central Hall

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

Minutes *(draft)*

1 **Welcome**
The Chairman welcomed everyone to the meeting.

2 **To receive nominations for and elect a Chairman for 2025 2026**
It was resolved to appoint Councillor Roland Fry as Chairman for the incoming municipal year 2025 2026 and he signed a Declaration of Acceptance of Office and Code of Conduct form.

3 **To receive nominations for and elect a Vice-Chairman for 2025 2026**
It was resolved to appoint Councillor Steve Curtis as Vice Chairman for the incoming municipal year 2025 2026.

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**
Councillor Finnis declared an interest at Item 15: Planning Application 25/00729/F.

7 **Open Forum for Public Participation: fifteen minutes only**
The Chairman of the Playing Field Committee reported:

- Resurfacing works to the car park are nearly complete. There will be a total of 91 parking bays including disabled spaces.
- The lamp column from the centre of the car park area has been removed and will not be reinstated.
- The recently vandalized electricity meter at the old pavilion has been repaired.

8 **To approve the Minutes of the last meetings held on 29th April 2025**
It was resolved to accept the Minutes of the last two meetings, both held in April, as a true record and these were signed by the Chairman.

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

a) The Playing Field licence has been surrendered and a credit issued by the Borough Council for this year's invoice (£70.00).
b) The contract with British Telecom and the Parish Council for the wifi at Central Hall expires January 2027. It was agreed to revisit this matter next year as to whether or not the Parish Council should be paying for this service.
c) The Clerk has written to a property owner regarding the overgrown conifer hedging at the top of Elmside near the Gaultree Square/Wroe junction.
d) The Clerk has written to a resident of Outwell Road regarding the fly tipping of their residential grass cuttings from the rear of their property onto the towpath.
e) Awaiting a response from Veolia regarding the fortnightly emptying of one of the bins at the Church.
f) A quote has been requested to reduce the size of the spoil heap in the cemetery.
g) The Clerk has advised Norfolk County Council that the grounds maintenance contractor is happy to take over the cutting of the grass verges within the 30mph zones of the Parish in 2026.

10 **To receive a report from the Borough Council:** no report.

11 **To receive a report from the County Council**

a) The Climate Strategy Policies at Norfolk County Council are being thoroughly reviewed.

b) Councillor Dawson is no longer on the Cabinet as these roles no longer exist under the new constitutional changes at Norfolk County Council but he is on the Select Committee and is Vice Chair of Infrastructure and Development.

12 To consider Council Governance

a) It was resolved to update the Standing Orders with the clause 'A Chairman may only hold office for a term of up to four years; he/she must then have a period of at least one year out of office before he/she can hold office again'.

b) With the inclusion of 12a) above, the Council's Standing Orders and Code of Conduct had been considered and approved as fit for purpose for 2025 2026.

c) It was resolved to approve the Council's Financial Regulations as published on the website as fit for purpose for 2025 2026.

d) It was resolved to approve the Risk Management Policy for the Council for 2025 2026 with an update to provide the narrative '*the adequacy of reserves will be considered when setting the budget, annually'*.

e) It was resolved to approve the Safeguarding Policy for 2025 2026.

f) The Council's Asset Register had been reviewed and suitable insurance provided for 2025 2026: it was resolved to approve expenditure of £1,336.67 for the annual parish council insurance renewal.

g) It was resolved for Councillors Purchase, Fry and Howard to remain as signatories on the bank account for 2025 2026.

h) 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.

i) It was resolved to approve the 2024 2025 Summary of Receipts & Payments as presented by the Clerk.

j) Section 1 of the Annual Governance and Accountability Return 2024 2025 was considered and completed and signed by the Chairman.

k) It was resolved to approve Section 2 of the Annual Governance and Accountability Return 2024 2025: Accounting Statements and this was signed by the Chairman.

l) To appoint Councillors on Working Groups:
Finance Working Group to be Councillors Curtis, 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 and Wiles.
Agricultural Holdings Working Group to Counncillors Curtis and Burgess-Lee.
Staff Line Manager for Playing Field Caretaker: Councillor Purchase.
Staff Line Manager for Village Litter Picker: Councillor Fry.

m) To appoint Councillors on outside bodies:
Emneth Central Hall representatives to be Councillors Tingley and Groves.
Playing Field Committee representatives to be Councillors Purchase, McCourt, Burgess-Lee, Groves, Finnis and Tingley.

