

Meeting Minutes of the Annual Parish Council Meeting (AGM) for Emneth held on Tuesday 26th May 2026 at 6.30pm in the Committee Room at Emneth Central Hall

Parish Councillors present: Councillor Finnis, Councillor Purchase, Councillor McCourt, Councillor Wiles, Councillor Tingley, Councillor Kok, Councillor Fry (Chairman), Councillor Howard, Councillor Ingram, Councillor Sennett, Councillor Cullen and Councillor Curtis. Also present: Kate Bennett (Parish Clerk), County Councillor Kiddell, Borough Councillor Crofts and two members of the public. Apologies: No report.

Minutes

1 Welcome

1.1 The Chairman welcomed everyone to the meeting.

2 To receive nominations for and elect a Chairman for 2026 2027

2.1 It was resolved to appoint Councillor Roland Fry as Chairman for the incoming municipal year 2026 2027 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 2026 2027

3.1 It was resolved to appoint Councillor Steve Curtis as Vice Chairman for the incoming municipal year 2026 2027.

4 To receive and approve apologies for absence: no report.

5 Members' Code of Conduct

5.1 Members were reminded to review their Register of Interests Forms and 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

6.1 Councillor McCourt declared an interest at Item 14.1 of these Minutes; Payments List.

7 Open Forum for Public Participation: fifteen minutes only. No report.

8 To approve the Minutes of the last meetings held on 28th April 2026

8.1 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

9.1 A tople test on all memorials in both of the churchyards and the cemetery will take place on Tuesday 23rd June 2026.

9.2 The tree survey on all Parish Council-owned agricultural holdings land was carried out on Thursday 21st May 2026; report to follow in due course.

9.3 Thanks to be recorded to the resident who has kindly audited the three public rights of way in the Parish as recommended by Norfolk Ramblers.

9.4 Smiths of Derby will be servicing the church clock in due course and a quote has been requested to replace the missing hand from one of the faces.

9.5 For the purpose of the Minutes it can be recorded that there has been a spate of nitrus oxide canisters being fly tipped throughout the Parish; namely at Ladys Drove, Hagbech Hall Close and Fendyke Road.

9.6 Per the external audit requirements, the Parish's annual *internal* audit was carried out on 15th May 2026.

9.7 The giant hogweed continues to be treated monthly along the canal towpath.

9.8 To note that residents have requested the SAM2 be sited at Hollycroft Road, Hungate Road and between the China Rose Take Away restaurant and the Emneth turn-off along the A1101.

9.8.1 It was resolved to approve expenditure for Councillor Finnis to purchase more jubilee clips for the SAM2 bracket.

9.8.2 Clerk to make enquiries with Westcotec surrounding the messages now being shown on the camera following its service last month.

10 To consider any Playing Field matters

10.1 It was resolved to approve expenditure of £266.00 to cover the *Royal Society for the Prevention of Accidents* (RoSPA) invoice.

11 To receive a report from the Borough Council

11.1 The recent *Call for Sites* consultation received 750 applications. These will now all be *sifted* with decisions being expected in September 2026.

11.2 The new Unitary boundaries are different to the County boundaries. Emneth will be in the same polling district as Marshland St. James within the constituency of South West Norfolk. New unitary councillors will be elected in May 2027 and the Borough Council of King's Lynn and West Norfolk will dissolve in 2028. There will be a total of 27 councillors only (currently 68).

12 To receive a report from the County Council

12.1 The new administration at Norfolk County Council is strongly opposed to the *Local Government Review*.

12.2 Emneth's new County Councillor's (Tina Kiddell) first meeting is scheduled for Thursday 28th May 2026.

13 To consider Council Governance

13.1 It was resolved to approve the Council's Standing Orders and Members' Code of Conduct as published on the Council's website as fit for purpose for the incoming municipal year 2026 2027.

13.2 It was resolved to approve the Council's Financial Regulations as published on the website as fit for purpose for 2026 2027.

13.3 It was resolved to approve the Risk Management Policy for the Council for 2026 2027.

13.4 The Council's Asset Register had been reviewed and suitable insurance provided for 2026 2027: it was resolved to approve expenditure of £1,356.90 for the annual parish council insurance renewal premium (an increase of 1.5% on last year's premium).

13.5 It was resolved for Councillors Purchase, Fry and Howard to remain as signatories on the bank account for 2026 2027.

