

**Minutes of the Meeting of Kirby Cane & Ellingham Parish Council on Monday, 16<sup>th</sup>  
November 2020 at 7pm via Zoom**

**Present:**

John Cook                      James Lally                      Lesley Lodge  
Michael Skipper              Iain Wright

Also the clerk to the council, Jane Love, and district councillor Chris Brown.

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

Apologies had been received from Cllr Julie Pickering and D 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 Charity and John Cook also had a non-pecuniary interest in Ellingham United Charities.

**3. To approve the minutes of the meeting of 21<sup>st</sup> September 2020:**

The minutes of the Parish Council meeting on 21<sup>st</sup> September were agreed to be correct and it was agreed they could be signed by the chairman at a later date.

**4. To report matters arising from the minutes of the meeting on 21<sup>st</sup> September 2020:**

a) The bench at Ellingham Mill had yet to be installed, hopefully this would take place soon;

b) The history book had been printed, the ISBN purchased and a copy had been sent to the British Library in accordance with the terms of the ISBN. The book would be advertised in Tidings at £7.50/copy, and hopefully sold in the village shop. It was agreed that the boxes of spare copies could be stored at the Memorial Hall;

c) The council had been advised that the steps on FP3 should be installed by now and had been advised that this was imminent;

d) Only that afternoon the clerk had received a reply from the Network Safety Team regarding the speed limit on the A143, and this would be covered later on in the agenda.

**5. Opportunity for public participation:**

District Councillor Chris Brown gave his report on recent activity from South Norfolk Council.

**6. To discuss correspondence:**

6a) The clerk had received reports of faulty lights, and been advised that one of them (9004 on Mill Road, outside no62) was obsolete and could not therefore be repaired. Councillors agreed a quote of £245 + VAT for the replacement;

6b) Councillors agreed that the clerk could write to Turnstone House on Old Bungay Road in response to their annual request to advise that the council was not aware of any "concerns" or "risks" that may affect the establishment and the running of such a home;

a) The clerk advised that the NCC budget consultation was running until 14 December;

b) Councillors agreed a grant of £100 to BACT Community Transport in Bungay as most of their services were on hold due to Covid and the difficulty of vehicle sharing. The clerk would also let the new Tidings editor know for possible content for the magazine;

c) The Public Space Protection Order that requires those in control of a dog to clear up after it, and will add an exclusion on those in charge of assistance dogs in enclosed children's play areas that are open to the air - assistance dogs are trained not to foul when they are on harness anyway – was under consultation until 8 December. Councillors felt that possibly the review had gone too far and could allow scope for flouting of the order;

f) The council had received information about a road traffic incident on A143, 26 February 2020 where a deer was brought down on the A143 by the Waveney Harriers pack.

Councillors asked the clerk to write to the Waveney Harriers to ask about their procedures to stop the hounds crossing the road and any other mitigating procedures they may have;

- g) NCC libraries have been locked down, having only just announced they would be reopening;
- h) Carers Matter – NCC is trying to publicise support for carers at this very difficult time. The clerk would send the information to Tidings;
- i) The council had received an email about the continuing poor condition of 7 Lockhart Road, following the council's first contact regarding this and two other properties in January 2019. Since then, one of the properties had been renovated and let out, but the other two are in very poor condition, with 7 Lockhart Road being the most prominent and visible. Councillors asked the clerk to write to the executors and suggest local garden maintenance contractors who might be able to help them;
- j) Two more reports of damage to vehicles at the pinch-point on Mill Road had been received, and councillors asked that both incidents should be recorded – a transit van was scraped by a large lorry and its wing mirror knocked off on 12 November, and a few weeks before that a car was damaged by a bus – both incidents were witnessed;
- k) Police report – October
- l) Police report – November
- m) The council had received the resignation of Cllr Richard Canham – the councillors asked the clerk to write with their thanks for his contribution to the community, and the clerk would also inform South Norfolk Council and advertise the vacancy as required. There were now three vacancies and the councillors were very keen that new people should come forward to join their number.

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

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

The accounts for 2019/20 had finally been signed off and the clerk had placed the required notices on the boards and on the website;

The Norfolk Community Foundation emergency fund had been distributed as directed by councillors at the last meeting, and two £10 vouchers were left over – councillors agreed that these should be distributed to the organisers of the volunteer team, who had taken a smaller allocation than had been given to other volunteers;

Councillors also agreed a pro rata grant of £36 to the Tidings magazine, which would be produced again for December/January, and all being well a further two issues in February and March.