13 Finance

a) It was resolved to approve all payments per the May 2025 Payments List as presented at the meeting. Councillors Howard and Purchase to authorise all of the payments online after the meeting.

b) Income since last meeting was noted:
- £42.49 from Nordelph Parish Council – 50% share of annual Microsoft 365 subscription.

c) Councillor Kok and Councillor Groves viewed the bank statements for internal audit purposes.

14 Parish Matters

a) It was resolved to allocate the April 2025 Community Infrastructure Levy receipts of £3,148.70 to part-funding the replacement bus shelter for Gaultree Square and the remaining £365.30 to be funded from general reserves. Norfolk County Council has confirmed a grant of £6,000.00 towards this shelter. Shelter cost £9,514.00 + Vat. Street furniture licences for both the shelter and the bench have now been approved.

b) It was resolved to approve expenditure of £400.00 for the concrete base for a new bench to be sited adjacent to the shelter.

c) Usage statistics from the Borough Council for all of the dog waste bins in the Parish were noted. A 25 litre bin is now the largest that will be accepted to be emptied and the height for installation can only be 600mm from the ground (used to be 900mm). The Borough Council has offered to adjust the heights of all of the bins in the Parish so they are within the new acceptable parameters.

d) The bin recently provided at Central Hall has been relocated to the rear of the building.

e) A tree report for the towpath has been received. All works required are to be carried out within the next 6-12 months; cost to be shared with Elm Parish Council.

15 Planning matters

a) To note any planning applications since last meeting:

- Planning application 25/00730/F, new single storey dwelling at Pal-Mar, Chapel Lane, Emneth; it was resolved to object to this application based on concerns with over-intensive development at the site and a potential lack of sufficient parking and turning space at the property. Chapel Lane is a very narrow road and, historically, has suffered with parking on the highway, restricting considerably the movement for other vehicles.
- Planning application 25/00729/F part retrospective for hairdressing salon at Lane Cottage, 44 Church Road, Emneth: it was resolved to support this application.

b) To note any decisions from the Local Planning Authority since last meeting:

- Planning application 25/00571/F extension and alterations to form 2nd floor accommodation at 16 Raceys Close, Emneth: permitted.
- Planning application 25/00582/F, single storey flat roof rear extension and render at 95 Hollycroft Road, Emneth: permitted.

16 Cemetery matters

a) The Litter Picker has visited to clear rubbish from the hedgerows.

b) Thanks to Councillor Tingley and Finnis for sweeping the ashes plots.

c) A few more full grave burial plots have been identified. Originally quite a large space had been left to allow for access for machinery for extending the cemetery; this has now been reduced slightly.

17 To consider any Agricultural Holdings issues

a) Councillor McCourt is progressing with repairs to the track at Grays Lane.

b) It was resolved to offer vacated plots A20 and A23 at Grays Lane holdings to Mr. Kevin Adams as of October 2025 if he is interested; Councillor McCourt to progress.

18 Items for the next meeting agenda

- To approve an amendment to Standing Orders
- To consider purchasing a new noticeboard
- To consider a quote to reduce the spoil heap at the cemetery
- Grays Lane Agricultural Holdings: track repairs and letting of vacated holdings A20 & A23
- SAM2 camera

19 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

a) Further discussion took place surrounding the land rent increase recommended by Maxey Grounds to be effective from October 2025. It was resolved that *all* land rents will increase to £150.00 per acre per annum per the recommendation.

20 Date of Next Meeting

The next meeting will be held on Tuesday 24th June 2025 at 6.30pm at Central Hall.

Meeting closed at 7.45pm   Chairman's signature ……………………………………………………………………