

**Minutes of the Meeting of Kirby Cane & Ellingham Parish Council on Tuesday,  
19<sup>th</sup> July 2016 at 7.30pm in the Memorial Hall, Kirby Cane**

The Chairman asked if anyone present wished to record proceedings

**Present:**

Lawrence Cannard    John Cook                    Julie Pickering

Michael Wickenden    Iain Wright

Also the District Councillor Kay Billig, clerk to the council, Jane Love, and four members of the public.

1. **To receive apologies for absence:** – apologies were accepted from Deanna Saunders, Lesley Lodge and County Councillor Margaret Stone. Letters of resignation had been received from Cllrs Janice Game and Richard Lees and the vacancies had been advertised.
2. **Declarations of interest and requests for dispensation:**  
Cllr Iain Wright is a trustee of the Kirby Cane Charity and Cllr Lawrence Cannard is a trustee of Ellingham United Charities and the Sand & Gravel Charity and Cllr John Cook is a trustee of Kirby Cane Memorial Hall.
3. **To approve the minutes of the meeting of 24<sup>th</sup> May 2016:**  
The minutes of the Parish Council meeting on 24<sup>th</sup> May 2016 were agreed to be correct and were signed by the chairman. The Clerk advised councillors that a member of the public had drawn her attention to the fact the, due to a technical problem, the minutes of the last Parish Council meeting had not appeared on the council's website, although the file had been uploaded. This problem had been rectified and the resident thanked for his assistance.  
It was also pointed out that the resident mentioned in item 6a of the minutes was in fact a past resident.
4. **To report matters arising from those minutes:**
  - 4a. The pothole at the playing field had been repaired;
  - 4b. The Clerk was waiting for a reply from the Sand & Gravel Charity;
  - 4c. IMON Site, the grasscutting contractor, had kindly offered to weedkill the path at the playing field free of charge;
  - 4d. Norfolk County Council had confirmed that residents had been informed about the broadband cabinet that would be installed near the bus-stop in Yarmouth Road, and councillors confirmed that work was due to start imminently on the installation;
  - 4e. Fields in Trust/Centenary Fields project would be mentioned under the playing field report;
  - 4f. Councillors pointed out that the rabbit fencing at the Football Club had been reported as being effective.
5. **Opportunity for public participation:**
  - 5a. A churchwarden for Ellingham Church asked about the churchyard maintenance grants, which would appear later on the agenda.
  - 5b. A resident asked about the trees at the end of Mill Close, which would also appear later on the agenda.
  - 5c. District Councillor Kay Billig reported that although there had been some teething problems with the new bin collection regime these were now starting to settle down. She pointed out that South Norfolk Council is unusual in collecting "side waste" (ie waste that will not fit into the standard wheelie bin) and will continue to do so for recycling waste, but may not continue with non-recycling waste indefinitely. Cllr Wickenden pointed out that some closed plastic bins had been dumped at the recycling centre at the Playing Field, and Cllr Billig said this should be reported to South Norfolk

Council. Councillors asked if it would be possible to have another refuse bin at the playing field, but Cllr Billig reported there may be a charge for this.

- 5d. Cllr Stone was not able to attend the meeting and the Clerk would put her report on the website. The main content of the report was devolution and Cllr Stone wanted to inform residents that a pamphlet would be sent out to every household within the next few days explaining what the process would be. Cllr Stone would be happy to answer questions from residents by email.

