

Minutes of the Parish Council Meeting of the Kirby Cane & Ellingham Parish Council on Monday, 21st November 2022 at 7pm in Kirby Cane Memorial Hall

Present:

John Cook James Lally Lesley Lodge Kerry Mallard
Julie Pickering Michael Skipper Iain Wright
and the clerk to the council, Jane Love, and six members of the public.

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

Apologies were accepted from District Councillor Brendon Bernard and District Councillors Brendon Bernard and Chris Brown.

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

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

3. **To approve the minutes of the meeting of 26th September 2022:**

The minutes of the meeting on 26th September were agreed to be correct and were signed by the chairman.

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

7a. new signs had been purchased and installed across the field at Ellingham to encourage dog walkers to clear up after their dogs;
The defibrillator had been replaced, and new pads were now on order as the old ones were due to expire in December 2022.
Various other issues would be covered later in the agenda.

5. **Opportunity for public participation:**

The applicant for planning application 2022/2128 presented their case for asking for permission to use the field they had recently purchased as a formal dog exercise area and responded to questions posed by councillors on how the site would be managed.

6. **To discuss planning matters:**

2022/2128, land at junction of A143 and Church Road, Kirby Cane, proposal: change of use to a dog exercise area – the chairman asked councillors for their comments and decision, and the application was approved by a majority of 6:1.
Fishing lakes – the latest application for the site was still “pending consideration”.
Correspondence had been received from the Broads Authority making residents aware that free pre-application was available from BA officers to help ensure that applications were as complete as possible, within the small area of the parish that was subject to BA planning control.
South Norfolk Council had informed the council of different funding sources available, which would be discussed later in the meeting.

7. **To discuss correspondence:**

- 7a. The clerk had reported the large pothole on the field side of school lane just after the school staff car park ;
- 7b. There would be a road closure in Geldeston from 5-12 December for manhole & sewer works, but access would be maintained to Locks Lane throughout the duration of the closure;
- 7c. The clerk for Gillingham and Geldeston had been in touch to say that the two villages are considering doing a neighbourhood plan together and asked if KCE might be prepared to join in with them - funding for the project would be via grants. Councillors asked for more information before a decision could be made;

- 7d. Empty properties in Ellingham – the parish council had received a lengthy update on the situation with the estate of which the properties form part, which considerably clarified the issues involved. The clerk would contact the executor to see what the next steps would be now that probate appeared to have been granted;
- 7e. SNC had launched a bin collections app which, in addition to helping residents keep up-to-date with refuse collections and get tips on waste & recycling also linked through to other district council services and reporting forms;
- 7f. The clerk had received another complaint about the quality of work to the footpaths on the Crisp estate, and as no reply had been received from NCC Highways, she had reported this issue through the fault reporting service, in the hope of receiving a reply;
- 7g. Flooding, Old Yarmouth Road – a resident and the chairman had report this, and the clerk had reported it to NCC Highways;
- 7h. Norfolk Association of Local Councils was promoting a pilot scheme to give local authorities gov.uk email addresses – councillors decided not to take part as the existing website/email address worked well;
- 7i. The clerk had applied for an up-to-date register of electors to assist with the completion of nomination forms for the elections in May 2023.

8. To consider an annual pay increase for the clerk:

A pay increase had been agreed by the National Joint Council for Local Government Services (NJC), applicable from 1 April 2022. According to the table provided by the NJC, the increase would take the clerk's gross salary from £525.55 to £560,21 per month, effectively an increase of about £1/hour. Councillors agreed this increase, and also agreed that the standing order for the clerk's monthly salary should be increased to £539.20 per month, with effect from the December 2022 payment. Other changes agreed by the NJC included a pro rated increase in annual leave of one day from 1 April 2023, and new rates for allowances, backdated to 1st April 2022, but no further information had been provided on this to date.

9. To receive a financial report from the Clerk and to approve invoices for payment:

The second tranche of the precept had been received from South Norfolk Council, and the Newgate Allotment Society had paid the allotment rent for 2022/23 of £175.

The government had announced that local authorities would be able to increase their precept by up to 5% without a local referendum, up from the previous 3%.

The clerk reported that an invoice for footway light maintenance payable to TT Jones Electrical for £72.36 had been left off the list of payments and would be added to the next financial report.

Trustees of the KC Memorial Hall pointed out that the rate for hiring the hall had increased, and therefore a further payment of £30 was required.

Councillors agreed the list of payments presented by the clerk, plus the additional payments mentioned above, and the chairman checked and signed the reconciliation and bank statements.

