

**Minutes of the Meeting of Kirby Cane & Ellingham Parish Council on Monday,
17th July 2017 at 7.30pm in the Memorial Hall, Kirby Cane**

The Chairman asked if anyone present wished to record proceedings

Present:

John Cook Lawrence Cannard Michael Ingram Lesley Lodge

Deanna Saunders Michael Wickenden Iain Wright

Also the clerk to the council, Jane Love, and five members of the public.

1. To receive apologies for absence: – apologies were accepted from Cllr Julie Pickering.

2. Declarations of interest and requests for dispensation:

Councillors declared possible interests as trustees of local organisations - Cllrs Deanna Saunders and John Cook are trustees of Kirby Cane Memorial Hall, Cllr Lawrence Cannard is a trustee of the Ellingham United Charities and the Sand & Gravel Charity, and Cllr John Cook has a non-pecuniary interest in Ellingham United Charities.

3. To approve the minutes of the meeting of 15th May 2017:

The minutes of the Parish Council meeting on 15th May were agreed to be correct and were signed by the chairman.

4. To report matters arising from those minutes:

- i) 9c. police statistics – the clerk had not been able to find out any more information, but would endeavour to do so before the next meeting;
- ii) 9f. Turnstone House – the clerk had a very good chat with the principal of Turnstone House, Georgia Loughton. She said that while they had had a very turbulent summer last year, since September 2016 there had only been one crime originating from the facility and she felt that the situation was quite settled as some children had moved on. Miss Loughton explained that they do have a reparation process, and work closely with the police. She also offered to come and speak to the Parish Council to explain more about Turnstone House and its role, and also welcomed visitors to the school.
- iii) 11. the new account had been opened with Barclays, on the last day it was possible to open a community account with no fees. Cheques were now being written on the new account;
- iv) 16a. The chairman and the clerk met with County Cllr Stone and the highways engineer and discussed the damage to parked cars in depth, and this would feature later in the agenda.

5. Opportunity for public participation:

The chairman moved that item 15i) be addressed next on the agenda, and all were in agreement.

The chairman and clerk then summarised their meeting with the Norfolk County Council highways engineer, who had reported that it was not possible to take away a footpath along the stretch of road in question, nor was it possible to make other alterations to the footpath. His recommendation was to apply to the bus company and South Norfolk Council to see if it was possible to re-route the buses and the refuse lorries round Lockhart Road/Crisp Road, both of which are wider. This, however, would not solve the problem of other large vehicles which would still use that stretch of road.

Residents also told councillors that their cars had been “keyed” because they had tried to park in the wider part of the road. Councillors raised the possibility of installing CCTV at the village shop or at the Memorial Hall to try to act as a deterrent.

Residents also raised concerns about speeding in the centre of the village.

Cllr Wickenden mentioned that when the house on the corner of Mill Road/Yarmouth road opposite the Memorial Hall was built the builder offered Highways a section of land to allow the road to be widened, but this offer was rejected.

Councillors asked the clerk to write to the highways engineer again and mention this offer, and also ask the position regarding ownership of the pathway and of the verge, which is currently turned over to a conifer hedge. She was also asked to write to the freeholder of the village shop to see if they would agree to a CCTV camera being mounted on the exterior of the shop.

6. To discuss correspondence:

- 6i. Ellingham footpath & cycleway – the council had received an email from a resident showing concern about the condition of the cycle path from the village to Bungay. This was forwarded to the Highways Engineer and he had arranged for the path to be cut back by the end of August.
- 6ii. The council had received advanced warning of the Broads Local Plan consultation which would probably take place from 4 October to 15 November.
- 6iii. The council had received emails from a resident regarding Kirby Cane Charity accounts. Cllr Wright declared his interest as a trustee of Kirby Cane Charity, and pointed out that the enquirer will receive the accounts once they had been requested by and sent to the Charity Commission. Councillors decided that it was not necessary to take any action.
- 6iv. South Norfolk Council had advised that there had been an increase in flytipping and littering recently in the district, which may sometimes be due to residents using unregistered waste carriers. The council urged residents to ensure that they used proper waste disposal services – the clerk would put a poster on the website.
- 6v. The Highways Rangers would be visiting the village soon and had asked for work that should be added to their list. Councillors asked that the outside hedge of the playing field opposite Ellingham School should be cut back.
- 6vi. Police report: the local police team had sent a report covering Thurlton and Gillingham which did not seem to offer much meaningful information, and the clerk would endeavour to find out more information.
- 6vii. Norfolk Accident Rescue Service had requested funding, and councillors resolved to spend £25 from its £100 budget for small donations.