**6. Correspondence:**

- 6a. The council had unfortunately received resignation letters from both Cllr Game and Cllr Lees, and these vacancies had been advertised as required. If after 14 working days an election was not called for, it would be possible to co-opt up to two new councillors at the next meeting. A resident of Ellingham had already come forward to put himself up for co-option with another expressing an interest in becoming a parish councillor. The Clerk was requested to send "thank you" cards to the resigning councillors.
- 6b. Several residents had expressed concern about the poor condition of some of the verges in the parish. One resident had questioned Norfolk County Council and was told that the rural grass cutting regime had changed, and while verges in villages should be cut more frequently, the contractor does not collect grass clippings. A patchy look may also result as some residents may cut verges near their own houses to keep them tidy.
- 6c. The council had received correspondence from a resident concerning the accounts of the Ellingham United Charities. The Clerk had consulted with the chairman and sought further advice, and councillors confirmed that they were happy with the suggested response.
- 6d. The Norfolk County Council Parish Partnership scheme was being conducted again and councillors asked the Clerk to find out if this would cover a tarmac pathway from the road to the playing field.
- 6e. Norfolk County Council had sent information introducing the work of the Norfolk Safeguarding Adults Board, with an awareness week from 12-16 September which the Clerk would put on the website.
- 6f. The principal of Turnstone House in Old Bungay Road, Kirby Cane had again written, as he is required to do by legislation introduced last year, asking if councillors could "consider whether you believe there are any "concerns" or "risks" that may affect Turnstone House and the running of such a home". Councillors confirmed that they were not aware of any problems and asked the Clerk to write to the principal accordingly.
- 6g. The Local Government Boundary Commission had written with notification of the electoral review of South Norfolk. This should not have any impact on parish council boundaries. The public consultation was open until 5 September 2016 and the Clerk would put the link to the consultation on the website.

**7. To consider the adoption of a grant-making policy:-**

The internal auditor had recommended the adoption of such a policy, a draft of which had been sent to councillors before the meeting and this was approved by councillors subject to certain amendments.

**8. To review the grants made by the council:-**

This was suggested some time ago and seemed particularly timely in view of concern raised at the last meeting about the level of the churchyard maintenance grants set for 2016/17. Councillors had received a paper showing the grants made by the council for 2014/15, 2015/16 and those budgeted for 2016/17. Councillors resolved that general donations to charities should be capped at £100 per financial year. After some discussion it was agreed that the churchyard maintenance grants should remain at the agreed level for the current year and asked the Clerk to draw the appropriate cheques. They confirmed that applications for funds should be made annually by all local organisations requesting grant funding, as Kirby Cane PCC had done for 2016/17.

**9. To confirm the terms of reference of and receive a report from the Playground Committee**

Cllr Pickering, chairman of the Playground Committee, reported the progress of the play equipment project so far, with other items of equipment on order and due to be installed in the next few weeks. She also reported that the Parish Council stall at the school fete had raised £15 for the improvement project, although unfortunately the stall at the Memorial Hall fete had to be abandoned due to bad weather.

Councillors unanimously adopted the terms of reference agreed by the Playground Committee.

**10. To receive a financial report and approve invoices for payment:-**

Balance b/f at 24th May 2016		£	22,079.36
<b>Received:</b>			
Norfolk Community Foundation - Dulverton Trust Fund	Playground improvement grant	£	3,000.00
<b>Direct debit payment as approved:</b>			
Information Commissioner	Annual Data Protection registration	£	35.00
<b>Credit due:</b>			
HMRC	VAT refund	£	516.49
<b>Interim payment agreed by Playground Committee:</b>			
NGF Play Ltd	Playboat (30% deposit)	£	2,372.80
<b>Payments to be agreed:</b>			
NGF Play Ltd	Spring Rockers, Playing Field	£	3,096.00
NGF Play Ltd	Playboat - balance payment	£	5,536.54
Came & Co	Additional premium	£	33.18
Countrywild Pest Control	Moles/rabbits @ Ellingham Playing Field	£	96.00
IMON Site Ltd	May + June grasscutting	£	240.00
Kirby Cane Memorial Hall	Meetings 24 May + 19 July	£	20.00
Norfolk Pension Fund	Clerk's pension contribs for June + July	£	236.04
HMRC	Clerk's tax for July	£	13.60
Jane Love	Clerk's salary June + July		828.12
	Clerk's travel expenses	£	13.61
	Clerk's use of home	£	34.00
	Stationery - ink cart	£	11.39
Balance c/f at 19th July 2016		£	13,029.57 *

\*This total includes £2500 reserve towards the cost of a future election, £1821 for the footpath barrier, £3000 in general reserves, £2000 legal & professional reserve and £315.59 remaining of grants to the Memorial Hall to end financial year 2016/17

Councillors approved the list of payments to be made and Cllr Cook, as chairman of the meeting, signed the financial report.

The Clerk confirmed that the period of 30 working days for electors to request to view the accounts had begun and the appropriate notices had been posted. She had also

received a call from Mazars, the external auditor, asking various small routine questions and expected that the accounts for 2015/16 would be concluded in due course.