Balance b/f at 26 th September 2022		£ 50,904.99
Receipts:		
South Norfolk Council	Second half of precept	£10,400.00
Kirby Cane Charity	Grant towards car park project	£1,000.00
Standing order:		
Jane Love	Clerk's monthly salary + use of home – Oct	£512.44
Jane Love	Clerk's monthly salary + use of home – Nov	£512.44
Payments between meetings:		
Unity Trust Bank	Bank charges	£18.00
NGF Play Ltd	Deposit for maintenance + equipment purchase	£642.97
Joel Spurdens Pest Control	Pest control at playing field, Oct-Dec 2022	£110.24
Premier Toilet Hire	Toilet hire at playing field, 27/8 to 2/9 + collection	£54.00
Graphix Bank	3 x signs for footpaths	£30.00

Payments to be agreed:		
IMON Site Ltd	September + October grasscutting	£240.00
Kirby Cane Memorial Hall	Hire of hall for meeting 19 th + 31 st October, 21 st November	£30.00
Norfolk Pension Fund	Clerk's pension contribs Oct/Nov	£391.87
HMRC	Clerk's tax for October	£1.60
HMRC	Clerk's tax for November	£54.84
Jane Love	Clerk's travel expenses	£18.40
	Additional payment due to backdating of pay increase to 1/4/22 (ie 8 months)	£208.09
Sub-total of payments		£ 2,824.89
Balance c/f at 21 st November 2022		£ 59,480.10

10. To receive a report on the playing field:

Cllr Pickering reported that the deposit had been paid for the maintenance work and installation of the new springer/rocker – there were still some jobs outstanding on the maintenance schedule, such as painting the adult exercise equipment.

A pizza/quiz night was planned for a Sunday evening in January at the Olive Tree, all profits to the car park project.

The playground committee was thanked for all their hard work.

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

Cllr Wright reported that the unit was now in Geldeston, and he had analysed past data and although it was difficult to establish trends due to the changes in travelling behaviour during Covid, the maximum speed does seem to have increased – now 50mph, up from 45mph. However average speed seemed to have dropped slightly near the school, where the average number of vehicles per day in one direction was 420.

Cllr Wright was thanked for his report.

12. To consider changes to local parliamentary boundaries:

Local parliamentary constituency boundaries were to be updated due to demographic changes, and the Ditchingham & Earsham ward, of which Kirby Cane & Ellingham was part, would now fall in the "Waveney Valley" constituency rather than "South Norfolk". There were no implications in terms of district or county council boundaries, and councillors felt there was no need to make a comment to the consultation which had been opened on this subject.

13. To receive a report on the car park project:

The clerk had obtained one estimate of £650 + VAT from a local solicitor to check the draft lease on behalf of the parish council, and this expenditure was approved by councillors. The Kirby Cane Charity had given £1000 towards the project, and the Ellingham United Charities had recently approved the same sum.

Councillors questioned whether it would be necessary to retender the project, and the car park committee would consult the chosen contractor when the lease was in place to see what the cost situation was at that time.

Councillors questioned whether it might be necessary to adjust expectations, given the economic climate, but the feeling was that it was necessary to provide the community with a durable car park that would stand the test of time, if this was at all possible.

Another car park committee meeting would be organised, and sources of funding examined.

14. To receive a report on the community emergency plan:

Cllr Mallard reported that at a meeting on 31st October updates had been made to the draft document, and various actions had been highlighted.

It was suggested that if Kirby Cane Memorial Hall can be designated as a “refuge hub”, it may be possible to get a generator and changeover switch free of charge, and the Memorial Hall committee would look into this.

15. To receive a report on the Warm Spaces grant and a meeting with the Kirby Cane Memorial Hall committee:

Councillors and the clerk had met with Memorial Hall committee members on 19th October to discuss the £600 grant available from SNC to provide a “warm space” for the community over the winter months. The funding was available for an event of at least four hours duration every week from October to the end of March 2023, and the meeting had decided that it was difficult to provide a cosy, welcoming space under these constraints, and, even if it would be possible to find sufficient volunteers for this regular commitment, there was doubt about whether there would be adequate demand within the village. The meeting had asked the clerk to apply for the grant to give assistance to existing groups that used the hall, and to provide blankets etc to residents who might need them, but the application had been turned down by SNC.

16. To consider meeting dates for 2023:

The list of meeting dates proposed by the clerk was adopted, with the exception of the dedicated Annual Parish Meeting – councillors felt that there was insufficient support for such a meeting, in spite of efforts to provide refreshments etc.

17. To consider a review of documentation relating to the Newgate Allotment Society:

The clerk had attended a training course which highlighted that certain additional documentation was required, including a specific risk assessment for the site, and an annual inspection form. Some amendments to the allotment terms and conditions had also become apparent. Councillors unanimously adopted the amendments and new documentation in their entirety.

18. To consider specific local issues:

i) highways issues – although visibility at the Crossways/Wardley Hill junctions had been improved on the north side, the tree on the south side, impairing visibility towards Bungay, had not been addressed, and the clerk would report this again; Attempts had recently been made to address flooding around the school but had not been effective – the clerk would report again.

19. To receive items for information:

The treasurer to the KC Memorial Hall committee had queried the trustee structure in relation to the hall, and the clerk would look through the copies of documents in her care to see if any light can be shed on this.

20. To receive items for the next agenda:

Precept, Memorial Hall trustee issue

19. Date of next meeting – budget meeting on Monday, 12th December 2022, 7pm and parish council meeting Monday, 16th January 2023

There being no further business, the meeting closed at 8.49pm

Signed.....
Chairman

Dated.....