

**Minutes of the Meeting of Kirby Cane & Ellingham Parish Council on Monday, 21<sup>st</sup>  
September 2020 at 7.30pm in the Memorial Hall, Kirby Cane**

**Present:**

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

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

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

None had been received.

**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 Richard Canham was a trustee of the Ellingham United Charities. John Cook also had a non-pecuniary interest in Ellingham United Charities.

**3. To approve the minutes of the meeting of 20<sup>th</sup> July 2020:**

The minutes of the Parish Council meeting on 20<sup>th</sup> July were agreed to be correct and were signed by the chairman.

**4. To report matters arising from the minutes of the meeting on 20<sup>th</sup> July 2020:**

A sanitising station had been fitted at Kirby Cane post office and stores;  
The clerk had obtained quotes for a brass plaque to commemorate the service of Joyce Harms as a past parish council chairman – this would be delayed until nearer to a memorial service, planned possibly for May 2021. Councillors also pointed out that Lawrie Cannard, another past chairman, had also sadly passed away recently;  
Footpath Ellingham BR5/Broome BR15 – this had finally been cut, and a very good job done. The clerk was asked to contact NCC to ask that the path be sided out as so much of the tarmacked surface had been covered by encroaching grass;  
Steps near the railway bridge were being constructed, and would be replaced in steel;  
Kirby Cane village sign – would be mentioned later in the meeting;  
Speeding on A143 – the clerk had written again to NCC, and the speed limit had been referred to NCC's Network Safety Team, but had yet to receive a reply;  
Parking in the centre of the village – this was no longer a police responsibility. SNC had checked and there were no parking control measures in the village, so therefore no regulations had actually been infringed, such as double yellow lines etc. Once restrictions were in place, enforcement would be the responsibility of the District Council's parking services team. The imposition of parking control, such as lines, was the responsibility of NCC, and would have to be done in consultation with residents and neighbours;  
Grasscutting – the clerk was waiting for a plan of areas that formed part of the NCC contract. Current contractor has already seen the work, and could carry it out;  
Spikes on swings – following advice from Rospa Playsafety plastic spikes had been attached with cable ties to the tops of the swings to deter birds, but bird activity had reduced as the playground was now being very well-used again;  
The recycling bins at the playground had been emptied at last.

**5. Opportunity for public participation:**

A resident commented on a site that had been cleared on Mill Road, and that a car had been parked there that day.

There was concern about the approval of the application to develop the Waveney Wildfowl site on the A143, because of the possibility of large-scale aggregate extraction, and the proximity of the significant gas main – concerns about breaches of the planning consent could be referred to South Norfolk District Council, and to Norfolk County Council, which is responsible for mineral extraction. There were particular concerns about noise and dust affecting the nearby campsite.

Attendees at the meeting were reminded to sign the test and trace list near the door to the hall.

**6. To consider a risk assessment for Covid-19:**

This was now required by government regulations. Councillors approved the draft, and asked the clerk to add the playground to the risk assessment.

**7. To discuss correspondence:**

7a. NCC had joined a campaign to encourage more people to come forward to adopt;

7b. Police reports – these had been placed on the website.

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

The annual pay award had been delayed due to Covid-19, and councillors approved a pay increase of 2.75% backdated to 1<sup>st</sup> April 2020. The clerk was thanked for her work.

**9. 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 clerk had returned the adopter payment paperwork to SNC.

The clerk was still waiting to hear from the external auditor regarding resolution of the asset register figures for the 2019/20 annual return.

**Financial Report:**

Balance b/f at 20<sup>th</sup> July 2020

£ 50,548.20
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**Payments to be agreed:**

IMON Site Ltd	July + August grasscutting	£240.00
KC Memorial Hall	Meeting 14/8 + 21/9	£20.00
Kirby Cane Hall Farms	Permissive access agreement 2020/21	£224.59
Norfolk Pension Fund	Clerk's pension contribs Aug/Sept	£302.42
	Clerk's salary August/September	£1,002.74
Jane Love	Printing of plans for car park meeting	£36.00
	Clerk's travel expenses	£37.98
	Clerk's use of home	£36.00
Ellingham United Charities	Playing field rent	£102.00

**Sub-total of payments**

£ 2,001.73
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Balance c/f at 21<sup>st</sup> September 2020

£ 48,546.47 *
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*\*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, £947.09 remaining of grant to the Memorial Hall to end financial year 2020/21 and £23,300 for the footway lights*

**10. To consider the dispersal of emergency funds received from Norfolk Community Foundation:**

Councillors felt strongly that local volunteers should be thanked for their wonderful service to the village during the Covid-19 crisis, and resolved that £500 of the grant from the Norfolk Community Foundation should be used to buy £10 vouchers from The

Olive Tree to be distributed amongst the volunteers. The clerk asked only that she should receive a list of who had received what value of vouchers, which would be kept confidential and only used if requested by the NCF for their auditing purposes.