**Financial Report:**

Balance b/f at 21 <sup>st</sup> September 2020	£ 48,546.47
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**Credits:**

South Norfolk District Council Second half of precept	£ 10,250.00
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**Sub-total of credits**

	£ 10,250.00
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**Payment agreed at last meeting:**

A R Lord	Dry lining & plastering of Kirby Cane Memorial Hall	£ 1,080.00
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**Payments to be agreed:**

IMON Site Ltd	September + October grasscutting	£240.00
The Olive Tree	Vouchers for village volunteers using part of Norfolk Community Foundation grant	£500.00
South Norfolk District Council	Dog bin emptying	£656.40
TT Jones Electrical Ltd	Footway light maintenance	£63.98

PKF Littlejohn LLP	External audit fee 2019/20	£240.00
Sir John Leman High School	Printing of village history book	£364.00
Tidings magazine	Part of grant for 2020/21	£36.00
Norfolk Pension Fund	Clerk's pension contribs Oct/Nov	£294.46
	Clerk's salary October/November	£976.39
	Cost of Zoom meeting for one month	£14.39
Jane Love	Postage for history book to British Library	£3.70
	Clerk's travel expenses	£12.60
	Cost of ISBN number for history book	£89.00
	Clerk's use of home	£36.00
<b>Sub-total of payments</b>		<b>£ 4,606.92</b>
Balance c/f at 16 <sup>th</sup> November 2020		<b>£ 53,109.55</b> *

*\*This total includes £2500 reserve towards the cost of a future election, £7000 in general reserves, £1000 contingency reserve, £300 unspent Ellingham Football Club grant, £47.09 remaining of grant to the Memorial Hall to end financial year 2020/21 and £23,300 for the footway lights*

**8. To consider quotes for electricity supply to the footway lights:**

The clerk had obtained three quotes, and councillors resolved to accept the lowest, from SSE, for £107.80 per month on a 12-month contract, which was by far the cheapest. The clerk would review this in a year's time.

**9. To consider expenditure on grass cutting in the village:**

The clerk had obtained an initial quote based on the plans provided by NCC. She would obtain other quotes ready for the budget meeting on 14<sup>th</sup> December.

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

Cllr Lodge reported on parking around the playing field/school, and will endeavour to take photographs in future – it seems there is now more parking along the road into the village. She also reported that all the play equipment was fine and had been well-used again, but there was relatively little litter. She was thanked for all her work on the playing field.

**11. To receive a report on the Memorial Hall:**

Cllr Cook reported that unfortunately there was little to report as the playgroup was no longer functioning and the new heaters that had been installed had not been used yet. The clerk asked if it would be possible to store copies of the Village History in the hall.

**12. To receive a report from the Newgate Allotment Society:**

The society reported that ploholders had coped well with the pandemic and the benefits of horticulture had become particularly apparent. The society had held its AGM on 3<sup>rd</sup> October observing very strict social distancing measures, and was well-attended by ploholders – the officers were re-elected for 2020/21. Despite the wet winter and very dry spring, crops had been very good across a range of produce with few problems or diseases. The site continues to be maintained to a high standard and the new mixed native hedging that had been donated by ploholders was growing in well. A bonfire had been conducted at the beginning of the month, and all the procedures required had been followed. The chairman asked if it would be possible for the parish council to visit the allotments again at an appropriate time.

- 13. To receive a report from the Car Park Committee:**  
Cllr Skipper reported that further improvements to the layout of the car park had been suggested to the consultant and an updated plan was expected soon. There would be a further meeting of the committee over Zoom, and it was hoped that a planning application could be submitted before Christmas. Cllr Wright, on behalf of the Kirby Cane Charities, informed the council that KCC would donate £500 to the project, and had a further £500 available before the end of the financial year, if it was needed.
- 14. To consider repairs to the Kirby Cane village sign:**  
The clerk had obtained two quotes, and councillors chose the lower one from a signwriting company in Great Yarmouth.
- 15. To consider meeting dates for 2021 and the use of virtual meeting software:**  
Councillors approved the draft list of dates suggested by the clerk, which were in line with meeting dates for 2020. They agreed that winter meetings should take place over Zoom, at a cost of £14.99 per month for the subscription.
- 16. To consider the provision of a new dog waste bin:**  
The clerk had obtained some initial information about the siting and specification of a new bin, and was waiting for confirmation from SNC about whether the two suggested locations were possible from an access point of view.
- 17. To consider specific local issues:**  
i) highways issues – Speed limit on A143: NCC had responded that day that the Network Safety Team would not recommend a reduction in the speed limit because the criteria had not been met. Councillors were shocked and disappointed that the response implied that there would have to be accidents or fatalities on the road before anything would be done. They asked the clerk to write to the local MP to appeal for support as they felt that there was no other avenue to follow.
- 18. To consider any planning matters:**  
2020/1587 : land east of 123 Old Yarmouth Road, Ellingham, erection of storage and office building – approved with conditions on 19<sup>th</sup> October 2020;  
  
2020/1904 : agricultural building north of Yarmouth Road, Ellingham, convert a former agricultural building into one unit of holiday accommodation – pending consideration
- 19. To receive items for information:**  
None
- 20. To receive items for the next agenda:**  
Budget, speed on A143
- 21. Date of next meeting** – Monday, 11<sup>th</sup> January 2021, 7pm (budget meeting, Monday, 14<sup>th</sup> December, 7pm)

There being no further business, the meeting closed at 9.30pm

Signed.....  
Chairman

Dated.....