

**Minutes of the Meeting of the Kirby Cane & Ellingham Parish Council's Car Park Committee on Monday, 20<sup>th</sup> September 2021 at 7pm at Kirby Cane Memorial Hall**

**Present:**

John Cook                      Michael Skipper                      Lesley Lodge                      James Lally  
Julie Pickering                      Iain Wright

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

**1. To receive apologies for absence:**

Apologies were received from County Cllr Barry Stone and District Cllr Brendon Bernard.

**2. To receive declarations of interest from members on items on the agenda, and any requests for a dispensation on those interests:**

John Cook and Michael Skipper were trustees of the Kirby Cane Memorial Hall; Iain Wright was a trustee of Kirby Cane Charities; and John Cook had a non-pecuniary interest in the Ellingham United Charities.

**3. To approve the minutes of the meeting of 19<sup>th</sup> July 2021:**

The minutes of the meeting on 19<sup>th</sup> July 2021 were agreed to be correct and were signed by the chairman.

**4. To report matters arising from those minutes (no decisions may be taken on any of these items):**

Corner bungalow – SNC had advised that activity did not reach threshold required for a change of use to be necessary, but councillors questioned what the threshold for such activity would be, and why the property owner seems to allow other people to sell cars on his land;

Empty properties – the executor had replied that they were doing what they could while waiting for probate. The clerk had asked how long the executor thought probate might now take, as it must now be three years since the previous owner had passed away, but had received no reply. She had also asked SNC when they would intervene, but had heard nothing back. She would ask the district councillors if they could intervene again for a response;

Possible slip road from A143 at Kirby Cane turn-off – highways had responded that there were simply insufficient funds for such a project;

The electricity supply to one of the footway lights in Nursey Close was reinstated within the 28-day window as required.

*District Cllr Chris Brown joined the meeting*

**5. Opportunity for public participation:**

County Cllr Barry had sent a report, which was on the website.

District Cllr Chris Brown reported on SNC activities to support the district's recovery from Covid-19, including rationalising its own staffing requirements now that more staff are working from home. The council had also launched a new website. Cllr Brown also spoke about the Big Norfolk Litterpick, which was being relaunched, as well as the new flooding strategy, which will pinpoint 16 key sites of particular concern and work will continue from there.

Cllr Cook asked Cllr Brown about the enforcement of planning issues, and how business activity was assessed, and Cllr Skipper asked about the Waveney Wildfowl site and what, if anything, was happening on that site as the clerk had been unable to get any response from SNC officers.

**6. To discuss correspondence:**

6a. Following the Christmas 2020 flooding problems in the county, the flooding taskforce has announced a single hotline number, along with a new strategy to be published "in

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the next month or so". Furthermore, only the previous week Highways had been in the village clearing gullies again.

- 6b. The parish council had been made aware that there was a plan (which would be unveiled in late September or early October) to present to every parish in Norfolk with a physical, permanent Memorial Token to serve as a permanent reminder of the tremendous community spirit shown in the Covid-19 pandemic. This initiative was being coordinated by the Norfolk association of Local Councils, and at that time the exact nature of this "token" had not been released, but the clerk had answered on behalf of the parish as there was a deadline for responses;
- 6c. The clerk had been contacted by the National Emergencies Trust's Coronavirus Appeal Survey, and had completed their survey, which was designed to try to find out what sort of groups the funds received went to – questions were about whether the leadership of the organisation and/or the recipients were of any particular group and were not connected with the amount of the grant, or how it had been spent;
- 6d. A resident had reported that the white lines at the junction of Old Yarmouth Road and the A143 were getting very faint, and this had been reported, but it turned out the clerk had got the wrong location and would rectify this and report the correct location to Highways;
- 6e. The council had received information from East Anglia's Childrens Hospices and councillors resolved to make a donation to EACH of £150.00;
- 6f. A resident had complained of near misses on the junction of Chapel Lane (Loke) and Mill Road, because of cars being parked too close to the junction. The resident would like to see double yellow lines close to the corner, but no further, to enable visibility at the junction. The clerk would report this to highways and see what response resulted.

**7. To receive a financial report from the clerk (including a half-year budget summary) and to approve invoices for payment:**

Councillors agreed payment of the list of cheques presented by the clerk and the chairman checked and signed the reconciliation and bank statements.

Balance b/f at 19 <sup>th</sup> July 2021		<b>£ 53,583.61</b>
<b>Credits</b>		
Kirby Cane Post Office	Proceeds of sale of 33 village history books	£247.50
<b>Payments since last meeting:</b>		
Fresh Air Fitness	repair/maintenance at playing field	£174.24
<b>Payments to be agreed:</b>		
IMON Site Ltd	July + August grasscutting	£240.00
Kirby Cane Memorial Hall	Hire of hall for four meetings	£40.00
Premier Toilet Hire	Hire of toilet unit from 19 July to September	£180.00
Ellingham United Charities	Playing field rental 11/10/20 to 10/10/21	£115.00
Kirby Cane Hall Farms	Permissive access agreement 2020/21	£224.59
Norfolk Pension Fund	Clerk's pension contribs August/September	£299.62
TT Jones Electrical	Supply and fittings of 23no Holophane 10LED lanterns	£5,382.00
	Clerk's salary August/September	£976.39
Jane Love	Bin bags for playing field	£24.98
	Bin bags for Ellingham Mill	£53.27
	Clerk's travel expenses	£33.57
	Clerk's use of home	£36.00
<b>Sub-total of payments</b>		<b>£ 7,779.66</b>
Balance c/f at 20 <sup>th</sup> September 2021		<b>£ 46,051.45</b> *

*\*This total includes £3000 reserve towards the cost of a future election, £9000 in general reserves, £1000 contingency reserve, £300 unspent Ellingham Football Club grant, £147.09 remaining of grant to the Memorial Hall to end financial year 2021/22, £2,281 for the playground project, £17918 for the footway lights and £500 of the Covid emergency response grant*

The clerk also presented a summary of income and expenditure to date, compared with the previous year's actual expenditure and the budget for 2021/22.