13.6 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.

13.7 It was resolved to approve the 2025 2026 Summary of Receipts & Payments as presented by the Clerk.

13.8 Section 1 of the Annual Governance and Accountability Return 2025 2026 was considered and completed and signed by the Chairman.

13.9 It was resolved to approve Section 2 of the Annual Governance and Accountability Return 2025 2026: Accounting Statements, and this was signed by the Chairman.

13.10 To appoint Councillors on Working Groups:

Finance Working Group: Councillors Curtis, Fry, Howard, Finnis and Sennett.

Cemetery Working Group: Councillors McCourt, Tingley, Ingram, Curtis and Fry.

Towpath Working Group: Councillors Purchase and Wiles.

Agricultural Holdings Working Group: Councillors Curtis and McCourt.

Biodiversity: Councillors Finnis, Curtis, Purchase and Kok.

13.11 To appoint Councillors on outside bodies:

Emneth Central Hall: Councillor Tingley.

Playing Field Committee: Councillors Finnis, Sennett, Tingley, Curtis and Cullen.

14 Finance

14.1 It was resolved to approve all payments per the May 2026 Payments List as presented at the meeting. Councillors Fry and Purchase to authorise all of the payments online after the meeting.

14.2 Income since last meeting was noted at:

- £873.70 Norfolk County Council, donation to new bus shelter at Scarfield Lane.
- £535.00 burial fees.

14.3 Councillor Kok and Councillor Cullen viewed the bank statements for internal audit purposes.

15 Parish Matters

15.1 It was resolved to arrange for further signage relating to the presence of giant hogweed along the central sections of the towpath to include pictures of giant hogweed and health and safety guidance surrounding it.

16 Planning matters

16.1 To note any planning decisions from the Loal Planning Authority since last meeting

16.1.1 Planning application 26/00549/F proposed single storey rear extension at 56 Hungate Road, Emneth: permitted.

16.1.2 Planning application 26/00536/F variation of condition 2 and 12 of planning permission 25/01812/F for a proposed agriculturally tied self build dwelling at Land West of Midfarrow Farm, Walsoken Road, Emneth: permitted.

16.1.3 Planning application 26/00376/O proposed new dwellings at Land at The Wroe, Emneth: permitted.

16.1.4 Planning application 25/01753/O proposed residential development of one dwelling at Land East of 3 to 6 Meadowgate Lane, Emneth: permitted.

16.2 The dates of two hybrid planning update sessions to be hosted by the Borough Council of King's Lynn and West Norfolk in June were noted. Clerk to attend and report back.

17 Cemetery matters

17.1 It was resolved to approve expenditure of £31.56/m² for repairs to the footpath in the churchyard by the Church. Thanks to be recorded to Councillor McCourt for carrying these out.

17.2 It was noted that the memorial at full grave burial space P17 in the cemetery appears to have subsided slightly. The stonemason who installed the memorial as well as the owners of the plot have been notified and repairs are expected as a matter of urgency. The Clerk has also informed the grounds maintenance contractor for the cemetery and asked that he backfills any potential trip hazards during his next visit.

18 To consider any Agricultural Holdings issues

18.1 The tree survey on all Parish Council-owned agricultural holdings land has now been carried out.

19 To record any general correspondence received since last meeting

- 19.1 An email from a resident concerned with child safety in the village during school drop off and pick up times was noted; Clerk had responded accordingly
- 19.2 An email from a resident requesting the Council consider providing a skip periodically in the village for residents unable to get to their local recycling centre was noted; Clerk had responded accordingly.
- 19.3 An email from a resident expressing an interest in setting up a Youth Club for the village was noted; Clerk to share Councillor Cullen's email address with the resident.

20 Items for the next meeting agenda

- To consider a quote for replacing a missing hand from one of the faces of the Church clock
- To discuss defib training for the Parish
- To discuss the two acres of land at the playing field ear-marked for development
- SAM2 camera

21 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

- 21.1 It was noted that a councillor had put forward for consideration the two acres of land at the front of the playing field ear-marked for development to the *Call for Sites* consultation with the Borough Council of King's Lynn & West Norfolk.

22 Date of Next Meeting

The next meeting will be held on Tuesday 30th June 2026 at 6.30pm at Central Hall.

Meeting closed at 7.45pm

Chairman's signature