7. Financial Report:

Balance b/f at 17 May 2017		£22,028.37
Credit:		
Saracens Fund	Playground grant	£1,884.00
Co-op Community Fund	Playground grant	£1,700.00
ASDA Bags of Help	Playground grant	£200.00
Kirby Cane Charity	Playground grant	£500.00
WREN	Playground grant	£15,484.00
Beach Radio	Playground grant	£5,000.00
HMRC	VAT refund	£1,604.51
HMRC	VAT refund	£3,178.07
Cancelled cheque:		
Reech Sports	deposit for skate park	£950.00
Payments agreed at last		
Norfolk PTS	Sub for advice 2017/18	£100.00
Aon Ltd	Insurance 2017/18	£514.92
Interim payments:		
Reech Sports	Deposit for skate park	£950.00
Ellingham Football Club	Grant 2017/18	£150.00
Action Play & Leisure Ltd	Payment for playdome	£18,580.80

ICO	Data protection registration 2017/18	£35.00
Payments to be agreed:		
Aon Ltd	Extra insurance premium for new play equipment	£122.87
Norfolk ALC	8 copies of "The Good Councillor's Guide)	£31.92
IMON Site Ltd	May + June grasscutting	£240.00
IMON Site Ltd	Hedge cutting	£180.00
KC Memorial Hall	Meetings 11 July & 17 July	£20.00
The Smithy	Pedestrian access gate, playing field	£1,320.00
Steve Jackman Training	Website training	£96.00
Playsafety Ltd	Annual safety inspection at playing field	£155.40
Norfolk PTS	Policies training, 4 July	£32.00
Vital Pest Solutions	Pest control June-August 2017	£48.00
Norfolk Pension Fund	Clerk's pension contribs April & May	£260.98
HMRC	Clerk's tax for June	£18.00
HMRC	Clerk's tax for July	£18.00
HMRC	Clerk's tax for August on a/c	£18.00
Jane Love	Purchase of PC laptop	£379.95
Jane Love	Clerk's salary April & May	£877.40 **
	Clerk's travel expenses	£45.36
	Clerk's use of home	£34.00
	Balance c/f at 17th July 2017	£28,300.35 *

*This total includes £2500 reserve towards the cost of a future election, £1821 for the footpath barrier, £4000 in general reserves, £2000 legal & professional reserve, £1000 contingency reserve, and £426.37 remaining of grant to the Memorial Hall to end financial year 2017/18

** This includes a one-point increase in salary as the clerk has now passed her CiLCA qualification

The clerk pointed out that the £950 deposit cheque for the skate ramps had gone astray and the appropriate correction had therefore been made.

As already mentioned, the Barclays Bank account had been opened, and councillors agreed a cheque transfer of £10,000 from Norwich & Peterborough to Barclays in the first instance, and the N&P account could therefore be closed at the September meeting.

The clerk reported that a problem with the annual return was highlighted by the external auditor, Mazars – the annual VAT had incorrectly been added to the payments. The clerk had corrected the error and the auditor has advised that the clerk could write in the correct value on the original form and then initialling the correction. The clerk had circulated the correction so that councillors are aware that this has been done.

A resident had applied to view the 2016/17 accounts but had not been able to keep the agreed appointment, and subsequently sent their apologies.

8. To consider an application under the Transparency Fund:

Councillors agreed to make an application under the Transparency Code Fund for funds for loading information onto the new website, for 1.5 hours per month for 11 months in the sum of £230.01.