Regarding the annual return (AGAR) for 2020/21, the clerk explained that unfortunately the external auditor had notified her that they would have to issue two 'except for' matters (qualifications) on the AGAR Part 3. The first was the fact that due to coronavirus restrictions on face to face meetings, and the impossibility of getting the internal audit done in time to meet the end of the virtual meeting window on 6 May, the clerk was not able to make the approved audited accounts available to public scrutiny within the proscribed time window of 1 July to 11 August. As she had explained at the last meeting, she could not see how, in the council's circumstances, anything different could have been done, but there was no leniency on the part of the external auditor on this, even though the clerk had applied for, and received, an extension on the submission deadline. Furthermore, the clerk explained that she had placed the incorrect value on the form for the value of assets for 2019/20, ie she did not put in the corrected amount from last year, which meant that the prior year comparative column did not agree to the prior year final signed AGAR. So unfortunately there would be two qualifications on the external audit form for 2019/20.

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

Cllr Pickering reported that she and Cllr Lodge had compiled a list of actions required as a result of the safety inspection in June. Some replacement parts had been received that day and the maintenance contractor, IMON Site, would be carrying out the work in order of urgency and spreading into the winter months. Unfortunately there had been more small acts of vandalism, which had been reported to the police. If an insurance claim was necessary, a crime number would be required.

**9. To receive a report on the footway lights:**

All the footway light lanterns had been replaced in August, and since then there had been reports of comments about the brightness of the new lights, some supportive but others concerned about the perceived brightness of the new lanterns. Only one actual complaint had been made direct to the clerk – a resident felt that the change in the glow of the light was disturbing their sleep. The contractor had been alerted and would visit to try to deflect the light away from the affected window. The contractor had also advised that the lights did dim by 50% from midnight to 5.30am, but that because of the way the human eye works to adjust to the gradual dimming, it is difficult to register the gradual change.

Some other comments had been reported to councillors, but in order to take action the contractor would need to be advised of the specific locations of affected residential properties.

The clerk would put a piece in Tidings magazine, and see if there were any further complaints as a result.

Regarding remedial works recommended by the contractor following the annual safety inspection, councillors resolved that they did not feel that the current condition of the lights in question warranted action at that time. The clerk would advise the contractor accordingly.

**10. To receive a report on the SAM2 traffic calming unit:**

Cllr Wright reported that he would leave the unit in place for a longer period on Mill Road to gather more information about traffic movements to assist with building a case for the car park project. The chairman thanked him for his work with the SAM2.

**11. To receive a report on the school/playground car park project:**

Cllr Skipper summarised the car park meeting which had been held the previous week, when the terms of the tenancy agreement were discussed and agreed, along with the fees charged by civil engineering companies for the various investigative work that was required. No further progress could be made until a tenancy agreement was in place, and this was currently in hand.

**12. To discuss planning matters:**

2021/1840 - Proposed single storey rear extension, extending 4.5m from the rear wall of the original dwelling house, with a maximum height of 2.9m and an eaves height of 2.9m | 6 Lockhart Road Ellingham Norfolk NR35 2HB - permitted development, decided by officer

Councillors had been consulted between meetings, and gave support to the following:-  
2021/1684 - Barn At The Red House, Honeypot Lane, Kirby Cane, conversion of part of barn and extension to form new dwelling. The application was pending consideration

**13. To consider specific local issues:-**

- i) highways issues – these had been discussed earlier in the meeting;
- ii) work on the Ellingham sluice bench and Ellingham village sign-  
Councillors agreed a budget of £250 for work on the bench and village sign, to be carried out by Adrian Lord, who had done work on the village hall as well as the allotment bridge;
- iii) removal of non-compostable waste at the allotments-  
Due to the prevalence of blight during the 2021 growing season, the Newgate Allotment Society had requested the offer of disposal arrangements before the agreed winter bonfires were permitted should be activated. The clerk had contacted V C Cooke, which had previously quoted for this service, to be told that they were no longer able to provide bins for compostable waste. Waveney Norse had quoted £85 quoted for either a large commercial-type bin or four wheelie bins, the latter being a better option as they would offer more flexibility for wet, soft waste, and leave the drier waste could be left for burning when the bonfires started in November. Councillors felt that this was too expensive for one disposal, and that the council had already given support to the allotments in the form of funds for the new ride-on mower. The clerk was asked to contact the society to suggest they should store the waste under black plastic until the bonfire season started.

**14. To receive written applications for the office of parish councillor and to co-opt a candidate to fill one of the existing vacancies:**

The council had received an application from local resident Kerry Osborne to become a parish councillor, who was co-opted unanimously and signed her “declaration of acceptance of office”. Ms Osborne was welcomed to the council, and would carry out induction training when a convenient course was available. The clerk would order a copy of “The Good Councillor’s Guide” for Ms Osborne.

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

It was suggested that at the forthcoming budget meeting, the council might consider contributing towards the cost of WiFi at the Memorial Hall, which was currently under discussion.

Councillors mentioned that there had been some break-ins and other incidents which had been reported to the police and seemed to have been dealt with.

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

The car par project, meeting dates for 2022, emergency plan for the village.

**17. Date of next meeting: Monday, 15<sup>th</sup> November 2021, 7pm**

There being no further business, the meeting closed at 9.31pm

Signed.....  
*Chairman*

Dated.....