

## Minutes of the Parish Council Meeting of the Kirby Cane & Ellingham Parish Council on Monday, 18<sup>th</sup> March 2024 at 7pm in Kirby Cane Memorial Hall

### Present:

Richard Canham, James Lally, Lesley Lodge, Kerry Mallard, Julie Pickering, Andrew Raymant, Michael Skipper, Iain Wright  
the clerk to the council, Jane Love, and eleven members of the public.

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

Apologies were accepted from county councillor Barry Stone, district councillors Chris Brown and Brendon Bernard, and parish councillor John Cook.

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

James Lally and Michael Skipper were trustees of the Kirby Cane Memorial Hall; Iain Wright was a trustee of Kirby Cane Charities; and Kerry Mallard and Richard Canham were trustees of the Ellingham United Charities.

#### 3. **To approve the minutes of the meeting of 15<sup>th</sup> January 2024:**

The minutes of the meeting on 15<sup>th</sup> January 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):**

The clerk had reported the badly damaged sign on the A143 near Crossways which by the time of the meeting should have been repaired, so she would chase that issue. She also reported that she had reported concerns about the use of a paddock at the back of Florence Way to SNC planning enforcement, and had received confirmation that this had been entered into their system. Various other issues would be covered later in the agenda.

#### 5. **Opportunity for public participation:**

The owner of Kirby Cane Quarry, Lyndon Pallett, explained his applications to extend the operation of the facility to 2035. He expressed his intention not to become involved in the construction of Sizewell C, for example, but instead to continue using his existing business model and range of clients.

The chairman of the Ellingham United Charities, Stephanie Day, was present to explain further issues that had arisen with the car park lease – in spite of the document recently having been signed by councillors on behalf of the parish council, it now appeared that it was necessary to obtain Charity Commission approval of the grant of any lease longer than seven years by the EUC. In order to get a lease longer than seven years, or to get this restriction removed, it was possible that it would be necessary to undertake a long process with the Charity Commission, which could take 18 months to two years. The charity was trying to find out more from the Charity Commission, and would report back to the parish council. One suggestion was that an initial lease of seven years could be offered, backed up with a legal undertaking to grant a further, longer lease once the issue had been resolved. In the meantime, the clerk had enquired from various charities whether this would be a viable option, but had received varying responses, the crucial issue being that for grant purposes, charities usually required the longest lease term possible. The EUC undertook to find out more information about the restriction and report back to the parish council.

Residents expressed their concerns about safety for horse-riders using the bridleway along the A143 and also crossing this busy road at various points. The clerk had already contacted the Rights of Way officer from NCC, as the residents had done, and been told that insufficient numbers of horse-riders were likely to be using the bridleway and crossing the road to justify extra signage. NCC had been asked to clarify what number of potential users would trigger extra signage.

In addition, in some places the bridleway was sometimes blocked by parked cars. The clerk was asked to write to the landowner to ask that the bridleway access was not obstructed; whether there was an alternative route along Loddon Road between Home Farm Road and the Rectory Road/Bungay Road corner, as there was no footway or other path to take pedestrians or horses; and what the distinction was between bridleway and footpath.

**6. To discuss planning matters:**

2023/3392 - Notification for Prior Approval for a proposed change of use and associated building works of an agricultural building to a dwellinghouse (QA and QB), Barn At Sheepwalk Farm, School Road, Kirby Cane, Norfolk – this application had been withdrawn.

FUL/2023/0046 Kirby Cane Quarry, Yarmouth Road, Kirby Cane – application for a storage building had been approved.

The council had recently received four applications from Norfolk County Council relating to Kirby Cane Quarry, which arrived too late to make the agenda. Each application (FUL/2024/0011 to FUL/2024/0014, Kirby Cane Quarry, Yarmouth Road, Kirby Cane, Bungay NR35 2HJ) relates to different aspects of the existing planning permissions on the site, and applies for these to be extended to 2035. Cllr Skipper asked for comments from councillors, and in particular anyone who lived close to the quarry, and in the absence of complaints or concerns the councillors requested the clerk to respond to NCC in support of the applications.

**7. To discuss correspondence:**

- a) Cllr Lodge had expressed concern that dog owners were not clearing up after their pets in the centre of the village, particularly along Yarmouth Road north of the Memorial Hall, even on residents' driveways, in spite of the provision of several dog waste bins around the village, at considerable cost to the village. The clerk would put a mention in Tidings to encourage people to clear up after their dogs;
- b) the solar PV and charging scheme, in which the parish council had expressed an interest for the car park project, is still in the pipeline;
- c) the council had received information about free first aid training for courses with up to 12 trainees at up to £500 per day, via the Saracens Norfolk Fund;
- d) Norwich City Council had notified their acceptance of the Greater Norwich Local Plan, which was making its slow progress through the planning system;
- e) councillors agreed to apply for a free portrait of HM the King;
- f) the parish had been notified of the annual litterpicking scheme organised by South Norfolk Council;
- g) the council had received an email from the group opposing the Norwich Western Link.

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

The clerk reported that £735 had been raised by the Quiz Night in support of the car park project.

Councillors agreed to take out membership of the Norfolk Parish Training & Support for the coming financial year, confirming the provision made for this subscription in the budget for 2024/25.