**11. To receive a report on the playing field:**

Cllr Wickenden had visited the playing field to check on the findings of the annual ROSPA safety report. He confirmed that there could be a finger entrapment issue on the slide mound which could be easily remedied by cutting out an area of turf that has encroached on the side of the slide. He also confirmed that areas of the rope on the climbing frame need attention, but given the possibility that this unit may be replaced a repair was considered preferable to replacement and it was agreed that it would be worth trying "gorilla" tape. The old rubber floor tiles continued to pose a problem and Cllr Pickering asked if it would be suitable to replace them with grass mats like those under the new items of equipment. Cllr Wickenden was also concerned about overhanging brambles and branches and Cllr Cook agreed to cut the brambles at the entrance and the Clerk would ask IMON Site to quote for cutting the internal hedges. Cllr Cook also agreed to look at the bare areas of grass in front of the football goals. There were also fresh mole hills, and the Clerk would ask the pest control contractor to visit again. Alan Pickering would be asked to quote for rubbing down and painting the rusty swing frames.

Cllr Wickenden said that while he was able to visit once or twice a month, he found it difficult to check the playing field on a weekly basis. He was thanked for his report. The Clerk reported her findings on the Fields in Trust/Centenary Fields project, but councillors decided that they did not wish to take this forward.

**12. To discuss correspondence relating to the Memorial Hall:-**

The Clerk read out a report from Cllr Saunders and councillors then discussed a letter received from a resident expressing concern about the restrictions placed on accessibility to the Memorial Hall facilities because of the activities of the play school, and the problems that the various clubs that use the hall had experienced because they were no longer able to use the back room. It was agreed that a meeting should be arranged with the chairman, treasurer and secretary of the Memorial Hall Committee to see if a way forward could be found that would meet the needs of all sectors of the community. In view of Cllr Cook's role as a trustee of the Memorial Hall it was agreed that Cllr Cannard, as vice chairman of the Parish Council, should chair the meeting. The Clerk was asked to coordinate a date for this meeting and be present to take minutes.

**13. To discuss specific local issues:**

**13a.** Bus route – the Clerk had hoped to have more information but a decision had not been reached on the re-procurement exercise.

**13b.** Highways issues - the Clerk would chase the council on the road signs on Lockhart Road and Nursey Close, which had not yet been replaced.

Other items of concern were:-

- i) Brambles along Mill Road opposite the playing field, overhanging the footpath;
- ii) Pothole on the back road from Ellingham School in westerly direction;
- iii) Overgrown hedges between Mill Pool and the river;
- iv) Brambles overhanging and obscuring visibility on the south-western side of the A143 between Church Road and the Ellingham West junction.

**14. To consider planning matters:**

There had been several planning applications in the past two months:-

**2016/1274** – Kirby Cane Hall, internal alterations and removal of old outside wc building (listed building consent)

**2016/1247** – land to west of Florence Way Ellingham – replacement of stables & store

**2016/0153** – Grove Plantation, Lugs Lane, Broome (re-application, sent to us because it is close to the parish boundary)

**2016/1212** – Wardley Hill Campsite, KC – retention of boat and hammock for holiday let use and extension of site to include a recreational area;

**2016/1423** – 65 Mill Road, Ellingham, retention of garage store for use as kitchen to prepare food for delivery and outside catering

No objections or recommendations were raised by planning committee members.

Applications approved:

**2016/1247** – replacement of stables and store, land to west of Florence Way, E

Henry's Plantation – following the last Parish Council meeting the Clerk was in contact with South Norfolk Council as directed and subsequently had a lot of correspondence and meetings with various parties, including residents, SNC, the Forestry Commission and the police. It seemed that the situation had now been resolved satisfactorily and the Clerk had been told the authorities were happy that nothing was being done that should not be done on the site or in Henry's Plantation.

Cllrs Cannard and Pickering were elected to the planning committee.

**15. To receive items for the next agenda:**

Co-option.

**16. To receive items for information:**

The Clerk advised councillors that she would be taking much of her annual leave allocation spread over the next two months.

**17. Date of next meeting:** Parish Council Meeting at 7.30pm on Tuesday, 20<sup>th</sup> September 2016 in the Memorial Hall, Kirby Cane

There being no further business the meeting closed at 9.33pm.

Signed..... Dated.....  
Chairman