9. To receive a report on the playing field:

Cllr Wickenden reported that the swings need repainting before the open day, the cable on the old playframe had deteriorated with the wire showing through, both of which had been raised on the safety inspection report which was carried out in June 2017 and were already in hand. The zip wire had been tightened up and the new gate was in place. There had been broken glass at the bottle bank and also bottles left in plastic bags although there was plenty of room in the bottle bank. The grass-cutting contractor

had also kindly removed a bag of builder's waste that had been left at the bottle bank. Otherwise the playing field was looking in very good condition. The clerk had followed up on one item in the safety inspection report regarding a query on the surface underneath the new playdome. The supplier had assured her that this carried the necessary safety certification, and that they would not install a surface that did not meet the appropriate regulations. The grasscutting contractor had suggested looking at the security measures to restrict vehicle access to the playing field, but councillors were not sure what further measures could be put in place.

10. To receive a report from the playground committee and discuss details of the playground event on Sunday, 20th August:

Cllrs Lodge & Wright reported on recent grants – the total raised was now £56,766.30. The pedestrian access gate had been fitted, the bin put back up and the large swings repaired. The backing board for the advertisements had been installed. Work had already started on the tarmac for the skate park, which would be completed before 20th August, along with the sensory equipment/basket chair swing and large picnic benches, and the refurbishment of the play tower with new nets and rope. Councillors summarised the plans for the celebration party, including music, food, drinks, stalls and games. The clerk would apply for a licence for the event from South Norfolk Council.

11. To discuss recent changes at the Memorial Hall:

Cllr Cook reported that the officers of the management committee had stood down at the AGM and Cllr Cook had agreed to become chairman for one year, Cllr Saunders had become treasurer and Jan Pearce had become secretary. The management committee planned to put a new summer house in the garden, finish decorating both rooms and have a new floor laid in the toilets. The finances were sound and the committee would look into grant funding to maintain the good work done in the past. Kirby Cane Charity had made a donation towards the installation of the new garden building.

12. To consider the adoption of the General Power of Competence:

The clerk passed the Certificate of Local Council Administration at the end of May 2017, and as more than two-thirds of the members of the council were elected in May 2015, the council was eligible to adopt the GPC, which they unanimously resolved to do.

13. To review the council's Code of Conduct:

Councillors resolved to adopt the draft Code of Conduct presented by the clerk.

14. To consider drawing up an emergency plan:

Councillors agreed that in case of emergency, such as a major power outage or flood, the chairman and clerk would co-ordinate the implementation of a "telephone tree" so that all councillors were contacted and would offer such help as they were able in the prevailing circumstances.

15. To consider specific local issues:

15i. Damage to parked cars on Mill Road – this had been considered earlier in the meeting;

15ii. Highways issues – NCC Highways had assured that the damaged barrier at the school would be replaced with urgency; the clerk would enquire about making the stretch of road from the outskirts of Ellingham past the entrance to the playground up to the school 30 miles an hour; and one of the bollards on the traffic island near Crossways was becoming very worn and the visibility of the surface was compromised – the clerk would report to Highways.

15iii. Local shop – the shop leaseholder was not able to attend the meeting and sent her apologies. Councillors asked that this should be put on the agenda for the next meeting. The clerk had provided some information from the Plunkett Foundation, a charity which could assist with community acquisition projects.

16. To consider planning matters:

Application:

- a) 2017/1530, applicant: Mr Chris Coulson
Location: land South Of Old Bungay Road Kirby Cane Norfolk
Proposal: conversion of agricultural building to dwelling
There were no objections to the application.
- b) BA/2017/0222/TCAA, address Mill Pool Cottage, Mill Pool Lane, Ellingham
Proposal: T1, crack willow – limb topped crown reduced to 40ft, t2: ash – limb to be topped to 20ft, t3: crack willow – remove, T4: alder – remove, T5, T6: crack willow – crown raise to 12ft, T7: ash – remove
There were no objections to the application.

17. To receive items for the next agenda:

Terms of reference for committees, scheme of delegation, village shop.

18. To receive items for information:

The clerk advised that there would be changes to the Data Protection Regulations coming into force in the near future and she hoped to be able to attend training on this subject later in the year.

The clerk also advised councillors that there had been no further communication from the Information Commissioner's Office regarding the complaint that had been submitted by a resident since the email received from the ICO on 24th May 2017.

19. Date of next meeting: Parish Council Meeting at 7.30pm on Monday, 18th September 2017 in the Memorial Hall, Kirby Cane.

There being no further business the meeting closed at 9.25pm.

Signed.....
Chairman

Dated.....