Balance b/f at 15 <sup>th</sup> January 2024		£ 25,427.38
<b>Receipts:</b>		
Easyfundraising	Donations towards car park project	£30.24
Newgate Allotment Society	Allotment rent 2023/24	£175.00
Quiz night	Fundraising towards car park project	£735.00
<b>Sub-total of receipts</b>		<b>£940.24</b>

<b>Standing orders:</b>			
Jane Love	Clerk's monthly salary – Feb	£552.17	
Jane Love	Clerk's monthly salary – Mar	£552.17	
<b>Payments between meetings:</b>			
HMRC	Clerk tax	£30.20	
<b>Payments to be agreed:</b>			
IMON Site Ltd	Jan + Feb grasscutting	£240.00	
Kirby Cane Memorial Hall	Hire of hall for meeting on 18 <sup>th</sup> March	£20.00	
TT Jones Electrical	Street light maintenance Apr-Jun 2024	£93.22	
Norfolk PTS	Subscription 2024/25	£159.27	
Norfolk PTS	Clerk's attendance at seminar on 21 <sup>st</sup> March	£54.00	
Norfolk Pension Fund	Clerk's pension contribs Feb/Mar	£345.04	
HMRC	Clerk's tax for February	£7.80	
HMRC	Clerk's tax for March	£17.00	
Jane Love	Clerk's travel expenses	£24.00	£92.70
	Clerk's use of home	£36.00	
	Bin bags for playing field	£37.50	
	Adjustment for tax	-£4.80	
<b>Sub-total of payments</b>		<b>£ 2,163.57</b>	
Balance c/f at 18 <sup>th</sup> March 2024		£ 24,204.05	

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.

9. **To consider the clerk's attendance at the NPTS seminar on 21<sup>st</sup> March:**  
Councillors agreed that the clerk should attend the seminar on 21<sup>st</sup> March at a cost of £54.
  
10. **To consider opening another parish council savings account:**  
Unfortunately Cynergy Bank, which the council had chosen as a savings account provider, was not able after all to provide accounts to parish councils. The clerk had therefore looked at other options, but given the fact that the rates of interest offered were not significantly higher than the existing savings account with Unity Trust, councillors resolved not to open a further account at this time, but to keep the situation under review.
  
11. **To consider a grant request from Kirby Cane Memorial Hall:**  
The Memorial Hall Committee had requested support for additional internal insulation for the main hall, as issues of cold and damp were continuing to affect the floor and the cost of heating was very high. The Memorial Hall Committee would look into obtaining other grants, for example from the district council and the local charities, but if the need arose the clerk pointed out that there was £1000 in reserve for local organisations, and the Memorial Hall had not applied for any funding for the past two years.
  
12. **To consider specific local issues:**
  - i) highways issues – Cllr Skipper reported that Church Road, Kirby Cane had become damaged by run-off water flooding down the road, which had been reported to NCC and investigation made. He had met a driver whose car had been badly damaged as a result of driving into a pothole, and the potholes had subsequently been given

temporary repairs. But the recommendation was to report any such damage to enable repairs and claims to be made;

Cllr Lodge had reported a hole in the pavement and a leaning road sign on Church Road, Ellingham between the school and the A143.

Cllr Lally reported a kerbstone that was out of alignment on the adopted part of Newgate.

**13. To receive a report on the playground:**

Cllr Lodge reported that she had done a full safety check that morning and with the exception of a few small issues which had been reported to Carl at IMON Site. The safety report would be due in June and the playground committee would ensure that these small issues had been dealt with ahead of the inspection.

**14. To receive a report on the car park project:**

This had largely been dealt with earlier on the agenda. Requotes had been received from the original three contractors, but nothing had been received from the potential local contractor consortium in terms of plan and costings.

**15. To receive a report about neighbourhood planning:**

Cllr Raymant and the clerk had attended another meeting where a neighbourhood planning consultant was being interviewed to carry out a plan for Gillingham and/or Geldeston. Their impression as a result of this presentation and other research was that this process did not seem to be of any benefit to Kirby Cane & Ellingham at the present time, as the parish did not attract many planning applications for multiple properties, and already had two sites outlined under the VCHAP process. There was also concern that the complexity and cost of drawing up a neighbourhood plan might detract from the current focus of the council on the car park project. Cllr Raymant suggested that the council could adopt a "wait and see" attitude, and in the meantime possibly look at a simpler "design statement" for residential properties, rather than a much more complex neighbourhood plan.

**16. To consider the draft emergency plan:**

Cllr Mallard asked councillors to read through the emergency plan that she had drafted 18 months ago and make suggestions where amendments were required, and she would update it. A copy could then be kept in the Memorial Hall, and also put on the PC website. Cllr Mallard was thanked for her work on this plan.

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

Bins at Ellingham Mill – Cllr Raymant continued to be concerned about the bins and waste, and hoped that a more co-ordinated approach could be developed with Mettingham Parish Council, in whose area the bins are located. The clerk would approach the Mettingham clerk and see what could be achieved. She would also report the poor condition of the road/footpath at the corner before the main river bridge, which was also in SCC area.

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

Annual accounts, Memorial Hall grant, bridleway/footpath issues, car park lease, Ellingham bins

**19. Date of next meeting – Monday, 13<sup>th</sup> May, 7pm**

There being no further business, the meeting closed at 8.47pm

Signed.....  
*Chairman*

Dated.....