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

Cllr Lodge reported that the facilities had been very well-used over the summer with 60-70 regularly in attendance. She was asked to take photos which would show the number of cars that were parked in the vicinity for the car park project. Cllr Lodge was thanked for her report, and for emptying the bins and checking the equipment regularly.

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

Cllr Cook reported that the floor and other work had recently been completed in the back room, but unfortunately the Memorial Hall committee had recently heard that the pre-school was not able to continue due to low take-up and therefore the hall would lose its major source of income. Cllr Cook reported that the financial position was good, and hoped that the back room could now be used for other purposes. Councillors agreed that £900 of the outstanding grant reserved for the Memorial Hall should be spent on damp proofing.

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

A faulty light had been reported outside 62 Mill Road, and the clerk was pursuing quotes for the electricity supply to the lights, but was hampered by the complexity of the process.

The insurance claim for damage to the column in Newgate had been abandoned, in consultation with the chairman and vice-chairman, because the benefit of a successful claim was unlikely to outweigh the amount of time the clerk was having to spend on it. The interval for electrical testing of the lights had been confirmed as five years, so the clerk had amended the footway light inventory accordingly. The cost of inspection for 2021 (seven lights) would be £69.30, and in 2024, when 18 lights would be due for inspection, would be £178.20 at current prices.

**14. To receive a report from the Car Park Committee and consider the appointment of a consultant and a budget for a possible planning application:**

Cllr Skipper reported on the meeting that had taken place on 17<sup>th</sup> August, which had seen the formation of a committee and a decision on a plan. Jamie Curtis was appointed as consultant and £3000 agreed as a budget for the initial application. Another meeting and site visit would be required in the near future.

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

Cllr Wright reported that the latest period of use of the unit had seen the highest number of people breaking the speed limit, with up to 30 cars a day exceeding 30mph. Councillors approved the risk assessment for use of the SAM2 unit.

**16. To consider the installation of a bench at Ellingham Mill/sluiice:**

Councillors approved £100 for the work to be done by a local carpenter, who would use wood set aside.

**17. To consider repairs to Kirby Cane village sign:**

Councillors were not happy with the quotation that had been provided and asked the clerk to find another craftsperson who could carry out the work.

**18. To consider the permissive access arrangements on the Kirby Cane Estate:**

It was agreed that the council should pay £224.59 for the year for access to ensure public access to footpaths on the edge of the village, and that the chairman should sign the agreement on behalf of the parish council.

**19. To consider the publication of a history of the village:**

Councillors had had an opportunity to examine the two sample copies that the clerk had obtained from the Sir John Leman High School, and decided on 100 copies of the cream coloured sample, costing £3.75 per copy, with a cover price of £7.50. The clerk would also have to purchase an ISBN number, at a cost of £74.17 net. Copies of the book could be stored at the Memorial Hall.

**20. To consider specific local issues:**

i) highways issues – there were potholes in the white line hatching of the A143;  
- the side of the lane in Old Station Lane had subsided significantly.  
The clerk would report both issues.

**21. To consider any planning matters:**

The clerk informed the meeting that they Government was consulting on short-term ‘changes to the planning system’ (consultation deadline 1<sup>st</sup> October 2020) in addition to wider reforms to the planning system set out in ‘Planning for the future’, the Planning White Paper (consultation deadline is 29 October 2020).

2020/1006 – Wardley Hill Campsite, application for manager’s dwelling and extension to campsite; refused by planning committee on 29 July 2020

2020/1068 – Bull of the Woods Brewery, variation of condition to allow retail sale of alcohol – approved with conditions on 7 August 2020

2020/1454 Land West Of 46 Yarmouth Road Kirby Cane Norfolk, erection of dwelling  
councillors had received a comment from a resident on this issue, and the planning officer had recommended refusal due to the small size of the plot and the lack of amenity space. The planning committee agreed that it objected to this application.

Broads Authority – decision on tree works, Mill Pool Cottage , Mill Pool Lane, Ellingham, NR35 2EP : the Broads Authority had no objection to felling of dead trees and removal of some others.

2020/1587 - Land East Of 123 Old Yarmouth Road Ellingham Norfolk, Erection of storage and office building. The planning committee had no objection to this application.

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

Councillors commented on a website called “Neighbour Next Door” which had caused some concern amongst residents and may be a “phishing” scam.

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

Village sign repair, grasscutting in the village, footway lights electricity supply, consideration of an extra dog waste bin

**24. Date of next meeting – Monday, 21<sup>st</sup> September, 7.30pm**

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

Signed.....  
Chairman

Dated.....